



MACALESTER

Macalester College Student Handbook

Dean of Students Office | Division of Student Affairs | Weyerhaeuser Hall

<https://www.macalester.edu/dean-of-students/>

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About the Student Handbook

More than just a manual of rules and regulations, the Handbook identifies expectations, opportunities, policies, procedures, and rights that have been established to enhance the educational and personal growth for Macalester students. The relationship between Macalester College and its students is a legal and contractual one; the College has certain responsibilities to students, and in turn, students have responsibilities to the College and the College community.

The policies found in the Student Handbook apply to all Macalester College community members. All Macalester College community members are required to follow College policies and local, state, and federal law. These policies apply to conduct occurring on Macalester College property or at College-sanctioned events or programs that take place off campus, including study abroad and internships.

The legal and contractual relationship is defined in the Handbook, as well as the College Catalog and other official documents of the institution. While the Handbook provides a review of general policies, guidelines and resources, the College reserves the right to change statements and policies when modified according to established procedures.

The Student Handbook is published by the Office of Student Affairs. Corrections or information for the Handbook should be submitted to the Office of Student Affairs at studentaffairs@macalester.edu.

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Macalester College is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

[Notice of Non-Discrimination](#)

Section 1: Academic Policies and Procedures

1.1 Academic Integrity

Students are expected to maintain the highest standards of honesty in their college work; violations of academic integrity are serious offenses. Students found guilty of any form of academic dishonesty—including, for instance, forgery, cheating, and plagiarism—are subject to conduct action.

Forgery includes the alteration of college forms, documents or records, as well as the signing of such forms or documents by someone other than the proper designee.

Cheating is the dishonest or unauthorized use of materials for academic work. Examples of cheating include:

- Copying another's papers or notes during an exam
- Talking about a test or looking at another's paper during an exam
- Altering a graded exam or paper without informing the instructor and resubmitting it for re-grading
- Gaining unauthorized access to past exams from a course
- Removing tests from a classroom or office without prior consent
- Discussing an exam you have taken with other students, either from your class or from another section of the same course, who have yet to take that exam
- Providing false or exaggerated excuses to postpone due dates
- Lying to an instructor or college official to improve your grade or to get special privileges
- Submitting work done in another class without prior permission of both instructors
- Having another person do your work for a course (including unauthorized collaboration)

Plagiarism is the unacknowledged use of another person's work (words, ideas, data, etc.) in a graded or published piece or in a speech. The following are examples of plagiarism:

- copying all or parts of another person's paper, article, or notes and representing it as your own
- submitting a paper copied in full or in part from one purchased from a paper writing service or obtained electronically

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- failing to fully cite (author, article title, book or journal, page number, date of publication) each instance where you have incorporated another's ideas or quoted words into your own written or oral work.

While instances of forgery and cheating are often clear cut, cases of plagiarism can be more complicated. Plagiarism can be intentional, as when a student knowingly submits as one's own work a purchased paper, or a paper that was written entirely or in part by another student. But plagiarism may also be the result of misuse of sources, which occurs when writers cite information incorrectly or incompletely. In this case, the author may make a good faith effort to acknowledge the sources, but because this is a learning process, a student author may make errors in documentation and integrating quotes and paraphrases into their own work. While unintentional, the misuse of sources is still plagiarism. It is very important, therefore, for students to make sure they understand how to properly cite sources, to take advantage of the research and writing assistance provided by staff in the library and the Writing Center, a Science and Quantitative Center, and Academic Coaching, and to confer with their instructors when they are unsure if they are using sources appropriately.

Procedures and Sanctions

When a faculty member suspects a student of academic dishonesty, the faculty member should consult the student about the suspected violation.

- After this consultation, if the matter appears to be a violation, the faculty member is responsible for gathering the pertinent and necessary information and reporting the violation to the Assistant Dean for Academic Programs and Advising.
- The Assistant Dean for Academic Programs and Advising then meets with the student, confirms the violation, and determines the appropriate sanction depending on whether it is a first, second or third violation.
 - A first violation typically results in a grade of zero for the assignment in which the violation was found. In addition to this sanction an educational component through the library typically accompanies a first violation. For additional information about this module see the associated link on the library's website, www.macalester.edu/library/academicintegrity.
 - A second violation typically results in suspension for a semester. The suspension may occur at any point during the semester and will result in the student being withdrawn from all classes and removed from the residence halls. The student remains responsible for all fees associated with the semester. Readmission to the college is possible after the suspension period.
 - A third violation will result in suspension, and typically dismissal, from the College. Dismissal entails the same aspects of separation from the college as suspension; however, readmission is not possible. A dismissed student is permanently excluded from the College and forfeits all rights and degrees not already conferred at the time of dismissal.

Students may appeal decisions regarding academic integrity policy violations and sanctions. Appeals will be considered on the basis of: procedural errors that unfairly and/or materially affected the outcome of the case; actions taken that are arbitrary, unreasonable or unsupported by the evidence; or, new information that was not available at the time of the original decision.

- Appeals must be written and sent to the Assistant Dean for Academic Programs and Advising. After ensuring the appeal includes all of the relevant facts pertinent to the decision, and articulates a rationale for appealing, the Director will send the appeal to the Academic Standing Committee.
- The Academic Standing Committee, minus the Assistant Dean for Academic Programs and Advising, is the final body responsible for acting on the appeal. If the Committee finds no grounds for the appeal the violation and sanction stand.

Additional Information and Resources

Students can learn more about how to document sources and how to avoid plagiarism from writing resources on the [MAX \(Macalester Academic Excellence Center\)](#) website and from the [Library website](#).

Faculty may find *Defining and Avoiding Plagiarism: The WPA (Writing Program Administrators) Statement on Best Practices*, a useful resource in creating assignments and developing strategies to help students understand and learn to avoid plagiarism. The statement is available at <https://www.wpacouncil.org/positions/WPAplagiarism.pdf>.

Academic Integrity sample syllabus statement:

Students are expected to maintain the highest standards of honesty in their college work; violations of academic integrity are serious offenses. Students found guilty of any form of academic dishonesty -- including, for instance, forgery, cheating, and plagiarism -- are subject to conduct action. Examples of behavior that violates this policy, as well as the process and sanctions involved, can be found on the Academic Programs website, <https://www.macalester.edu/academicprograms/academicpolicies/academicintegrity/>.

1.2 Attendance and Absences

Attending class is a basic necessity for student learning and intellectual growth at Macalester College. While implementation requires the professional judgment of faculty and staff, and assumes student responsibility in ensuring that their academic goals are not negatively impacted by their college-sponsored co-curricular activities, this policy specifies guidelines for addressing class attendance and absence issues. Questions about this policy should be directed to the Assistant Dean for Academic Programs and Advising.

Attendance in Class

The faculty recognizes the importance of regular attendance in all courses. Attendance policy in classes, however, is left to the discretion of the individual faculty, except in the cases of College-authorized absences.

College-Authorized Absence for College-Sponsored Activities

- Absences from classes and, if necessary, from the campus are authorized for students who, as individuals or members of athletic teams or other organized groups, represent the College in college-sponsored activities. Though absences for college-sponsored activities are authorized by the College, faculty and staff leading such activities should make every effort to ensure minimal disruption of student class attendance.
- Students who will be absent for college-sponsored activities are responsible for communicating these conflicts with their faculty and describing how they will access the material they missed in those class periods.

Individual Authorizations for Absence

The AVP and Dean of Students is empowered to authorize absences from classes and, if necessary, from the campus for individual students.

Provisions for Making Up Work

- Instructors shall provide opportunity to students to make up work missed during College-authorized absences from class without penalty. If College-authorized absences total more than 10% of the course meeting time, it shall be at the discretion of the instructor whether the student may make up the missed work. College-authorized absences shall not relieve students of the responsibility of making up work that has been missed.
- If a class will not meet at its regularly scheduled time or will have an additional class meeting outside of its regularly scheduled time, faculty should provide an alternative assignment or consideration for students unable to attend due to a College-authorized absence for a college-sponsored activity. In the event that the absence is not due to a college-sponsored activity, faculty should handle possible conflicts at their own discretion.

1.3 Leave of Absence/Withdrawal from the College

Students considering a Leave of Absence, or wanting to Withdraw from the College, or who are already on an approved Leave of Absence and wanting to request a Leave of Absence Extension must use the [Leave of Absence/Withdraw from the College Interest/Request Meeting Form](#), and complete a mandatory meeting with either the Dean of Students office or the Academic Programs and Advising office.

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A student may request a leave of absence for a future semester or for a semester in progress.

The Dean of Students may grant a leave of absence for a duration of up to two consecutive semesters. A leave of absence may be extended beyond two consecutive semesters with the approval of the Dean of Students office, based on extenuating circumstances. Students who have been away from Macalester for four (4) consecutive semesters (except for Military Service) will not be approved to extend their Leave of Absence (*see [Extending a Leave of Absence below](#)*). Students returning from a leave of absence must meet with either the Dean of Students office or the Academic Programs and Advising office prior to returning from a Leave; and must complete the [Return from Leave of Absence Form](#) at least one month prior to the end of the add/drop period associated with the anticipated return semester. If the student does not complete the [Return from Leave of Absence form](#), complete a return meeting, and does not return for the semester intended, the student will be considered withdrawn from the College and must apply for readmission to the College, through the Registrar's office.

Although it is preferred that new students complete their first term and be in good academic standing when requesting a leave of absence, all requests received will be reviewed and considered, based on individual circumstances. Questions about the Leave of Absence process should be addressed to the Dean of Students Office at deanofstudents@macalester.edu

International students are generally not allowed to take a leave of absence and remain in the U.S. during the semesters of the academic year, according to regulations. If an international student is considering taking a leave of absence, they must talk with the International Student Programs Office for further clarification of their status and process for re-entry to the U.S., as well as for regulations and special exceptions for the leave of absence.

All students must use their legal name for these documents in order to process them correctly.

Requesting a Leave of Absence

Students wanting to request a leave of absence for a **future** semester, must submit the [Leave/Withdraw Interest/Meeting Request Form](#) to the Dean of Students office and complete their mandatory meeting with the Dean of Students office or the Academic Programs & Advising office. The [Leave/Withdraw Interest/Meeting Form](#) request should be submitted at least two (2) - three (3) weeks prior to the first day of class for the term in question.

To request a leave of absence for a **semester in progress**, students should submit the [Leave/Withdraw Interest/Meeting Request Form](#) to the Dean of Students office at least two (2) - three (3) weeks prior to the first day of class for the term in question.

Students who request a leave of absence for a semester in progress may be required to remain on leave for the following semester.

Students are not permitted to take a leave of absence for a semester in progress after the last day of class for the semester.

Any student who wishes to leave Macalester for the purpose of entering military service or fulfilling mandatory religious obligations shall be granted a leave of absence by the Dean of Students.

Extending a Leave of Absence

A leave of absence may be extended beyond two consecutive semesters with the approval of the Dean of Students office, and based on extenuating circumstances and on a case-by-case basis. Students who have been away from Macalester for four (4) consecutive semesters will not be approved to extend their Leave of Absence. Instead, the student will be encouraged to follow the Withdraw from the College process and/or apply for readmission, through the Registrar's office, when they are ready to return. Students who may need to extend their leave of absence should submit the [Return from Leave of Absence Form](#) and will be required to meet with either the Dean of Students office or Academic Programs and Advising office.

If the student does not submit the [Return from Leave of Absence Form](#) at least one month prior to the first day of classes associated with the initially anticipated return semester, the student will be considered withdrawn from the College and must apply for readmission, through the Registrar's office, to the College to return.

Returning from a Leave of Absence

Students returning from leave of absence must submit the [Return from Leave of Absence Form](#) at least one month prior to the start of the semester they will return for, and complete a meeting with either the Dean of Students office or the Academic Programs and Advising office, to ensure a successful return to campus.

Prior to returning from leave of absence, the student will receive communication from the Registrar's office with information regarding registration for classes for the anticipated semester they plan to return from their leave of absence. The Dean of Students office may send communication as a reminder to the student, encouraging them to connect with the Registrar's office, Residential Life (if on-campus housing and a meal plan are desired) and Financial Aid (if applicable), as well as the Student Accounts office to make arrangements for tuition payment, and International Student Programs (ISP) if applicable for non-immigrant VISA regulations. Prior to returning from a Leave of Absence, students will connect with their academic advisor and the Dean of Students office or Academic Programs and Advising to ensure all resources are in place for a successful return. If you are planning to return from a Leave of Absence, you must complete the [Return from Leave of Absence Form](#) and complete a meeting with either the Dean of Students office or the Academic Programs and Advising office to ensure a successful return to campus.

Students who do not return from a leave of absence by the anticipated return semester or approved extension will be withdrawn from the College. Once withdrawn from the College, a student must apply for readmission to the College, through the Registrar's office, to return.

Students who are on leave of absence may not:

- Participate in any student activity fee supported activity, intramurals, club or intercollegiate activities, forensics or performance activities, physical education activity courses, College sponsored volunteer activities or any activity in which they are representing the College.
- Use art, computing or science facilities.
- Use medical or counseling services at the Hamre Center for Health and Wellness.
- Live in College housing.
- Have a campus mailbox.
- Be employed in a student employment position. Questions regarding student employment should be directed to studentemployment@macalester.edu.

Students on a leave of absence **may** use the Library, MAX Center, Career Exploration and academic advising.

Email accounts for students on leave of absence will remain active.

Withdraw from the College

Students considering not returning from a Leave of Absence, Leave Extension or wanting to Withdraw from the College must submit the [Leave/Withdraw Interest/Meeting Request Form](#) and complete a mandatory meeting with the Dean of Students office or the Academic Programs and Advising office. Students who decide not to return to the College (i.e., transfer to another institution) should submit the [Leave/Withdraw Interest/Meeting Request Form](#) to the Dean of Students office at least one month prior to the first day of class for the term they will withdraw. Once withdrawn from the college, a student must apply for readmission to the College through the Registrar's office, to return. Questions about withdrawing from the College should be addressed to the Dean of Students Office at deanofstudents@macalester.edu

Students who do not return from a leave of absence by the anticipated return semester or approved extension will be withdrawn from the College. Once withdrawn from the College, a student must apply for readmission to the College through the Registrar's office, to return. The college is not obliged to approve student readmissions.

1.4 Involuntary Leave

A student may be placed on involuntary leave when they demonstrate developing and/or continuing behavior which is determined to be a threat to themselves or another member of the

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Macalester community. Involuntary leave will be used after measures to avoid the necessity of such a leave have been undertaken. This policy will be administered by Student Affairs.

The Dean of Students or designee is authorized to place a student on involuntary leave. Prior to implementing the leave, the Dean may consult with appropriate staff in the Division of Student Affairs, a member of the Academic Standing Committee, and the student's academic advisor.

When a decision of an involuntary leave has been made, the Dean of Students will present this decision in writing to the student. The involuntary leave will take effect immediately upon the notification by the Dean. The student may communicate with the Dean of Students to discuss services available off campus, interim methods of sustaining the educational process, progress toward the conditions for return, and the preparation of the request for return.

1.5 Grading Policies and Appeals

Grading System

Information is available in the [College Catalog \(Grading System\)](#).

Grades of Incomplete

Students are expected to complete the work in each course by the deadlines established by the instructor; the final deadline for work cannot exceed the end of the final examination period for that term. However, a grade of incomplete may be awarded at the discretion of the instructor, if requested by the student, under the following conditions: 1) at least three-quarters of the required work for the course has been completed, 2) unforeseen circumstances beyond the student's control (usually restricted to illness or family emergency) preclude completion of the remaining work for the course by the semester deadline, 3) the student is not on strict academic probation. Note that poor planning or having a lot of work to complete at the end of the term are not, in fairness to other students, considered circumstances beyond a student's control. Faculty and students with questions about whether the conditions for an incomplete are met should consult with the Assistant Dean for Academic Programs and Advising.

If the conditions for an incomplete are met, a course completion agreement form specifying the work yet to be completed must be submitted to the Office of the Registrar by the last day of class. Both the student and the instructor are expected to sign the form. For a fall semester course, students have until the first class day of the spring semester to complete an incomplete; for a spring semester course, students have until July 1 to complete an incomplete. Students may not petition to extend the college deadline for the completion of an Incomplete, except with the approval of the course instructor and the Assistant Dean for Academic Programs and Advising. Medical reasons or family emergencies are typically the only conditions under which an extension will be granted. If the student and the professor have set a deadline for completion

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of the work that is earlier than the official college deadline, the faculty member may approve an extension of that deadline up to the official deadline for that term.

Students who have multiple incompletes for a term will be reviewed by the Academic Standing Committee and are subject to the college's satisfactory academic progress rules. Students who plan to request more than one incomplete for a term are advised to consult with the Assistant Dean for Academic Programs and Advising, who convenes the Academic Standing Committee. As in all matters, it is also wise for students to discuss their circumstances with their faculty advisor.

Grade Appeals

After a final grade has been submitted, a student may not be required nor allowed to turn in extra work, to redo previous work, or to otherwise make adjustments to his or her work in order to improve the final grade. The only circumstances under which a faculty member may change a final grade once it has been submitted are as follows:

- The professor has made a calculation error; OR
- Work previously considered missing is located by the professor, and it is clear the student turned the work in on time.

Students who believe that they have been subjected to arbitrary or discriminatory academic evaluation by a faculty member are guaranteed the right to appeal. Arbitrary or discriminatory academic evaluation involves any or all of the following:

- Grading on a basis clearly irrelevant to the student's mastery of the course.
- Grading on a basis which has not been consistently applied to all students taking the same course concurrently.
- Grading on a basis which is not consistent with prior practices or announced policies in that course during the semester.
- Grading that does not take into consideration or honor accommodations granted from the, who coordinates services for students with disabilities, following the date such notification was received by the professor.

In questions of alleged improper academic evaluation, students must follow this procedure to appeal:

1. Consult with the individual faculty member. If, after this step, the student still claims arbitrary or discriminatory evaluation, the student moves to Step 2. If the concern is that the faculty member did not take into consideration or honor accommodations granted by the Director of Disability Resources, the student should consult with the Director of Disability Resources.
2. Visit the Director of Academic Programs, who will confer with the student, hear the student's position, describe the appeals process and help the student to assess his or

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her options. The student should provide the Director with a written statement giving relevant facts and the reason for the appeal. If the student decides to appeal the grade further, he or she next contacts the Associate Dean of the Faculty.

3. The Associate Dean of the Faculty makes a final determination about the appeal grounds. If the Associate Dean finds no grounds for appeal, the grade stands.
4. If the Associate Dean of the Faculty finds that the student's grade was subject to arbitrary or discriminatory evaluation, the final grade is determined by the chair of the relevant department. If it was the chair whose evaluation is being appealed, the grade is determined by a proximate tenured faculty member chosen by the Provost, ideally from the same department but if necessary from a closely related department. The final grade may go up or down, or may remain the same after review by the chair. This decision by the chair or a proximate faculty member is final.

Appeals of Curricular Committee Decisions

The faculty maintains four curricular committees to provide the first level of consideration for particular academic matters at the college. Those four committees are: Individually Designed Interdepartmental Majors (IDIM), Academic Standing (ASC), Study Away Review (SARC), and General Education Requirements (GERC). The process for appealing one of these committee's decisions is as follows:

1. A written appeal is submitted to the Director of Academic Programs. Typically only appeals with a procedural basis will be entertained.
2. After ensuring the appeal includes all of the relevant facts pertinent to the decision, and articulates a rationale for appealing, the Director of Academic Programs will send the appeal to the authority designated in the Faculty Handbook as responsible for acting on appeals for that committee. Specifically, the authority responsible for appeals of IDIM and GERC decisions is EPAG; the authority responsible for acting on appeals of SARC and ASC decisions is the Provost.
3. The appeal decisions of EPAG and the Provost are final.

1.6 Student Complaints and Resolution Policy

Macalester College maintains processes for the good faith review and resolution of student academic and non-academic complaints. The College's student complaint process will encourage informal resolution of alleged violations within the office or department involved in the complaint and allow for a formal resolution process if not resolved informally or when informal action is not allowable by federal regulations.

Students may bring complaints regarding Macalester's provision of education, academic services, and non-academic services affecting their role as students. Complaints must be based upon a claimed violation of a College policy, regulation, or established practice.

Student complaints do not include those regarding College employment, student conduct procedures under the Student Handbook, academic progress or grades, or admissions decisions.

Resolution under this policy may include student reinstatement or other corrective action for the benefit of the student, including refunds, but may not award monetary damages or, unless related to the dispute resolution and grievance procedures, direct conduct action against any employee of the College.

This policy does not limit the College's right to change policies, regulations, or practices related to the provision of academic or non-academic services and education.

Key Definitions

Student Academic Complaint: Complaints brought by students regarding Macalester's provision of education and academic services affecting their role as students.

Academic complaints **do not** include grade disputes or curricular committee decision appeals, which are managed according to the Macalester College Faculty Handbook.

For the procedures regarding grade appeals and curricular committee decision appeals, refer to [Faculty Handbook Section 4, Parts I. and V.D \(gdoc\)](#).

Non-academic Complaint: Complaints brought by students regarding Macalester's provision of non-academic services affecting their role as members of the Macalester community.

Non-academic complaints **do not** include admissions and financial aid decisions, on-campus room assignments, conduct findings, sexual misconduct, or harassment.

For procedures and information regarding student conduct, refer to the Macalester College Student Handbook section on student conduct process and procedures.

For procedures and information regarding sexual misconduct, refer to the Macalester College [Sexual Misconduct Policy](#).

For procedures and information regarding harassment, refer to the Macalester College Student Handbook section on harassment.

For procedures and information regarding how to file a complaint with the Minnesota Office of Higher Education, refer to the [Minnesota Office of Higher Education website](#).

Procedures

Informal Resolution for Student Complaints

The first step of any resolution should be within the office, residence hall, or department involved in the complaint, between the parties involved or the parties and an appropriate third party (e.g., other faculty, department chair, hall director, student organization advisor, staff member).

If no informal resolution is reached with the office, residence hall, student organization, or department involved in the complaint, a student may seek informal resolution by talking with staff in the Office of Student Affairs.

Formal Resolution for Student Complaints:

If still unresolved after following the appropriate informal complaint process, a student may choose to officially document the complaint to seek formal resolution. Students may file complaints regarding academic matters, excluding grade appeals and curricular committee decisions, with the Provost's Office. Non-academic complaints, excluding admissions and financial aid decisions, on-campus room assignments, and student conduct findings, should be filed with the Office of Student Affairs. Students should consult with the relevant office to prepare a formal complaint.

Both the Provost's Office and Office of Student Affairs will follow these general procedures:

- Students must submit, in writing, an explanation of the concern or appeal, including (1) a full description of the matter, (2) a description of efforts that have been made to resolve the issue informally, and (3) a statement of requested remedy. Submissions must include accurate contact information. Copies of pertinent materials should be attached.
- A student must begin the informal resolution process within 30 days of the end of the semester during which the concern arises and must submit, if applicable, an officially documented complaint no later than 30 days after the first day of classes of the semester immediately following the semester during which the concern arose.
- If the complaint contains confidential medical information, the College will maintain confidentiality of that information and will not release it without the student's consent, except as allowed by law.
- Academic complaints should be submitted to the Provost. Non-academic complaints should be submitted to the Vice President of Student Affairs. Upon receipt, the institutional officer will review the complaint for timeliness and appropriateness under this complaint procedure, notify the student if the complaint is accepted for further investigation, and provide a copy of the complaint to the individual against whom it has been made.
- The institutional officer will complete or designate someone to complete an investigation of the matter. The investigator may interview, consult with, and/or request a written response to the issue(s) raised in the complaint from any individual that the investigator

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believes to have relevant information, including faculty, staff, and students. All parties will have the opportunity to provide the investigator with information or evidence that the investigator believes is relevant to the complaint. The investigator will respect the privacy of all parties, to the extent possible.

- The College will inform the student and the party against whom the student has filed a complaint that the institution will not tolerate real or implied retaliation, will take steps to prevent retaliation, and will take appropriate responsive action(s), up to and including termination of employment, if an employee is found to have retaliated. Students will be held accountable for retaliation through the Student Handbook and related conduct procedures. Individuals should immediately notify the appropriate institutional officer should retaliation occur.
- If a non-academic complaint involves a faculty member, the Vice President of Student Affairs will inform the Provost of the complaint, the determination of the investigator, and any appeal. Academic and non-academic complaints that involve a faculty and/or staff member will be reported to the Director of Employment Services.
- All investigations will be completed within 30 calendar days of the filing of the written complaint. The deadline may be extended by the Provost or Vice President of Student Affairs for good cause. At the request of the complainant, the institutional officer may determine the formal process can and should be expedited.
- The institutional officer will prepare a written report, including findings and a final resolution of the matter. The officer will submit the report within 30 calendar days of receipt of the formal complaint, unless there are compelling reasons for delay. The institutional officer will send the report to all interested parties. If the complaint challenges an action personally engaged in by the institutional officer, the President will appoint another administrator to fulfill the officer's role under this procedure.
- Decisions made by institutional officers are final and may not be appealed.

Institutional Records of Student Complaints

To comply with federal regulations, Macalester College will maintain records of formal, written academic and non-academic student complaints filed with the Provost's Office or the Office of Student Affairs. The records will include information about the disposition of the complaints, including those referred to external agencies for final resolution. These records will be available to the Higher Learning Commission (HLC) comprehensive evaluation teams for review.

The College understands that the U.S. Department of Education expects HLC evaluation teams to be aware of major complaints or categories of student concerns that may or may not be addressed in Macalester's self-study report. One source of that information will be a historical record of student complaints and their dispositions.

The College has determined that this federally-mandated obligation for record-keeping will be limited to academic and non-academic complaints made formally in writing, signed by a student, and addressed to and submitted to the Provost or the Vice President of Student Affairs. The assumption underlying this policy is that when one of the primary officers named above

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becomes involved, the complaint has not been satisfactorily resolved either at any other institutional level or by other Macalester personnel.

The tracking system for academic complaints will be maintained in the Provost's Office; the tracking system for non-academic complaints will be maintained by the Office of Student Affairs. The tracking systems will contain the following information:

- the date that complaint was first formally submitted;
- the nature of the complaint;
- the steps taken by the institution to resolve the complaint;
- the institution's final decision regarding the complaint, including referral to outside agencies;
- any other external actions initiated by the student to resolve the complaint, if known to the institution.

Macalester College will only track complaints from students. Complaints from parents, employers, etc., need not be tracked for the purposes of this policy, even where those complaints might relate to a student(s).

The College has established this system so that the record provided to any external team ensures anonymity. In addition, Macalester College will avoid mentioning by name any other individuals involved in the facts of complaints. The College will inform students and institutional personnel that it must share information about complaints with its accreditor but that individual identities will be protected.

Only written complaints mailed or delivered to the Provost or the Vice President of Student Affairs are considered formal complaints. Of course, the College will continue to respond to information communications from students made through various means without including these exchanges within the tracking system. Records of complaints will be maintained in accordance with the college's record maintenance policy.

1.7 Classroom Recording Policy

The Macalester College Classroom Recording (MCCR) policy sets forth community expectations regarding the recording (whether audio, video, or streaming) of class lectures, discussions, office hours, and other course-related activity. As an academic community, we value the free exchange of ideas and the privacy of community members. We are also committed to providing appropriate accommodations to students who require recorded lectures as an academic adjustment for documented disabilities. The MCCR policy balances the legitimate uses of classroom recording, the intellectual property of the faculty, and the privacy of individual students and faculty.

In compliance with Federal law, qualified students with disabilities may record classroom activities, as defined above, as a legitimate academic adjustment once verified by the Center for
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Disability Resources . Students with disabilities who wish to record classroom activity must obtain permission from the Center of Disability Resources, which will determine whether classroom recording is an appropriate and reasonable accommodation given the individual student's documentation. The Center for Disability Resources will notify the Instructor, and prior to recording of any classroom activity, a recording agreement must be signed by the student and filed with the Center for Disability Resources. The recording agreement stipulates that such recordings are for personal academic use only, where personal academic use is restricted to the personal study use of the individual. The student may not share, replicate, or publish the recording, in whole or in part, or use the recording for any other purpose, without the written approval of the instructor. The recording must be destroyed or stored by the Center for Disability Resources at the end of the semester.

In cases where a student without a documented disability would like to record classroom activity, the request should be made directly to the Instructor, who will have the sole discretion to determine whether or not to allow the recording. If the Instructor allows the recording, prior to recording of any classroom activity, a recording agreement must be signed by the student and Instructor and filed, either electronically or in hard copy, with the Office of Academic Programs and Advising. The recording agreement stipulates that such recordings are for personal academic use only, where personal academic use is restricted to the personal study use of the individual. The student may not share, replicate, or publish the recording, in whole or in part, or use the recording for any other purpose, without the written approval of the instructor. The recording must be destroyed or stored by the Instructor at the end of the semester.

When proper approvals are obtained, students enrolled in courses where classroom activities may be recorded will be notified via email prior to the first recorded class session. The identity of a student covered by an accommodation should not be disclosed. Instructors have the authority to, either spontaneously or in advance, prohibit recording of portions of a class session that could contain discussion of personal student information.

Any student classroom recording is to be used only for the personal academic use of the individual student, where personal academic use is restricted to the personal study use of the individual. Macalester College prohibits sharing, distributing, or publishing classroom recordings in any manner.

Instructors may record their own class sessions, but must notify students via email in advance. The instructor may publicly disseminate the recording, but if the recording includes the spoken word, image, or other identifying characteristic of any students, then the instructor must secure the written consent of those students prior to any dissemination. The Instructor is responsible for ensuring that any use or sharing of any recording that includes student information is consistent with the written consents and not used or shared for any other purpose. The Instructor will retain the written consents so long as the recording is retained.

Any alleged violation by a student of the classroom recording policy shall be referred to the Director of Academic Programs and Advising, who will investigate the situation and make a
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decision. Students found guilty of a violation are subject to sanctions up to and including suspension or dismissal. If suspended or dismissed, the suspension or dismissal may occur at any time during the semester and will result in the student being withdrawn from all classes and removed from the residence halls. The student remains responsible for all fees associated with the semester.

Students have the right to appeal the Director's decision. Appeals will be considered on the basis of: procedural errors that unfairly and/or materially affected the outcome of the case; an arbitrary decision; or new information that was not available at the time of the original decision.

Appeals must be written and sent to the Director of Academic Programs and Advising within 30 days following the Director's decision. After ensuring the appeal includes all of the relevant facts pertinent to the decision, and articulates an appropriate rationale for appealing, the Director will send the appeal to the Academic Standing Committee.

The Academic Standing Committee, minus the Director of Academic Programs and Advising, (the Committee) is the final body responsible for acting on the appeal. In most cases, the Committee will review the appeal based on the written record provided by the Director of Academic Programs and Advising. If the Committee finds no grounds for the appeal, the violation and sanction stand. The Committee's decision will be final.

1.8 Associated Colleges of the Twin Cities (ACTC)

Through an agreement, students may take one course per semester at any one of the institutions listed below without additional tuition charge, provided that the home institution has approved the course. Links to course information are provided on the Registrar's Office website.

Augsburg University, Macalester College, Hamline University, St. Catherine University, and the University of St. Thomas, (members of the Associated Colleges of the Twin Cities) are committed to sustaining cordial and mutually supportive relationships between and among the five institutions. To that end, the following guidelines for dealing with conduct violations have been established:

1. ACTC students visiting and/or taking classes at any of the five institutions are expected to observe the policies of that campus.
2. When students from one of the five institutions are on one of the member campuses, the judicial/conduct regulations of that institution apply to them, including Title IX Sexual Misconduct policies. If students are involved in a judicial/conduct situation, the host Senior Student Affairs Officer (SSAO)/Dean of Students, or designee, will be notified and, in turn, will convey the details to the home SSAO/Dean. In some cases, it may be determined that both SSAOs/Deans adjudicate the infraction collaboratively; in most cases, the home SSAO/Dean will adjudicate the infraction on the home campus. In the event of an emergency or necessary police action, the host SSAO/Dean or designee will respond immediately and later notify the home SSAO/Dean.

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3. If students are involved in a Title IX Sexual Misconduct incident, the host Title IX Coordinator (or designee) will be notified and, in turn, will convey the details to the home Title IX Coordinator. In some cases, it may be determined that both Title IX Coordinators adjudicate the incident collaboratively; in most cases, the home Title IX Coordinator will adjudicate the infraction on the home campus.
4. Each of the five colleges/universities, through its own judicial/conduct process, has the authority to suspend or expel any student who is registered for courses on its campus with the visiting student being accorded all the rights, including the right of appeal, that apply to a student of the host school.
5. The duration of any penalties shall be at the discretion of the institution originally handling the incident. If the loss of academic grade is involved, or loss of privilege to continue taking a course at a host institution, the Senior Academic Affairs Officer (SAAO) office may become involved in the process. The student may use existing channels of appeal.
6. In all cases, it is assumed that this agreement does not supersede any rules or regulations of any of the five institutions and, furthermore, that the strong, existing spirit of cooperation among the five institutions will prevail in seeking resolutions with educational merit.

1.9 Academic Advising

Information is available from [Academic Programs \(Academic Advising web page\)](#).

Academic Calendar

The academic calendar is provided by the [Registrar \(Academic Calendar\)](#).

Academic Requirements

Information is available in the [College Catalog \(Academic Requirements\)](#).

Progress Toward Graduation

Information is available in the [College Catalog \(Progress Toward Graduation\)](#).

Probation and Dismissal

Information is available in the [College Catalog \(Probation and Dismissal\)](#).

Withdrawals and Repeated Courses

Information is available from the [College Catalog \(Withdrawals and Repeated Courses\)](#).

Section 2: Campus Policies and Protocols

2.1 Alcohol and Illegal Drugs Policy

Macalester College is committed to fostering a welcoming campus community and encourages safe, responsible, and lawful actions. The College is also committed to promoting healthy behaviors and empowering students to inform themselves about the impact that alcohol and illegal drug use has on individuals and the community. This policy outlines students' rights and responsibilities in regard to illegal drugs and the use of alcohol on campus, off campus, and at college-sponsored events. Community members are responsible for their actions and demonstrating respect for others at all times.

Alcohol Policy

Macalester College prohibits the unlawful possession, use, production and distribution of alcohol. This policy applies to all activities sponsored by the College whether on College-owned property and residences or at other locations. The College expects that students, faculty, staff members and guests of the College community conduct themselves in a responsible manner that demonstrates respect for others and the community at large. As part of the larger community, Macalester College is subject to and abides by federal, state and local laws. The use of alcoholic beverages should not interfere with the academic goals and maintenance of a healthy environment in the campus community.

General Regulations

- Possessing, serving, consuming, or being in the presence of alcohol under the age of 21 is strictly prohibited.
- Students found with alcohol who are under 21 years of age will be required to pour out the alcohol in the presence of a staff member and may be subject to College conduct action.
- Students of legal age who use alcohol must do so in a way that does not compromise the rights and safety of others.
- Students who are severely intoxicated (regardless of age) are in violation of College policy.
- The use of alcohol may not:
 - disrupt the community standards of the residence hall environment
 - create a potentially hazardous environment
 - violate applicable federal and state laws, local ordinances
- The possession of open containers of alcohol and the consumption of alcohol are confined to student rooms and suites. Open containers of alcohol are prohibited outdoors and in common areas.
- Possession of empty alcohol containers may result in a documented policy violation.
- Alcohol cannot be consumed in public spaces without a permit regardless of age.

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- Kegs of beer, any forms of common source alcohol and alcohol in excess are prohibited in any residence hall space. Possession of a keg of alcohol may result in suspension from residential facilities.
- Students of legal drinking age who choose to consume alcohol with or in the presence of underage students assume additional responsibility for the safety and well-being of their guests.
- Students may be asked to dispose of alcohol to help calm and disburse disruptive situations regardless of their age.
- Violations of College policies regarding the improper use, distribution or possession of alcohol will result in sanctions ranging from warning through temporary or permanent separation from the College and may also include referral to civil authorities for prosecution. Outcomes imposed through the conduct process may include chemical assessment, treatment and/or attendance at health education informational sessions. Students will be responsible for costs associated with such programs.

Community of Care Provision

All members of the campus community are encouraged to seek immediate medical or security assistance for students whose health and well-being may be at risk due to the overconsumption of alcohol and/or drugs. The intent of the **community of care provision** is to encourage students to request assistance from Macalester staff and/or emergency personnel without fear of conduct action being taken against the impaired student or those who seek to help them. For the safety of the student in need, those calling for help should remain with the impaired student until college professional staff arrive.

Neither students who actively seek assistance nor the impaired student(s) will be subject to formal conduct action for the consumption of alcohol and/or drugs if all involved students follow the medical, health, and safety recommendations of the responding staff. Failure to do so may result in formal conduct action. Educational sanctions may be enacted without formal conduct action. These educational sanctions include such things as meeting with a professional staff member, alcohol workshop, assessment, or writing a reflection paper. If students do not comply with the assigned educational sanctions they will be subject to a formal conduct process.

The community of care provision only applies to the consumption of alcohol and/or drugs. Individuals may be held responsible for other policy violations such as property damage, hazing, harassment, or physical and sexual assault if applicable. When necessary, the Dean of Students will render the final decision regarding whether the provision can be applied. The College cannot guarantee that criminal charges will not be brought against the student if local law enforcement officials are required for assistance during the incident. The College may be required to notify parents/guardians if a student is transported to the hospital or a detoxification center for a medical emergency. Taking responsibility for helping a student in need will always be viewed positively in any post-incident follow-up.

Illegal Drug Policy

- Macalester College prohibits the unlawful possession, use, sale, distribution, cultivation or manufacture of illicit drugs and drug related paraphernalia. This includes but is not limited to marijuana, water pipes, and bongs.
- The use of any substance which creates an odor that may be confused with illegal substances is prohibited. This includes, but is not limited to, odors that smell like marijuana.
- Confiscated items will not be returned to students or their guests if they are found to violate college policy or state/federal law.
- Violation of College policies regarding the use, distribution or possession of unlawful drugs, and drug related paraphernalia will result in sanctions ranging from warning through temporary or permanent separation from the College and may also include referral to civil authorities for prosecution. The College may require chemical assessment and/or treatment as attendance at health education informational sessions as part of outcomes imposed through the conduct process. Students will be responsible for costs associated with such programs.
- Students seeking information or help with a drug related problem are encouraged to consult with the Health and Wellness Center, Residential Life or the Office of Student Affairs.

Medical Marijuana

The Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans who are registered users to use medical marijuana to treat certain conditions. However, the possession and use of marijuana remains illegal under the federal law to which the college is subject, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act. Therefore, the use, possession, production, manufacture, and distribution of marijuana—medical or otherwise—continues to be prohibited while a student is on college owned or controlled property or at any function authorized or controlled by the college continues to be prohibited.

Federal Student Aid Penalties for Drug Convictions

The Higher Education Amendments of 1998 include a new student eligibility provision. It provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance while enrolled and receiving federal financial aid. Federal aid can be grants, student loans and/or college student employment. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. A student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned.

The chart below illustrates the period of ineligibility for financial aid, depending on whether the conviction was for sale or possession and whether the student had previous offenses.

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	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 yr. from date of conviction	2 yrs. from date of conviction
2nd Offense	2 yrs. from date of conviction	Indefinite Period
3rd Offense	Indefinite Period	

If convicted of both possessing and selling illegal drugs, the student will be ineligible for the longer period of conviction.

For information on how a drug conviction impacts financial aid, refer to the frequently asked question section of the FAFSA website. To report a drug conviction contact the Financial Aid Office.

Policies for Hosting Events with Alcohol

(Students who reside on campus also see residence hall policies - [Hosting Guests with Alcohol in Rooms](#))

- Any event with alcohol present requires a completed Alcohol Approval Request Form submitted to the Reservations Office for approval no later than 3 weeks prior to the event. This policy includes the service of wine and/or beer at a reception or dinner. Event planners should consult with the Reservations Office to determine the need for a Certificate of Insurance indemnifying Macalester College or to get referrals for 3rd party vendors. Student sponsored events must be approved first by the Campus Activities and Operations Office before submission to the Reservations Office.
- State law prohibits open containers on public rights-of-ways (i.e., streets, sidewalks, public areas in buildings, etc.). Alcohol must be contained in a designated serving and consumption area. The Campus Center Atrium, Art Gallery Hallways, Olin-Rice Smail Gallery, Leonard Center Atrium, IGC Atrium or any other publicly used space are not permissible locations for the service of alcohol unless the entire building/space is reserved for the event or alcohol is only served and consumed in a controlled area not accessible to the public or those under 21. Bon Appetit may serve wine and/or beer at a function in these spaces. For outdoor events, the serving area must be contained within a fenced-in and controlled area.
- Events which require a license for the sale of alcohol or any event with an estimated attendance of 100 or more people will require additional planning and appropriate forms must be submitted nine (9) weeks prior to the event.
- Only beer and/or wine may be served on campus.
- Student Activity Fee money may not be used to purchase alcohol.
- Individuals are not allowed to bring alcohol to an event.
- Only official College sponsored events designated by Campus Activities and Operations, the Office of Student Affairs or Special Events may advertise the presence of alcohol.

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- Attendance at campus events where alcohol is being served is limited to Macalester community members and their invited guests.
- Alcoholic beverages cannot be sold without a license issued by the St. Paul Office of License, Inspection and Environmental Protection. Application forms are available from the Reservations Office and must be approved first by the Director of Campus Activities and Operations. Staff events must be approved first by the Director of Campus Activities and Operations. Indirect distribution of alcohol through the sale of admission tickets, donations, etc. are considered methods of selling alcohol and require a license from the City of St. Paul.
- Event sponsors must provide snacks and equal amounts of non-alcoholic beverages when alcohol is being served.
- The college does not accept sponsorship of campus events by the alcohol beverage industry.
- Events may require security officers at the determination of the Director of Campus Activities and Operations. Cost for the officers is the responsibility of the sponsoring Macalester department or recognized student organization.
- At least one faculty or staff person is required to attend an event where alcohol is being served.
- The distribution of alcohol will cease no later than 45 minutes prior to event's end time or before 12:30 a.m.

Education, Counseling, and Treatment Resources

Most adults who drink alcoholic beverages (beer, wine, or liquor) consume safe and healthy amounts. For others, unsafe drinking patterns increase their risk for injury, illness or future alcohol problems. Alcohol or other drug problems come in many forms. You may find yourself wondering or worrying about your own personal use or that of a family member or friend.

Macalester's Health and Wellness Center (HWC) provides professional education, assistance, and referral for students concerned about their own or others' alcohol or other drug use. HWC staff offer information, education, and training about alcohol/tobacco use and other drug abuse; students who are questioning their own patterns of alcohol or other drug use are encouraged to seek assistance from HWC staff. In addition, staff can help students who are concerned about another's substance use patterns.

Appendix

Alcohol Laws

Macalester expects all students and student groups to comply with all local, state and federal laws. It is the responsibility of each individual to be aware of, and abide by, all federal, state and local ordinances. Current laws provide for severe penalties for violations which may result in criminal records.

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Local Laws

The City of St. Paul and the City of Minneapolis have an ordinance prohibiting the consumption of, or possession of an open container containing, an alcoholic beverage in any public place or on private property without the owner's permission.

Minnesota State Laws

Note: This is not a complete list

Possession or Consumption by Persons Under the Age of 21

It is unlawful for any person under the age of 21 years to possess any alcoholic beverage with the intent to consume or actually consume it at any place other than the household of the person's parent or guardian and with their supervision.

Underage possession or consumption immunity provided for a person seeking assistance for another

Chapter 112 (HF 946*/SF 744) adds a subdivision to Minn. Stat. § 340A.503, the law pertaining to underage possession and consumption of alcohol. It provides that if a person contacts a 911 operator to report that the person or another person is in need of medical assistance for an immediate health or safety concern, the person is not subject to prosecution under this law. The immunity applies if the person is the first person who initiates contact. The person must also provide a name and contact information, remain on the scene until assistance arrives, and cooperate with the authorities at the scene. The person who receives medical assistance is also immune from prosecution. The law also applies to one or two persons acting in concert with the person initiating contact provided that all the same requirements are met. Effective Aug. 1, 2013.

Consent for Sexual Activity

The full Title IX and Sexual Misconduct Policy may be found [here](#).

Consent is informed, knowing, and voluntary. Specifically, words or overt actions that clearly communicate a freely given agreement to participate in sexual activity at the time of the activity. Words or overt actions clearly communicate consent when a reasonable person in the circumstance would believe those words or actions indicate a willingness to participate in a mutually agreed-upon sexual activity. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

Misrepresentation of Age

It is unlawful for any person under the age of 21 years to claim to be 21 years old or older for the purpose of purchasing alcoholic beverages.

Furnishing Alcohol to Persons Under 21

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It is unlawful to sell, barter, furnish or give alcoholic beverages to persons under 21. People who are injured by an underage drinker may sue adults who supplied alcohol to the underage drinker.

Drug Laws

Crimes and penalties of both state and federal drug laws can change with each legislative session. It is the responsibility of individuals to be aware of, and abide by, state and federal laws.

It is a petty misdemeanor for persons under the age of 18 to possess, use or purchase tobacco products. Purchasing tobacco with fake identification is a crime.

Minnesota and federal laws prohibit the unauthorized possession, furnishing (distributing or giving away), and trafficking (selling) of scheduled drugs. Scheduled drugs include, but are not limited to, marijuana, cocaine, LSD, heroin, methamphetamines, and steroids. Possession of drugs is merely exercising or maintaining control over a drug. Possession of drugs can be merely allowing drugs to be stored in your room even if those drugs are owned by someone else.

Students who are convicted of drug possession or sale may lose eligibility for federal financial aid.

Health Risks

Macalester cares about the health and wellness of both individuals and our campus community. According to recent surveys conducted at Macalester, the substances of most frequent use and abuse are alcohol and marijuana.

Alcohol is a major concern on a college campus as it can negatively impact both personal and academic goals of students. Higher risk alcohol use has been associated positively with falling behind academically (Porter & Pryor, 2007, NCHA 2013). Alcohol lowers inhibitions and impairs judgment, coordination and speech. This can lead to dangerous and unsafe behavior resulting in significant negative consequences to individuals or others. This impairment can occur even at low levels of blood alcohol concentration. When alcohol is abused, there is a significantly increased incidence of physical injury, motor vehicle accidents (nearly half of all fatal accidents) and injuries from assaults. Abuse of alcohol within the college environment can be linked to an increased risk of sexual violence.

With regards to marijuana, though it is true that scientists have determined that the cannabis plant has the potential for addressing a range of medical conditions, it is also true that when one is young and the brain is still maturing, marijuana has the potential of creating structural and functional deficits of the brain. In a study published in December 2013, researchers at Northwestern Medicine discovered that the developing teenage brain may be particularly vulnerable to excessive marijuana use. The researchers found that teens who smoked

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marijuana daily for about three years had abnormal changes in their brain structures related to working memory and performed poorly on memory tasks. These abnormalities in brain structure and memory problems existed two years after the heavy marijuana users had stopped smoking pot as teenagers. In addition to the possible effects on the brain, smoking marijuana may also be hazardous to developing lungs. Marijuana smoke contains 50% to 70% more carcinogenic hydrocarbons than tobacco smoke. A number of studies have also shown an association between chronic marijuana use and increased rates of anxiety, depression and schizophrenia. And lastly, research shows that the earlier one starts using marijuana, the more likely one is to become dependent on it or other types of drugs later in life.

For health facts about other substances visit [The National Institute on Drug Abuse](#).

Compliance with the Drug Free Schools/and Campuses Act

Macalester College is committed to complying with the Drug Free Schools and Communities Act and the Drug Free Workplace Act. The requirements for compliance with the Drug Free Schools and Communities Act of 1989 are addressed in the alcohol policy section of the student, staff, and faculty handbooks. The College conducts biennial reviews of its alcohol and drug program to determine its effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

Additional requirements for compliance with the Drug Free Workplace Act of 1988 state that employees of the College are required to report to work on time and in appropriate mental and physical condition for work and to remain in that condition during the work shift. Employees must, as a condition of employment, abide by the terms of this policy and report any criminal convictions under a criminal drug statute for violations occurring on or off campus premises while conducting college business. A report of conviction must be made within five days of conviction.

Within thirty days after receiving notification that an employee has been convicted under a criminal drug statute for violation occurring in the workplace, Macalester will either take conduct action against the employee (up to and including termination) or will require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state or local health, law enforcement or appropriate agency.

2.2 Assistance Animals

Macalester College seeks to create a welcoming environment in which all students can reach their academic potential and have equal access to academic opportunities and co-curricular activities. Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services. The College is committed to addressing barriers encountered by members of the Macalester community with appropriately documented physical, cognitive, and psychological disabilities.

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Students with disabilities who require service or support animals (which are referred to generally as "assistance animals" henceforth) will be accommodated within the following guidelines.

Who to Contact

If you are a student:

Interested in bringing an assistance animal to Macalester.

Center for Disability Resources

651-696-6874

Macalester Disability Resources

Interested in bringing an assistance animal to Macalester campus housing.

Center for Disability Resources

651-696-6874

Macalester Disability Resources

Reporting any animal in Macalester housing that is disruptive or poses a safety threat.

Residential Life

651-696-6215

Macalester Residential Life

Reporting any animal on the broader campus that is disruptive or poses a safety threat.

Campus Safety and Security

651-696-6555

With a disability that may be affected by the presence of animals.

Center for Disability Resources

651-696-6874

Macalester Disability Resources

Service Animals

Macalester College recognizes that service animals can play an important role in facilitating the independence of individuals with certain disabilities. Therefore, an appropriately trained animal, under the control of its partner/handler, may be allowed in campus facilities where animals would typically not be permitted.

Per Title III of the Americans with Disabilities Act (ADA), Macalester College accommodates service animals. A service animal is defined as any guide dog, signal dog, or miniature horse individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with

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impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. Students with service animals are permitted to bring their service animal in all areas where members of the public are generally accommodated. This includes any private residence space assigned to the student. Members of the Macalester community may only ask an individual with a service animal two questions:

- Is the service animal required because of a disability?
- What work or task has the service animal been trained to perform?

As service animals are a civil right, documentation of the need for a service animal is not required; however, Macalester encourages students on campus with service animals to check in with the Center for Disability Resources at [Macalester Disability Resources](#) , or by calling 651-696-6874. Students who would like to have a service animal in campus housing must register the animal with the Department of Residential Life.

Support Animals

Per the Fair Housing Act (FHA), Macalester College provides reasonable accommodations for support animals (i.e. an emotional support animal or companion animal) in the residence halls. Support animals include animals whose sole function is to provide emotional support, comfort, companionship, or therapeutic benefits. A person requesting a support animal on campus qualifies for reasonable accommodation if:

- the person has a documented disability;
- the animal is medically necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls;
- there is an identifiable relationship between the disability and the support the animal provides

Support animals are generally allowed on campus within the residence halls, in spaces designated by the Department of Residential Life. Macalester College will not permit support animals to stay on campus if they would cause substantial physical damage to the property of others; pose an undue financial and administrative burden on the institution; or fundamentally alter the nature of the provider's operations. For example, if a roommate has asthma or allergies or fear of the animal, it is not reasonable for the animal to live in the room/apartment. Efforts would be made to find an alternative housing arrangement but it would be dependent on the time of the notification for the need for the support animal and the availability of housing. Documentation of the need for a support animal should be sent to the Center for Disability Resources at [Macalester Disability Resources](#) .

Requirements of Assistance Animals and Their Owners

- Animals must be licensed in accordance with city regulations and, if appropriate, must wear a valid vaccination tag, as well as a tag listing student contact information.

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- Animals must be in good health. Any assistance animals occupying college housing must have an annual clean bill of health from a licensed veterinarian.
- The owner is responsible for appropriate waste clean-up and overall cleanliness of the animal.
- The assistance animal owner is responsible for the appropriate management of the animal in all college facilities, where permitted.
- Disruptive and/or aggressive behavior on the part of the animal may result in the owner being asked to remove the animal from college facilities.

Etiquette with Assistance Animals

- Do not pet assistance animals without permission of the owner.
- Do not feed an assistance animal. The assistance animal may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
- Do not deliberately startle an assistance animal.

Etiquette with Service Animals

- Allow a *service animal* to accompany the partner/handler at all times on campus in areas where members of the public are generally accommodated.
- Members of the Macalester College community should not separate or attempt to separate a partner/handler from their *service animal*.

Etiquette with Support Animals

- Allow *support animals* within the residence halls, in spaces designated by Department of Residential Life

2.3 Bicycles

(Students who reside on campus also see [Residence Hall Policies for Facilities Use and Bicycles](#))

Bicycles left attached to bike racks fences during snow removal periods or over the summer when the residence halls are closed will be removed without notice to the owner. Bicycles cannot be left in stairwells, hallways, floor or formal lounges or kitchens in the Residence Halls. Bicycles should not be attached to handrails, trees, benches or other objects that interfere with building access; bikes attached to these items or left in these locations will be removed without notice at owner's expense and donated to an off campus groups. The Facilities Services or Security Office will not be responsible for replacing cut bike locks or bikes.

It is recommended that bicycles be properly locked up with a very strong lock. It is also recommended to record the serial numbers and take a picture of your bike should it be stolen.

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Students who are leaving campus for any period of time should locate safe storage space for their bicycle.

More information about bike regulations can be found at [Parking and Bicycles - Public Safety - Macalester College](#).

2.4 Bodily Harm (To Self and Others)

Inflicting bodily harm upon any person; taking action for the purpose of inflicting harm; taking reckless but accidental action from which bodily harm or a negative disruption in the community may result; and/or inflicting or attempting to inflict harm to oneself is prohibited. Such instances may include, but are not limited to, behaviors associated with eating disorders, suicide gestures or attempts, medical transports and mental health emergencies.

When a student harms or attempts to harm, the Dean of Students or a designee will determine the appropriate response that supports the health, safety and wellness of the student and members of the college community.

2.5 Bottled Water

When Macalester College adopted its Sustainability Plan in 2009, it made official its commitment to being a leader in the implementation of sustainable collegiate practices. By eliminating the sale and provision of bottled water on campus, Macalester is demonstrating its focus on sustainability by promoting a healthy environment, social justice and a strong economy.

The elimination of plain, individual container bottled water on campus includes:

- The sale of bottled water in the Highlander Store, Grille and Scotties;
- The sale of bottled water by Catering and at athletic concessions;
- The inclusion in meal pack-outs for groups or individuals;
- The sale of bottled water in all vending machines;
- The purchase of individual container bottled water with institutional funds.

Implemented 9/2011

2.6 Computer Use

Detailed policies, guidelines and information on computer and network use can be found on the [ITS website \(Policies\)](#).

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2.7 Confidentiality of Records

(Also See [Statement on Privacy and Disclosure of Student Information and Student Rights, Freedoms, and Responsibilities Document](#))

FERPA (Federal Family Education Records Protection Act)

For the purpose of FERPA regulations, Macalester College officials have designated the Security Office to serve as the law enforcement officials on campus. The privacy protection FERPA gives to students is very broad. With limited exceptions, the FERPA regulations give privacy protection to all students' education records. Examples of student records entitled to FERPA privacy protection are grade reports, transcripts, and most conduct files. FERPA does not cover counseling or medical records but other policies do. All communication from the College (e.g., grades, billing, personal information,) therefore, go directly to the student. If students want their parents to have access to their grades, unofficial transcript, financial aid info, etc., they must give proxy access to their parents in [1600Grand](#) for each category they want access to be granted in. FERPA is enforced by the U.S. Department of Education. The Department maintains a FERPA website, with links to FERPA regulations.

2.8 Conflict and Dispute Resolution

Conflict can be draining and time-consuming. It may distract students from their educational goals by disrupting their study, sleep, or peace of mind. On-going disputes can increase stress that could result in a regrettable incident, poor academic performance, or withdrawal from the College. Managed conflict can be a catalyst for learning and change.

Macalester College believes that given the opportunity, students are the most capable of resolving their own disputes. Engaging in effective conflict resolution provides opportunities to gain valuable skills. When conflicts or disputes cannot be resolved by the parties involved, the College can assist in exploring informal and formal resolution processes. If a student has questions about a dispute or conflict, they may contact the Office of Student Affairs 651-696-6220 for more information.

Informal Resolution Options

- **Conflict Coaching.** One-on-one discussions between a member of the campus community and a student in conflict with another, aimed at identifying strategies to resolve the conflict.
- **Facilitated dialogue.** A constructive conversation between two or more students, guided by a member of the Macalester community to increase the potential that students will arrive at a mutually satisfying outcome.
- **Mediation.** A voluntary process guided by a person trained in mediation (usually a member of the Macalester community), where students clearly identify their interests, needs, and resolution options. The mediator may provide suggestions or

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recommendations. A written agreement will result, and the mediator will follow up with all parties to make sure it is being fulfilled. Resolutions derived through mediation are considered official agreements endorsed by the College

- **Restorative Justice Circle (RJC).** A discussion process where a student meets with other students or staff in order to identify actions to repair harm done.
- **Educational Workshops.** Held to increase students' ability to manage conflict in a constructive and proactive manner. The focus is on the enhancement of positive coping and healthy relationship skills.

Formal Resolution Options

- **Conduct Hearing Board.** Provides a formal method of adjudicating disputes and conflict or behavior that is in violation of College policies. A pool of students, faculty, and staff are appointed to hear cases brought before the CHB and to determine findings and when appropriate, recommend sanctions. More detailed information about the [Conduct Hearing Board](#) can be found in the Student Handbook.
- **Title IX Bias and Harassment Team.** Situations where there is a possibility of harassment or sexual assault are referred to the Title IX Bias and Harassment Team. This group of faculty and staff investigate and address all violations of harassment and assault. Both parties meet with a member of the Title IX Bias and Harassment Team to discuss the procedures involved. More detailed information about the [Title IX Bias and Harassment Team](#) can be found on the College website.

What situations are suitable for informal conflict resolution?

- a student-to-student conflict or dispute arising from an incident that may have violated policies in the Student Handbook.
- a conflict that may not yet have progressed into a dispute, where there has not been a policy violation, and the students wish to address it before it becomes a bigger problem.

What situations are likely more suitable for formal conflict resolution?

Every situation is unique; generally speaking, the following concerns would likely involve more formal resolution:

- incidents involving physical or emotional injury
- significant, long-term hostility between parties

2.9 Consensual Relationship Policy

Relationships between a faculty member and a student, a student and a professional staff member, or a supervisor and employee are considered professional, whereby the initiation of a sexual or romantic relationship is against college policy. Anyone who engages in a sexual relationship where a degree of power or authority exists must understand that the degree to which such a relationship is truly mutually consensual can be questioned. Codes of ethics for

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most professional associations forbid the initiation of sexual or romantic relationships where professional/client, teacher/student, or supervisor/employee relationships exist.

The power differential inherent in faculty/student, staff/student, and supervisor/employee relationships compromises the subordinate's ability to freely decide. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, greatly diminish the student's actual freedom of choice should sexual favors be included among the professor's demands or requests. The same is true with respect to a supervisor and employee.

Faculty and staff members (including student employees) involved in a pre-existing romantic or sexual relationship with a student or employee for whom the faculty or staff member has a supervisory or academic responsibility or who is otherwise under the direction of the faculty or staff member must promptly report the relationship to their supervisor. Upon receiving notice, the College will make alternative staffing arrangements and such other additional arrangements as are necessary under the circumstances.

2.10 Contractual Agreements for Performers

Outside performers, entertainers, speakers, etc. require a signed contract in order to be paid for services rendered. Only a designated professional staff member or faculty member can sign these contracts. Students who wish to bring outside performers requiring a signed contract must fill out the contracting worksheet in Involve at least two weeks prior to their event. For more information contact the Center for Student Leadership and Engagement at csle@macalester.edu

2.11 Copying Code of Ethics

Detailed copyright guidelines can be found at www.macalester.edu/library/copyright.

Because we are an academic community, the faculty, students and staff of Macalester College honor intellectual property, respect the privacy of data and recognize the rights of others. Each individual has a responsibility in turn to use copying technology in an ethical manner. Anything less than adherence to the letter and spirit of copyright laws and regulations is unethical.

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in media. It encompasses respect for the right to acknowledge, right to privacy and right to determine the form, manner and terms of publication and distribution.

Because printed and recorded information is easily reproduced, respect for the work and personal expression of others is critical. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access and trade secret and copyright violations, may be

grounds for sanctions against members of the academic community. At Macalester, violation of the Copying Code of Ethics may subject the offender to conduct action.

2.12 Copyright Films, Video Tapes, and Music

The U. S. Copyright Act (U.S.C. 17, 101 and 106) grants all rights of public exhibition of a copyrighted work to the owner of the copyright. Such rights of public exhibition include the right to show a film or videotape to a group, whether or not admission is charged. Congressional reports on copyright applications make clear that even "semi-public" exhibitions in residence halls, clubs and colleges are classified as public for copyright purposes. The College has determined that public or semi-public showing of videotapes, without written permission or license, is prohibited on campus. Contact Center for Student Leadership and Engagement staff or Media Services for additional information.

Organizations and individuals desiring to show video tapes or films must secure permission from the holder of the copyright. Generally, this means that videotapes or films must be rented from companies who hold the rights. Neighborhood video stores do not hold these rights. Even if a tape has been purchased and is owned by a member of the community, it may not be shown outside of the student's room.

The details of the policy can be found at www.macalester.edu/its/about/policies/digital-copyright-violations and www.macalester.edu/library/copyright.

Criminal penalty for willful violation of the Copyright Act is up to one year in jail and/or a \$25,000 fine. Inadvertent or innocent violations may bring substantial civil penalties.

2.13 Discrimination and Discriminatory Harassment

Statement on Harassment

Macalester College does not tolerate unlawful discrimination or discriminatory harassment in any form. It is inconsistent with the maintenance of academic freedom and violates community standards. The goal of College policies and procedures is to create a community free of any form of unlawful discrimination or discriminatory harassment. The College will take immediate and appropriate corrective action when it determines discrimination or discriminatory harassment has occurred.

Macalester College values the right to free speech and the open exchange of ideas and views in our learning and working environment. We, as a community, are committed to embracing multiculturalism, internationalism, anti-racism, social justice and a celebration of all forms of diversity. Macalester College is dedicated to ensuring dignity for all and desires to be welcoming to every member of the campus community. Members of the College community have the right

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to be free from all forms of unlawful discrimination and discriminatory harassment. Any individual who harasses or abuses another based on a protected class status is subject to the conduct procedures of the College. The College expects its members will educate themselves about such behavior and be vigilant in protecting the right to an environment free of discrimination and discriminatory harassment.

The Nondiscrimination Policy addresses the College's prohibition of discrimination and harassment based on race, color, national origin, age, religion, creed, disability, sex, gender identity, marital status, familial status, pregnancy, genetic information, membership or activity in a local human rights commission, veteran status, sexual orientation, and status with regard to public assistance, or other legally-protected category or characteristic; the process for a student or employee to report concerns of discrimination or harassment; and the process the College will follow in response to such a report. Allegations of sexual misconduct should be reported in accordance with the Title IX and Sexual Misconduct Policy and will be handled pursuant to the procedure identified in that policy.

Anyone experiencing discrimination or discriminatory harassment is encouraged to report to the College's Nondiscrimination Officer:

Title IX Coordinator and Nondiscrimination Officer

Laura Zeiher Creech

Markim 108

Telephone: 651-696-6258

Email: titleixcoordinator@macalester.edu

1600 Grand Avenue

Saint Paul, MN 55105-1899

Duty to Report Prohibited Conduct

The College encourages anyone who has experienced prohibited conduct to report the incident to the College. In addition, all employees who have observed others experiencing what they believe to be incidents of discrimination or discriminatory harassment shall report such conduct to the Nondiscrimination Officer promptly. All community members are responsible for being fully familiar with the Nondiscrimination Policy.

Reports can also be made online via the [Bias/Harassment Incident Report](#).

Call 911 immediately if you are in physical danger or in need of medical attention.

The Macalester Department of Public Safety (651-696-6555) is also available for 24/7 reporting and response.

Macalester specifically prohibits discrimination and discriminatory harassment. You do not have to be sure your concern meets one of these definitions to report. All reports are welcome and you will receive follow-up from the appropriate College official to discuss your report.

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Discrimination is defined as inequitable or unfair treatment of an individual or group when based upon legally protected characteristics, including race, color, national origin, age, religion, creed, disability, sex, gender identity, marital status, familial status, pregnancy, membership or activity in a local human rights commission, genetic information, veteran status, sexual orientation, and status with regard to public assistance. Discrimination is conduct based upon an individual's protected class status that excludes an individual from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a program or activity.

Examples of discrimination include, but are not limited to:

- Consideration of an applicant's protected characteristic as a factor in deciding whether to offer the applicant a job interview.
- Giving consideration to an individual's protected characteristic in deciding what grade to assign a student or whether to offer an employee a promotion.
- Requiring that members of protected classes meet higher standards for advancement or promotion than employees who are not in protected classes.
- Denying a student the opportunity to participate in an educational activity because of their protected characteristic.

Discriminatory harassment is defined as verbal, nonverbal, or physical conduct or communication based upon a person's protected status, including race, color, national origin, age, religion, creed, disability, sex, gender identity, marital status, familial status, pregnancy, membership or activity in a local human rights commission, genetic information, veteran status, sexual orientation, and status with regard to public assistance, or other status protected by applicable law, when:

- submission to that conduct is made, either explicitly or implicitly, a term or condition of an individual's educational experience or employment, or the individual's submission or rejection of such conduct is used as the basis for an employment, academic, or other educational decision); or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment ("hostile environment" harassment).

Hostile environment harassment exists when the conduct is sufficiently severe, pervasive/persistent, and clearly/objectively offensive that it alters the conditions of education or employment.

The criteria for determining whether an environment is "hostile" include:

- The frequency of the conduct.
- The nature and severity of the conduct.

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- Whether the conduct was physically threatening.
- The effect of the conduct on the mental or emotional state of the person subject to the conduct.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the educational or work performance of the person subject to the conduct.
- Whether the statement was merely a discourteous, rude, or insensitive statement.
- Whether the speech or conduct deserves the protections of academic freedom.

Examples of harassment include, but are not limited to:

- Verbal abuse, offensive language, derogatory words, slurs, or epithets based upon or motivated by the person's protected class status.
- Threats or intimidation based upon or motivated by the person's protected class status.
- Negative stereotyping based upon or motivated by the person's protected class status.
- Jokes and comments directed at a protected class status.
- Gossip about someone's protected class status.
- Obscene gestures or leering based upon or motivated by the person's protected class status.
- Written or graphic materials or objects, pictures, or other media placed on or circulated within College premises (walls, bulletin boards, computer terminals, vehicles, email, text messages, etc.) that are offensive, insulting, or demeaning or show hostility or aversion toward an individual or group based on or motivated by a person's protected class status.
- Cyber or electronic harassment based on or motivated by a person's protected class status.

The College recognizes the complexity of defining language and actions that are not acceptable in a community which values freedom of expression. Freedom of expression does not include the right to intentionally and maliciously aggravate, intimidate, ridicule or humiliate another person.

One type of harassment is sexual harassment. Sexual harassment and other forms of sexual misconduct are covered under the College's [Title IX and Sexual Misconduct Policy](#).

2.14 Email Policy

[Email Policy from Information Technology Services](#)

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2.15 Emergency Procedures

Macalester College strives to establish a continuing state of readiness for the protection of College employees, students and visitors in the event of an emergency condition such as fire, severe thunderstorm, tornado, explosion, bomb threat, active shooter, or serious accident or illness. This plan is designed to protect lives and property, preserve the structural integrity of facilities and to ensure continuity of essential services.

Macalester uses an emergency notification system to send messages to the on-campus community in the event of an emergency where individuals need to take action or be aware of a developing situation affecting personal safety. Emergency notifications are sent via email and text message.

The [Department of Public Safety website](#) lists comprehensive information about a number of responses to emergency situations and are available. Officers are available 24-hrs.

Music 001

651-696-6278 (business hours)

651-696-6555 (24 hrs.)

Resources for **medical and mental health emergencies** after hours can be found on the [Health and Wellness Center Urgent and Emergency Care](#) section of their website.

[Regions Hospital website](#)

For both medical and mental health emergencies

Emergency Room 651-254-3456

640 Jackson Street, St. Paul, MN 55101

Press 2, 651-696-6275, a 24-hr. crisis line with trained counselors.

988 Suicide and Crisis Lifeline

Sexual Assault Information and Resources:

Sexual Violence Services

(www.ramseycounty.us/residents/health-medical/clinics-services/sos-sexual-violence-services)

651-266-1000, 24-hr. hotline

Macalester Sexual Assault prevention, support and resources website

2.16 Facilities/Space Use

The College has a great deal of pride in the campus grounds and physical facilities. The College provides bulletin boards for posting of notices and also numerous campus publications to allow free expression and communication. The College does have a policy of removing graffiti from all buildings and other facilities.

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Exclusive use of any facility or common space requires a reservation. Most campus reservations are coordinated through the Reservations Office, located in the lower level of the Music Building. Reservations Office staff can help find the best venue for your event, determine if that venue is available, and book the space for your organization. A few spaces on campus, such as the theater, are reserved by other departments on campus. Check with the Reservations staff if you are unsure about who to contact for specific venues as they will point you to the appropriate office. Not all spaces allow food or allow food from outside vendors. Check with the reservation office for specifics.

Reservations must be made **no later than 3 weeks** in advance. All setup and College Event Registration Forms (CERF) are **due 3 weeks prior** to the event. Revisions and/or cancellations are just as critical as your initial reservation; please contact the reservations office as soon as this information becomes apparent. All set-ups require both an accurate, illustrated diagram and written description of your event needs. Please contact the Reservations staff if you would like tables, chairs, easels, audio/video equipment, etc. In order to reserve a space for an event, put your request in an e-mail to reservations@macalester.edu. If you want to check on room availability, it is recommended to use Macalester's online venue reservation system, located at ems.macalester.edu/.

Leonard Center

We are proud of the athletic and health and wellness building, the Leonard Center, that opened Fall 2008. The Leonard Center appeals to competitive athletes and recreational users alike with state-of-the-art fitness equipment, field house, the Riley Pool, and gymnasium. Scotty's juice bar, atrium and meeting rooms serve as focal points for interaction and relaxation. It also houses our medical and counseling services and health promotions. Entrance to the Leonard Center requires that all students, faculty, staff and guests show an ID to the staff member at the information desk. Additional use policies of the facility can be found at: athletics.macalester.edu/sports/2008/7/10/GEN_0710084041.aspx

Outdoor Space

Reserve outdoor spaces through Campus Reservations (651-696-6638) who will then advise the Facilities Grounds Crew as needed. Consult the Student Organization Handbook for more information on planning outdoor campus events.

2.17 Financial - Banking

Whether you choose to open a local bank account or continue to bank where you have in the past is an individual decision, just as what you are seeking in a bank is a personal choice. Macalester can do direct deposit for student payroll to banks in the United States; some banks accept deposits via smartphones. There are many options. Because most local businesses accept debit or credit cards, some students keep previously held accounts, use this option, and get cash back when making purchases in order to have some money on hand. There is one

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Automatic Teller Machine (ATM) in the lower level of the Campus Center: U.S. Bank. Fees for transactions at this ATM will vary.

This information is provided to help you find what's available locally so that you can compare and decide what is best for you. Area banks within a three mile radius of campus are listed below alphabetically, along with links to their websites. Most of these banks will allow you to open an account online and require specific information or documents.

NOTE: International students will have the opportunity to open a bank account as a part of the Pre-Orientation for International Students.

[Old National Bank](#)

1570 Concordia Ave, St Paul
0.8 miles from campus

[Associated Bank](#)

176 N Snelling Ave, St Paul
0.6 miles from campus

[Bank Cherokee](#)

985 Grand Avenue, St. Paul
1.3 miles from campus

[Coulee Bank](#)

742 Grand Avenue, St. Paul
1.8 miles from campus

[Sunrise Banks](#)

2171 University Ave West, St. Paul
2.3 miles from campus

[US Bank](#)

1071 Grand Ave, St. Paul
1.1 miles from campus; ATM located in the Campus Center

[Wells Fargo Bank](#)

1827 Grand Ave, St. Paul
0.5 miles from campus

2.18 Financial Aid

All policies regarding financial aid (e.g., study away, renewing aid, withdrawing, part-time employment) can be found on the [Financial Aid Office website](#).

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2.19 Fire Alarm Procedures

(Students residing on-campus should also see [Residence Hall Policies - Fire Safety](#))

If a fire is seen or smoke is present, sound the alarm and call the fire department at 911, then call Campus Security at 651-696-6555. Do not attempt to extinguish the fire. If a fire alarm sounds, all occupants of the hall must leave the building via the nearest exit. Before leaving, residents should follow these steps:

1. Feel the door before opening it to determine if it is hot. If so, do not open the door. Place a towel at the bottom of the door to keep out the smoke, then hang a sheet out the window to attract the attention of fire fighters.
2. If the door is not hot, open it slowly. If there is excessive heat or smoke in the hallway, return to the room and close the door.
3. Before leaving the room, put on shoes and a coat.
4. Exit by way of the nearest usable stairway or door. Do not linger.
5. Once outside, go to your [designated meeting place](#) (map located within each building). Stay approximately 50 feet from the building.
6. Never use the elevator when evacuating a building.
7. Do not reenter the building unless instructed by safety personnel.

2.20 Firearms/Weapons

College policy restricts the possession or use of weapons of any kind, including firearms, pistols, guns, knives with a 4 inch blade or longer and swords, on College property or while involved in College related activities. Student activity fees cannot be used for purchase or rental of firearms or ammunition. The College does not tolerate acts or threats of violence on campus property or in conjunction with College related activities. Any threat of violence will be treated as a serious situation. Violations of this policy will result in strict conduct action.

2.21 Firecrackers/Pyrotechnic Devices

All firecrackers, sparklers and all other pyrotechnic devices may not be purchased for use, stored in any campus building or used on any campus property. The following exception may be allowed with pre-approval by the PublicSafetyOffice: firecrackers, sparklers and other pyrotechnic devices may be purchased by a college purchase order and used on college grounds by approved vendors that are properly licensed by the State of Minnesota, the City of St. Paul and are fully insured (with proof of insurance submitted to the Safety and Security Office). For more information, please contact the Public SafetyOffice.

2.22 Flag Policy

Macalester College was among the first colleges in the nation and the first in Minnesota to fly the flag of the United Nations. The U.N. flag, along with the U.S. flag, continues to be displayed as a symbol of Macalester's commitment to international understanding. Because Macalester students come from all over the world, flags representing the nationalities and Native American tribal nations of current students are flown to recognize and represent our students. The following policy pertains to flags at Macalester:

1. The main campus flagpole is located in the plaza of the Chapel and is reserved solely for displaying the United States and United Nations flags.
2. The U.S. flag will be lowered to half-staff at the direction of the President of the United States. Further, the U.S. flag will be lowered to half-staff at the direction of the Macalester President's office for the death of a current or former member of the faculty, staff or Board of Trustees.
3. Flags of countries where current students hold passports will be displayed at campus events. Students with questions pertaining to nationality or citizenship and cases of multiple passports should contact the Director of International Student Programs.
4. Flags of North American Native American nations in which current students are enrolled members will be displayed at campus events. Students with questions pertaining to tribal nation flags should contact the Dean of Institutional Equity
5. Flags of countries where current students hold passports and tribal enrollment will be flown on the flagpoles at the west entrance of Carnegie Hall and in Café Mac. The flags are displayed on a rotating basis, at the direction of the Director of Campus Center and the Dean of Students.
6. Flags representing groups, cultures or entities not included above may be displayed at a campus location determined by the Director of Campus Center and Dean of Students.

(Amended April 2014)

2.23 Food Service

Several special policies relate to the operation of the College Food Service. These policies are listed in the Food Service Guide distributed at the beginning of each year.

Your ID card provides admission to Cafe Mac. You must have it with you in order to gain entrance and to utilize your meal plan to eat in Café Mac. Meal plans are non-transferable. Food may not be taken out of the Cafe Mac, although trays for sick people are available with written authorization of the Health Services or Residential Life staff. Dishes, glassware, and silverware may not be removed from Café Mac. Removal of dishes, glassware, and silverware is considered theft.

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2.24 Fundraising

Macalester College strives to support student group programs through annual activity fee allocations and varying administrative programmatic funding allotments. At times, student groups may endeavor to obtain additional funds upon approval of Center for Student Leadership and Engagement staff. Please refer to the [Student Organization Handbook](#) for all principles, policies and procedures that govern all student fundraising activities at Macalester College.

2.25 Hazing

Hazing at Macalester College involves any activity in a group context expected of a student joining or participating in an activity that humiliates, degrades, abuses, or endangers them, regardless of that student's willingness to participate (Allan & Madden, 2008). In a coercive environment, consent cannot be freely given. Hazing can involve intimidation, harassment, and/or violence, can be visual, verbal, and/or physical, and may result in physical, emotional, and/or psychological harm or an act that creates the risk of harm. Macalester College also follows [135A.155 MN Statute on Hazing](#).

Comprehensive education about hazing will be available by request to all students, staff, and faculty through the Health Promotion training request form <https://www.macalester.edu/health-and-wellness/wellness-initiatives>

To report alleged hazing incidents, you may reach out to the Dean of Students Office at deanofstudents@macalester.edu, or you may submit an incident described above [here](#).

Incidents reported will be investigated through our [student conduct process](#).

2.26 Health

Macalester College requires proof that you have had the following immunizations. You may not attend classes until the Health and Wellness Center has proof that you are in compliance with these requirements. Dates must include month, day, and year. All information must be in English.

1. Completion of primary Tetanus, Diphtheria, and Pertussis series, and Tdap Booster within the last 10 years.
2. MMR (Measles, Mumps, Rubella). Dose 1 given at 12 months of age or later and dose 2 given 28 days after the first dose.
3. Meningococcal Conjugate Vaccine (Menactra or other brand)
4. Following immunizations are recommended, but not required: Varicella, Hepatitis B, Hepatitis A, HPV vaccine, Meningitis B, influenza, polio.
5. TB screening questionnaire to be completed by student. For all students, a TB screening questionnaire will determine whether further testing is required.

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Insurance

Macalester College requires that all students carry adequate health insurance. To this end, the college automatically includes a student health insurance policy annual premium on the first tuition bill for all students. Students can waive out of this insurance if they can demonstrate proof of comprehensive Affordable Care Act (ACA) compliant insurance and do so by going to the web site provided by the college each year. More information is available from the staff at Laurie Hamre Center for Health & Wellness or on the [Health & Wellness Center Insurance & Billing page](#).

Macalester reserves the right to approve or disapprove qualifying health insurance policies, with the goal of assuring that students have complete coverage. Waivers must be submitted each academic year—being approved in the past does not mean your current waiver will be approved as criteria may change.

The deadline to opt in or waive out of the insurance policy [can be found on the Health and Wellness Insurance Website](#). Students must demonstrate that their insurance meets Macalester's coverage requirements. If all required documentation is not submitted and the waiver is not approved by the deadline, the student will be automatically enrolled in the student health insurance plan and will be responsible for the cost. Students may ADD the policy at any point in time in the year if their personal insurance situation changes, subject to approval by Gallagher United Healthcare Student Resources (UHCSR).

2.27 Identification

One student picture ID is issued to each registered Macalester student. A government issued photo ID is required to get an ID. Your student ID should be carried with you at all times while you are on campus. The ID and services afforded by it are meant for the named student only and cannot be transferred. Students must not modify their ID in any way (e.g., add stickers, add a hole punch, cut an edge off the card, write on the card, etc.). Students will be required to pay for a replacement ID if their card has been modified. Students should report a lost or stolen ID immediately to the Card Service Office (651-696-6104) or online via the [MacPass TopDesk site](#). Students are responsible for any charges incurred or access granted through misuse of their student ID if it hasn't been reported as lost or stolen. If your ID card has been stolen, you will receive a free replacement ID if you can present a Police Report showing that you were a victim of theft. Students must show their ID immediately when asked by a faculty, staff or security officer. Failure to do so may be cause for conduct action. Misuse and/or tampering with a student ID may be cause for conduct action.

2.28 Indecent Exposure

Members of the Macalester community should be aware that nudity in a public place is in violation of state law. The College has expectations related to appropriate behavior and

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reserves the right to impose conduct sanctions when behavior does not meet these expectations.

2.29 Macalester Name/Logo Use

Although chartered student organizations can obtain access to the Macalester website and email addresses and utilize space on campus, individual groups should not imply in any way that they represent the college in an official capacity. Individuals and groups are certainly unrestricted from taking positions on issues. However, the college strives to maintain a neutral and professional position in regards to political issues and the like. Only the president, the faculty voting as a group, or the trustees can take an official position on behalf of the College.

For detailed instructions on using Macalester logos, please visit the [Communications and Marketing Visual Identity Guidelines](#).

2.30 Movies/Videos Presentations

See also [Campus Policies - Copyright of Films, Videotapes and Music](#)

Video Tapes and DVDs that are available for purchase or rented from retail establishments or libraries can only be viewed in your private living spaces, for specifically invited guests. Public viewing rights must be secured for any activity where a video, DVD or film is shown to the general public or as part of a large group program. One exception to these public performance fees exists for institutions of higher education, in the case of face-to face classroom instruction by a faculty member. The faculty member may show the film/movie within or outside of the normal class period to those students registered in the class. In order to invite others, the public viewing rights must be purchased. Failure to follow these federal regulations could result in prosecution from outside agencies. These regulations can be complex to determine. Please consult with a member of the Center for Student Leadership and Engagement staff prior to planning such an event.

2.31 Parking

First year students are not eligible for on-campus parking permits unless they receive an exception related to medical reasons, off-campus employment or related circumstances. To request an exception contact the Public Safety Office at 651-696-6218. Parking on College property is governed by the Parking, Traffic and Safety Regulations which are enforced by the Public Safety Office. All parking areas are clearly marked and vehicles parked in violation of College regulations are subject to citation by the Macalester Public Office and/or the St. Paul Police Department. Vehicles parked in College parking facilities must have a current registration with the Public Safety Office. Parking and Bike regulations may be found on the [Public Safety website](#). Nonresidents of Minnesota may operate a vehicle with a valid driver's license from their

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home state. The Public Safety Office has information on driving privileges for nonresidents and out-of-state license plate stipulations.

2.32 Political Activity

Also see [Student Rights, Freedoms, and Responsibilities](#).

Introduction: Macalester's status as a 501(c)(3) organization

Under the [Internal Revenue Code](#), all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. As such, Macalester, as a nonprofit entity, is prohibited from providing fiscal support to, or participating in political campaign activity on behalf of, politicians, campaigns, or political parties. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Non-partisan voter education activities

Non-partisan voter education activities not associated with a political campaign (such as get out the vote rallies, voter rights and protections seminars, and voter registration drives) are permissible and encouraged as part of the college's educational mission, and commitment to community and civic engagement, as long as these efforts do not reflect or incorporate partisan bias or opinion.

Political campaign events sponsored by chartered Macalester student organizations

An actively chartered student organization may invite a candidate for political office (or surrogate) to participate in an event on campus if the following conditions are met:

- The event is held in a reserved campus space (indoor or outdoor) and confined to the space reserved.
- Promotion of the event must include the following disclaimer: Views of the candidate/speaker do not reflect the views or positions of Macalester College nor the college's endorsement of any candidate/speaker.
- Student organizations may not use the event or any Macalester resources to conduct fundraising activities on behalf of candidates or political parties.

Representatives from the student organization must notify and meet with a member of the Center for Student Leadership and Engagement (CSLE) staff to discuss [event planning policies](#) and work through the approval process **at minimum 2 weeks** prior to confirming or promoting the event. Political campaign events require approval from the President's Chief of Staff to confirm compliance with the Internal Revenue Code for 501(c)(3) organizations. CSLE staff will work with student organizations to facilitate the process of obtaining necessary approvals.

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Individual students (not affiliated with a chartered student organization) may not sponsor activities on campus related to or on behalf of candidates for political office.

Political campaign events with space rented by a campaign

Campaigns wishing to host events at Macalester that are not sponsored by a chartered Macalester student organization may rent space on campus if the following conditions are met:

- The campaign or organization commits to a rental agreement with the college, provides proof of insurance, and pays full fees prior to the event taking place for space rental and any additional event services.
- The campaign pays the standard rental fee for the use of space. Because of the college's status as a 501(c)(3) organization, Macalester cannot reduce or waive rental fees, provide services without charge, or otherwise provide aid or assistance that has a financial benefit without charging full price for the services.
- The campaign includes a disclaimer in all communications about the event, and at the outset of the event, stating that the views expressed do not reflect the views or positions of Macalester College nor the college's endorsement of any candidate/speaker.

Campaign representatives should work with [Event Operations](#) staff to discuss policies and work through the approval process. Reservation requests should be made **2 weeks prior** to the event date to allow time for necessary arrangements and approvals. Political campaign events require approval from the President's Chief of Staff to confirm compliance with the Internal Revenue Code for 501(c)(3) organizations. Event operations staff will work with campaign representatives to facilitate the process of obtaining necessary approvals.

Campaigning

The following guidelines for political campaigning on campus are in effect for the three months prior to general elections:

1. The campus shall be open to political campaigning by candidates for national, state, county and city office and to candidates for representative offices of the various districts in which the College is located when the primary purpose of the campaigning is to educate only the campus community.
2. Groups organized solely for the purpose of supporting political candidates shall have all the rights and responsibilities of other recognized student organizations, except that they may not be granted funding from college or MCSG sources or be given use of campus mail facilities.
3. Organizations may use campus facilities for political meetings directed to the Macalester Community. When using college facilities, organizations shall be expected

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- to abide by existing college policies and shall be responsible for cleaning and returning a facility to the condition in which it was found.
4. It is recognized that there may be some political candidates who will not have campus group support. Such candidates may reserve facilities for political presentations directed to the Macalester Community. They shall abide by existing college policies.
 5. Political literature may be freely posted on outdoor bulletin boards. Posters applied to any painted surfaces, glass or metal surfaces or indoor bulletin board may be removed by representatives of the college. Political literature cannot be placed on doors or under residence hall room doors by candidates or their representatives.
 6. Candidates may only solicit in the foyer of the lower level of the Campus Center and/or on Bateman Plaza. Candidates must reserve space a minimum of one business day prior to solicitation and be sponsored by a chartered student organization or campus department. Candidates and candidate staff (hired and volunteer) must respect our campus population by staying in designated areas (e.g., behind a table).
 7. Due to the nature of on campus housing being residential spaces. Campaigning in the residence halls will be allowed with the guidelines listed in the residential [Political Solicitation Policy and Procedures](#).
 8. When attendance over 100 people is expected, a representative of the candidate may be required to meet with an official of the college to arrange for crowd control and program management. Any expenses associated with large events shall be borne by the sponsoring organization.
 9. In residence halls and College owned housing students may place signs on their residence hall room door and window(s) in their rooms. For individual room windows/doors, all occupants must agree to the placement of the signs. In public areas of residence halls or college owned housing, the Office of Residential Life will follow their approval process for posting. If a student has a concern about a posted sign, they can contact the Office of Residential Life.
 10. Campaign signs displayed in locations other than those described above and/or those in violation of other campus posting policies are prohibited and will be removed. Students are responsible for the timely removal of permitted signs and for any damage resulting from displaying campaign materials.

Disclaimer: Like all political participation, the use of political signs must be undertaken in an individual capacity, without any use of the College's resources, and not in a way that it may be attributed as intervention or endorsement by the College on behalf of a candidate.

Any campaigning outside of the limits of this period are governed by policies of inviting guests to campus and/or facility rentals guidelines.

Campaigning in Residence Halls

In accordance with state law ([Minnesota Statute Section 211B.20](#)), candidates for public office may request to carry out campaign solicitation activities in college residence halls. This includes

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reservations for shared spaces in the residence halls and door knocking/materials distribution. Campaign requests for door knocking/materials distribution must be made 5 business days prior to the anticipated event, and campaign activity is limited to certain hours. Information about residence hall [Political Solicitation Policies and Procedures](#) is available from Residential Life.

Demonstrating

Students are free to support causes by orderly means so long as those means do not disrupt the operation of the college, endanger the safety of individuals, or destroy property. In any public demonstration or expression, students or student organizations speak only for themselves.

College guidelines regarding disrupting demonstrations are as follows:

- In dealing with disruption, the college will first attempt to use reason or persuasion before considering any other mode of action.
- The college will not call upon civil authorities to shut down demonstrations on campus except when it is decided that the extent and duration of the disruption places the continued functioning of the college or safety of members of the college community in jeopardy.
- Public streets and sidewalks remain under civil jurisdiction.

2.33 Privacy and Inspection

See [Community Responsibilities](#).

2.34 Property Damage/Restitution

A student will be held responsible for damage to or loss of College property. If damage or loss occurs, the student may be required to reimburse the College, or their account may be charged accordingly.

As a result of a conduct decision, a student may be required to make restitution for damages to property owned by another individual if the student is found to be responsible for the damage.

2.35 Publicity/Posting

In the spirit of the mission of Macalester College, students and campus organizations are free to examine and discuss all questions of interest to them and express opinions publicly and privately. To promote this atmosphere of free expression, members of the community are obligated to take responsibility for that expression and to respect the expression of others. Individuals and/or groups will be held accountable for postings that are not respectful of Macalester College community standards.

General Posting Guidelines

The following general guidelines apply to postings, fliers, electronic mail announcements or messages, chalking and other forms of printed or written expression:

- Members of the college community must include their name, organization name or department, and a phone number and/or email address on any public document, poster, or sign that they circulate or prepare for circulation. It is recommended to also include event time, date, location, and sponsor.
- Members may only post fliers/posters on appropriate public posting bulletin board locations. Fliers/posters may not be put on windows, doors, bathroom stalls, sidewalks, trees, walls, etc. A list of [public posting locations](#) is available from the Center for Student Leadership & Engagement.
- To ensure equitable circulation opportunities, information will be placed on unused kiosk or bulletin board space or in place of outdated materials; efforts should be made to NOT cover other postings.
- Only flyers for Macalester affiliated events may be posted within the Campus Center.
- In addition to the above policies and procedures, all publications are subject to applicable Federal and Minnesota state laws.

Posting in Non-Residential Spaces

The Campus Center staff distributes postings to non-residential spaces on a weekly poster run. The poster run is a service provided by the Campus Center staff for on-campus groups publicizing on-campus events. The poster run is not for classified ads, off-campus events, or events sponsored by an off-campus individual or group.

To submit materials for the poster run, sponsoring individuals or groups should bring 18 copies of the desired posting to the CSLE Front Desk (Weyerhaeuser 103) by Tuesday at 4:30 PM for posting on Wednesdays when class is in session. Poster runs do not occur during finals week or during break periods (i.e., J-term, spring break or summer).

In an effort to reduce paper use, please keep flyers to a single standard sheet of letter-sized paper.

In the event that sponsoring individuals or groups do not distribute their materials via the poster run, they are expected to post materials only in locations provided for information dissemination. *Note that materials posted in non-approved spaces are subject to removal.*

There is one posting board for classified ads in the Campus Center Lower Level.

Posting in Residential Spaces

The Office of Residential Life has specific policies for posting flyers in their spaces.: Provide 35 copies to the main Campus Life/Campus Center desk (located on the 2nd floor of the Campus Center). This will cover all the Halls including the Cultural House. It does not include Language Houses or the Cottages.

- Signs are typically 8 1/2x11 (in inches) but the Office of Residential Life could allow space for 11x17 (in inches) if necessary. The Office of Residential Life will not take banners unless it is through a special request.
- The Office of Residential Life will distribute flyers for Residential Life staff to pick-up twice per week. Signs are picked up on Tuesdays and Thursdays by noon and will be posted by 5 PM on Wednesdays and Fridays respectively.
- Signs should only be posted by Residential Life staff members. Signs not pre-approved will be removed.

Chalking

Chalking for campus events and activities is allowed on sidewalks only and not on building walls or other surfaces. Chalking is removed during periodic cleaning of the sidewalks. Chalking and posters will be removed from walls, benches, posts, and other surfaces. Because of the nature of the site, chalking is not allowed at the memorial garden around the flagpole and from the entrance to the Chapel.

Electronic Notification

Campus events can be posted to the campus online calendar at <https://www.macalester.edu/calendar/>; click on submit an event. The Mac Daily is a daily email announcement of events and news about the Macalester community.

Mailbox Stuffing

Campus-wide mailings (through mailbox stuffing) are not permitted. Dissemination of information for the entire campus should be made through existing publications, bulletin boards, and copies to appropriate student organizations and departments. Exceptions will be made by the Post Office only upon receipt of a written authorization from the Office of Student Affairs.

Political/Campaign Signs

See [Campus Policies - Political Activity](#)

Posters/Banners

Space to hang banners must be reserved through Reservations (x6638 or www.ems.macalester.edu/). Banner size is 5' x 3' (length x width). Banner reservations are taken on a first-come, first-serve basis. Any banners that are hung without a prior reservation

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will be promptly removed. Banners may be hung in the Campus Center for up to one week per event with a reservation. Only one banner will be hung per event.

Banner designs must be appropriate for display in the Campus Center (e.g., no profanity, obscene pictures). Completed banners must be dropped off at the Building Manager desk on the second floor of the Campus Center on the first day of your reservation with the reservation number written on the back of the banner. Building Managers will only accept dry banners. Supplies to make banners for campus events sponsored by recognized student organizations can be found in the Idea Lab).

Sandwich Boards

Sandwich Boards must be reserved through Reservations (651-696-6638 or www.ems.macalester.edu/). Sandwich boards may only be reserved for a maximum of three days per event.

2.36 Recycling

See [Zero Waste](#)

2.37 Room Entry and Search

See [Community Responsibilities - Student Rights, Freedoms and Responsibilities](#) and [Residence Hall Policies](#).

2.38 Sexual Misconduct Policy

See [Title IX and Sexual Misconduct Policy](#)

2.39 Social Networking/Social Media

From Campus Policies - [Computer Use](#) - Responsible Use Policy

Students accessing social networking/social media services such as Facebook, Instagram, Snapchat, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Neither ITS nor Macalester College assume any responsibility for what students place there. Inappropriate material placed on social networking sites is subject to Macalester College's Responsible Use policy, the Student Conduct Process and the College's Harassment and Grievance Procedures.

In addition to violation of College policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal;

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harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

2.40 Solicitation

Chartered student organizations and/or departments may reserve space for passive solicitation in either the lower level foyer of the Campus Center or Bateman Plaza. Tables can be reserved in either of these spaces for no more than three consecutive days. Members of chartered student organizations or departments must be present during solicitation. All promotional/solicitation material left unattended will be discarded. Literature/Flyers/Posters cannot be placed on doors or under residence hall room doors by organizations or departments unless approved by Residential Life. The solicitation should be germane to the mission of the student organization and/or Macalester College.

Credit card solicitations are not permitted on campus.

Solicitations involving the sale or distribution of food must be approved by the general manager of Bon Appetit. Further, sale or any distribution of food must abide by Minnesota State law. Please refer to the fundraising policy for further information regarding solicitations involving donations or the sale of items.

(Also see Campus Policies - Publicity/Posting Policy and Residence Hall Policies - Solicitation)

2.41 Student Accounts

All policies and procedures related to student tuition, fees, charges payments and account related information can be found on the student accounts website:

macalester.edu/studentaccounts.

2.42 Student Complaints and Resolution Policy

See [Student Complaints and Resolution Policy](#).

2.43 Survey and Data Collection

All surveys of the student body must be approved by the Survey Coordination Committee. Survey and data collection administered via the student email list serve or Student Post Office (SPO) must be approved in advance by the Office of Student Affairs. Institutional Research publishes [Macalester survey policies](#).

2.44 Tobacco-Free Policy

[Tobacco-Free Policy](#) from Tobacco Free at Mac

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2.45 Travel Policy, Procedure, and Funding Requests

Macalester College seeks to balance active learning opportunities off campus with a commitment to student safety. Students traveling must abide by the [College Policies listed in the Macalester College Handbook](#), [Student Organization Code of Conduct](#), and the [Student Athlete Code of Conduct](#).

College related student travel must be pre-approved to assure that the travel plans are safe and well planned and complete all required documents. Student travel is considered College travel if ANY of the following apply:

- College or student government funds are used to support travel
- Travel for Athletics or Club sports teams
- Travel is to participate in an event on behalf of or using the name of the College
- College vehicles are used
 - For liability reasons, personal vehicles may not be used. College vans must be through the campus motor pool for liability reasons.

Travel must be tracked via the Travel Registration Form if any of the following apply:

- Travel is 50 miles or more from campus
- Travel is overnight

Only currently enrolled students, current faculty or staff may participate. Volunteers must complete a background check to participate and may be denied participation by request of the advisor or coordinator.

Examples of programs, activities, and events that fall under this policy include, but are not limited to: required academic activity such as class field trips and trips for educational or cultural enrichment such as student publication, performance, and competition; voluntary co-curricular travel such as leadership conferences, intramural sports, theater and other cultural events facilitated by student organizations, registered and approved by Student Leadership and Engagement; funded through Macalester College Student Government; athletic activity related to intercollegiate athletic competition and club teams.

Submitting a Travel Request

Please note that approval of travel and or funding for travel does not constitute an excused absence from class. It is each student's responsibility to make specific arrangements for course attendance as needed. Please refer to the policy on excused absences in the Student Handbook.

2.46 Vehicles, Bicycles, and College Vans

Guidelines and policies pertaining to Macalester's motor pool can be found on the [Public Safety website](#).

2.47 Personal Electric Conveyances (Hoverboards, E-bikes, etc.)

Due to a range of safety concerns, Macalester College prohibits the indoor use, storage, and charging of all personal electronic conveyances in college owned buildings; including but not limited to hoverboards, E-bikes, E-skateboards, etc.

Devices that have attained a UL listing designation for their charging and battery systems may be issued an exemption at the sole discretion of the Facilities Services department. Persons seeking an exemption should present the device and documentation showing UL certification at the Facilities Services office for review.

This policy does not apply to electronic mobility devices for people with disabilities. These devices use different types of batteries that are not known to pose a risk of catching fire while charging or in use.

Violation of this policy may result in conduct action by the college and confiscation and disposal of the device.

2.48 Voicemail and Telephone Use

Public access telephones are available on each floor of each residence hall, college-owned house and apartment. Upon request, a phone (with or without voice mail) will be installed in your residence hall room at no charge. If you are interested in having a phone in your room, view the ITS [telephone and voice mail policies](#) for more information and a request form.

It is a crime under both state and federal laws for anyone to make obscene and/or harassing telephone calls. These laws have penalties of imprisonment and/or fines and can result in College conduct action. If you receive harassing or obscene phone calls, report it to the residence hall staff immediately. If a message was left in your voicemail, do not delete the message; report it to the residence hall staff and Security Office immediately.

Use of the voicemail system for general solicitation and/or publicity is prohibited. The Dean of Students must approve all student notices sent by voicemail. Tampering with the voicemail system is strictly prohibited and may result in conduct action.

2.49 Zero Waste

Macalester College is committed to Zero Waste. For more information, see: macalester.edu/sustainability/zero-waste

Section 3: Community Responsibilities

3.1 Dispute Resolution and Grievance Procedures

The College has adopted procedures to facilitate a fair and effective manner of handling disputes and grievances among members of the College community. When disputes or grievances cannot be resolved by the parties involved, options are available to students who are aggrieved by actions of other community members.

In most cases that cannot be resolved between parties first, mediation or a facilitated conversation is the preferred method of resolving complaints. Members of the faculty, staff and student body are selected to serve as mediation advisors. Mediation is a voluntary process that leaves the decision-making power to the parties involved in the complaint. Mediators serve as neutral third party facilitators in the mediation process. The goal of mediation is to reach mutually acceptable solutions. Resolutions derived through mediation are considered official agreements endorsed by the College.

Faculty, students and staff who wish to discuss the mediation process or enter into mediation should contact the Office of Student Affairs. The Dean of Students generally serves as the coordinator of the dispute resolution process. Information on mediation will be provided by the Dean or their designee depending on the exact process determined.

The Conduct Hearing Board provides a formal method of adjudicating disputes and grievances or behavior that is in violation of College policies. A pool of students, faculty and staff are appointed to hear the cases brought before the CHB and to determine findings and when appropriate, recommend sanctions. Each case is heard by a panel of four members of the CHB. The person(s) whom the complaint is filed against receives a copy of the complaint and the opportunity to provide a written response. Both parties are present at the hearing, may have an advisor present, and may call witnesses and provide evidence pertinent to the complaint. Both parties meet with the Dean or Chair of the Conduct Hearing Board before the hearing to discuss the procedures involved.

Situations where there is a possibility of harassment or sexual assault are referred to the Title IX Coordinator, Campus Center 243, 651-696-6258.

3.2 Infectious Diseases

Information regarding infectious diseases can be found on the [Infectious Disease Website](#)

Questions may be directed to the Dean of Students Office at deanofstudents@macalester.edu

3.3 Neighborhood Relations

Macalester College is a residential urban campus. College housing facilities are located on campus yet near private homes within the neighborhood. It is expected that students will behave in a manner that reflects consideration for our neighbors. This includes but is not limited to monitoring noise levels while on campus and also, when walking through the neighborhood, disposing of litter appropriately and being conscious of private property.

It is recommended that students are aware of their rights and responsibilities as tenants. Whether the lease is an oral or written agreement, students should be aware of what is expected. A written lease is a legally binding document and it should be read carefully before signing. The Office of Student Affairs has information available for students who are curious about their rights and responsibilities off campus. If you believe your rights as a tenant have been impaired, you can receive information and advice from Homeline, a nonprofit Minnesota Tenant Advocacy Organization at www.homelinemn.org.

Students residing in dwellings off campus are expected to be aware of their responsibilities under local and state law. This includes city ordinances regarding quiet hours, noise, alcohol, and social host. [St. Paul ordinance](#) mandates quiet hours between the hours of 10 pm and 7 am, but noise should never be loud or objectionable at any time and can result in a fine. City ordinances also prohibit distribution of alcohol to individuals below the legal age of consumption. The Social Host ordinance makes individuals who provide a location for distribution of alcohol or problematic behavior liable to citation, arrest and prosecution. More information on St. Paul ordinances can be found at www.stpaul.gov.

The College reserves the right to become involved in disputes or grievances between students living off campus and neighbors. The College may become aware of disputes through complaints by neighbors, reports from St. Paul police, or reports from students. If the College becomes involved it is with the goal of providing resolution and maintaining a positive environment in the surrounding community. The Dean of Students Office is the primary contact for any concerns regarding off campus/neighborhood matters.

3.4 Statement on Privacy and Disclosure of Student Information

Macalester College seeks to ensure the privacy of its students and abides by the Federal and State regulations pertaining to student privacy. The College is guided by The Family Educational Rights and Privacy Act (FERPA) and the College's Rights, Freedoms and Responsibilities document in following policies on student information and privacy.

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(Also see [Campus Policies - Confidentiality](#))

Right to Review Records

Students attending Macalester College and their parents, except parents of independent students, have the right to inspect and review educational records of the College, except that certain records as noted below are excluded from this right of inspection and review.

- The College will comply with a written request to inspect or review educational records within 10 working days of the request.
- The College will give the student or parent a copy of the requested record, if failure to provide a copy would prevent the student or parent from inspecting or reviewing the record.
 - The College may charge for copies of the record, but it may not charge for searching for the record.
- The College will comply with student or parent requests to explain and interpret what is contained in a record.
- The following records are specifically limited and are not subject to disclosure to the student or parent.
 - Financial records of the parent, or any information those records contain are not to be disclosed to the student, or in the case of parents who are not married, to the other parent.
 - Confidential letters and statements to which the student has waived, in writing, the right to inspect and review. Macalester does not require the signing of such a waiver as a condition of consideration of such letters and statements. The College will provide to the student or parent the names of people who have provided such confidential letters and statements upon request.
 - A faculty member's refusal to write a letter of recommendation without a waiver by the student is considered an action of the individual faculty member, and not of the College.
 - Information from medical or psychological records will be disclosed to a physician or other appropriate professional upon written request of the student only. The right of the parent is restricted in this case.
- The student will be notified when information is released to a parent under this policy.

Directory Information

Certain information shall be regarded as "directory information" and as such may be disclosed outside the College.

- Directory information includes: the student's name, local address, local telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic

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teams, dates of attendance, degrees and awards received and most recent previous educational institution attended.

- The College will disclose to students and their parents annually what information will be considered directory information and the procedures for requesting that directory information not be disclosed.
 - The student may request in writing that any or all directory information not be disclosed by the College. Such a request must be made each year of a student's enrollment to be effective.
 - Directory information about former students may be disclosed without annual notice set forth in 2.2.

Parental Rights

The College will presume that a student is dependent and grant rights to either parent unless the student has established independent status, or the College has written evidence of a court order or other legally binding document governing parental or guardianship rights. The College reserves the right, per Federal Government regulations, to notify parents when violations of campus alcohol or drug policies occur.

Release of Information in the College

Information from the student's educational record may be disclosed to officials of the College who have legitimate educational needs to know the information in the record.

- Records of medical or psychological treatment will only be released with the written consent from the student.

Release of Information Outside the College

With the exception of directory information, the College must obtain consent from the student or parent to release personally identifiable information to those outside the College.

- In order to have information released outside the College, the student or parent must complete a consent form indicating the record of information to be released and the name of the party to whom the record or information is to be released.
 - The College may charge reasonable costs to cover the expenses of copying and mailing records to those outside the College.
- In certain cases, the College may release personally identifiable information to those outside the College. In such cases, a statement noting the confidentiality of the information and the purpose for which it has been released shall be attached. Those cases are as follows:
 - Information may be provided to officials of another college in which the student seeks to enroll. In such cases, the College will notify the student that such information has been released.

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- Authorized representatives of the federal or state government for US Census information, program audit, compliance or enforcement purposes.
- Organizations conducting research on behalf of educational agencies for program, testing or instructional development.
- Accrediting organizations as part of their functions.
- Officers of the court in compliance with subpoena or court order.
- Appropriate parties in a health or safety emergency, including the health and safety of the student or others.
- Information that is disclosed to parties outside the College is subject to the condition that it not be "redisclosed" and that it is used only for the purpose for which it is originally disclosed.

Access File

The College will maintain an access record of each request and disclosure of a student record, except the following access records need not be maintained:

- Disclosure to the student or parent, or at the request of the student or parent.
- Disclosure to college officials as part of their job.
- Requests for directory information.

Right to Challenge Information

A student or parent has the right to challenge false, inaccurate or misleading information contained in the educational record. The procedure for challenging information in the educational record is:

- The student or parent will inform the responsible College administrator of the information which is believed to be false, inaccurate or misleading and request that the record be amended.
- Within thirty days, the administrator will notify the student or parent of its decision as to whether to amend the educational record.
- The student or parent has the right to appeal a decision not to amend the record.
 - An appeal will first be filed with the administrative officer responsible for the record. If that appeal is denied, the appeal may be filed with the Campus Judicial Forum. Procedures of the Judicial Forum will apply.
 - If the appeal is denied by the Judicial Forum, the student or parent has the right to place in the educational record notice of an exception to the information in the record. Such a notice will be maintained as long as the educational record is maintained and will be included with the record whenever the record is disclosed.

Destruction of Records

As part of its regularly scheduled procedures, the College will destroy records which are more than seven years old.

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- A record may not be destroyed when there is a pending request to inspect and review a record.
- Student explanations pertaining to an inaccurate or disputed record will be included whenever the record is disclosed and destroyed with the record.

Expungement of Conduct Records

As stated in the Student Handbook, The Office of Student Affairs is responsible for the oversight of the student conduct process. The Dean of Students bears primary responsibility for implementation of this process.

Macalester College may allow for administrative expungement of violations resulting in less than Conduct Probation for violating the Student Conduct Code, if a student can demonstrate with documentation a meritorious reason for an early review of the student's record. If an expungement is petitioned and granted, the student conduct record will be deleted. As a result, the record of the violation will no longer exist, and any information regarding the previous conduct records will not be disclosed to external third parties, unless legally compelled.

The petition to expunge a record is a courtesy provided by Macalester College and is not a requirement of law. Macalester College has no obligation to expunge a student's conduct record. Further details may be found [here](#).

Note: Academic Integrity records do not fall into this process. If you have an Academic Integrity violation that you wish to have turned into a non-reported incident, do NOT submit the form linked below. Instead, follow the [Academic Integrity Policy and Process](#).

Notification

The College will notify students annually of their rights under this policy, including:

- The right to review the complete text of this policy.
- The right to file complaints with the Department of Education in case violations of these procedures cannot be resolved through College means.

Counseling

The Counseling Office's Release of Information Policies are in accordance with Minnesota state law, the Rules of the MN Board of Psychology and the Ethical Principles of Psychologists adopted by the American Psychological Association (APA). Private information can be released only with the informed written consent of the student client. Exceptions to this rule are outlined in the MN Board of Psychology Rules of Conduct and in the APA's Principles of Psychologists.

Directory

The Macalester College Directory is not a public document. Copies are not to be made public, or to be distributed to anyone but members of the Macalester Community (currently enrolled students, faculty, and staff).

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Minnesota Higher Education Services Office (MHESO)

Macalester complies with annual requests from the Minnesota Higher Education Services Office (MHESO) for student information that is personally identifiable. The MHESO has completed a non-disclosure agreement acknowledging its responsibility to treat this information in a confidential manner as required by federal and state privacy laws in a manner consistent with Macalester's own information release policy.

3.5 Student Conduct Process and Procedures

Students are responsible for their conduct. Conduct which is harmful to or infringes on the rights of others, which disturbs the orderly functioning of the College, undermines the standards of the College, or which is in violation of College policies and regulations is not acceptable.

Students should be aware of state and local laws. Students who violate state and local laws may be subject to College conduct actions.

Also, the College reserves the right to discipline students for behavior occurring off campus if the behavior violates College policies, interferes with the relationship of the College to others or harms the reputation of the College.

Students should be aware that, as students, their presence on or off the College campus does not excuse them from the responsibility to abide by the law or Campus policies. These policies not only apply on-campus and off-campus but also online, including venues such as email, blogs, wikis, and social networking/social media sites. The policies and procedures in this section are designed in conjunction with the [Statement of Student Rights and Responsibilities](#) in the Student Handbook.

Expectations for Behavior of Individuals and Groups

The following expectations apply to all Macalester College students. Students living in the residence halls are also expected to follow the policies outlined in the Residential Life section of the Student Handbook. College policies apply to the individual student both on and beyond campus. Individual students who are found responsible for violating campus policies are subject to suitable conduct action, which may result in a variety of educational outcomes up to suspension or expulsion. Such activities or conduct include, but may not be limited to:

- Intentionally or recklessly causing physical or mental harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
- Illegal or unauthorized use, possession or storage of firearms, explosives, illegal fireworks or other weapons in violation of the College's policy on weapons and fireworks.
- Unauthorized entry into College-owned property or College-leased property.
- Intentionally or recklessly destroying, misusing, damaging or stealing personal or College property.

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- Use, possession, manufacturing or distribution of illegal drugs or controlled substances.
- Use, possession, manufacturing or distribution of alcoholic beverages in violation of college policy and/or federal, state, or local law.
- Engaging in disorderly or disruptive conduct on College premises at College sponsored activities, or off campus in a manner that creates disturbance or distress or which interfere with the activities of others, including studying, teaching, research, and college administration.
- Failure to comply with the directions of College officials and staff acting in performance of their duties.
- Intentionally furnishing false information or reports to the College.
- Making, possessing, or using any forged, altered, or falsified instrument of identification or College document.
- Knowingly violating the terms of any educational outcomes imposed in accordance with this handbook.
- Violations of college policies, regulations, or rules.
- Violations of applicable federal, state, or local laws.

Conduct Process

The student conduct process is implemented in accordance with the following procedures, which serve as guidelines, not legal requirements, in the adjudication of violations. Flexibility of implementation is essential in order to respond to the unique circumstances of each case. Fundamental fairness and a firm intention to be educational are also important aspects of the process.

General Matters

- College policy applies to all students enrolled at Macalester and to all student activities sponsored by the College or by any registered College organization on College property or elsewhere, or in vehicles owned or leased by the College.
- These procedures shall be followed in cases where a student or a student group has been charged with a violation of College policy and is faced with the possible imposition of any of the sanctions described in it. Nothing contained in College policy prohibits the College, or any member of the College community, from bringing civil or criminal charges against any person(s). Situations involving harassment, sexual assault, stalking, or intimate partner violence should be reported to the Title IX Coordinator as they are not adjudicated through the student conduct process.
- These fact-finding, hearing, decision-making and appeal procedures are based upon the assumption that reason will prevail, that fundamental fairness will be honored, that confidentiality for both complainants and accused student will be honored to the maximum possible extent, and that timely resolution of cases will be sought.
- The Office of Student Affairs is responsible for the oversight of the student conduct process. The Dean of Students bears primary responsibility for implementation of these procedures.

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- Changes in these procedures may be adopted following approval by the usual administrative procedures used by the College.
- A finding of a violation of college policy is based on the determination that the allegations are more likely true than not true (preponderance of the evidence), a standard recommended by courts for college and university conduct processes.
- Educational outcomes or sanctions are intended to be educational in nature, and designed to fit the specific nature of the situation and student involved.
- Any member of the campus community may file a complaint with the Student Conduct process by contacting the Dean of Students.
- A student referred to the conduct process after being charged with violating policies will receive a written notice of charges in a timely manner, including a statement of the alleged violations, as well as the date, time and location of any scheduled meeting.
- Should the referred student fail to respond as directed in the charge letter or fail to appear at a scheduled meeting without prior approval, the decision maker(s) will make a determination on the case based upon information available to them at that time.

Through all its conduct procedures, the College makes every effort to enforce policies and regulations in a fair and non-arbitrary manner. The College makes no promise, and specifically disclaims that such enforcement, and the proceedings which are conducted, contain the procedural or evidentiary safeguards contained in court or criminal proceedings.

Adjudicating Complaints

Once a complaint is received, it will be recorded in College records for statistical purposes. All complaints are considered confidential. Complaints may be adjudicated by a Conduct Hearing Officer or by the Conduct Hearing Board.

- **Letters of Warning:** First time or minor complaints will be referred to a Conduct Hearing Officer (typically a Residence Hall Director) who will notify the referred student in writing via a Letter of Warning that a complaint has occurred, offer to meet with the referred student to clarify campus policy, and affirm that the behavior in question not be repeated. Copies of such notification will be included in the student's file. If students believe the report has been filed in error, they may request a meeting with the Conduct Hearing Officer and/or a Conduct Hearing Board.
- **Referring a Violation for Adjudication:** Repeated or more significant violations will be forwarded to a Conduct Hearing Officer or Conduct Hearing Board for a hearing. The referred student will be notified of the alleged violation, and provided information on the conduct process and their rights and responsibilities. The Dean of Students or designee reserves the right to assign a case directly to a Conduct Hearing Board or a Conduct Hearing Officer should the unique situation of the case make one or the other preferable for all involved. The Dean of Students or designee may conduct an initial investigation prior to assignment of a case in order to determine fair and appropriate assignment.

- **Conduct Hearing Officer:** Conduct Hearing Officers are most often Residence Hall Directors, but may also include other College staff trained in these procedures at the discretion of the Dean of Students.
- **Conduct Hearing Board:** The Conduct Hearing Board is authorized to make decisions of responsibility in cases of alleged violation of College policy. A Conduct Hearing Board will consist of at least three members no more than five, inclusive of one student and one staff/faculty, selected from a pool of members and a chair designated by the Dean of Students. The student pool shall consist of no fewer than five members nominated by the Dean of Students and approved by the Macalester College Student Government. The staff/faculty pool shall consist of no fewer than five College faculty or staff members selected by the Dean of Students. When a case is forwarded to the Conduct Hearing Board, the chair will convene members of the pool to compose a Conduct Hearing Board. If any member of the board is a student upon whom is involved in the case, or is a witness in the case, that student shall be ineligible to serve on the board while the case is being heard. The board may adopt other operating rules, so long as the complainant and respondent are notified of these rules prior to the hearing. Any individual who attends a conduct board hearing may not disclose any information presented there.
- **Conduct Hearing Process:** All hearings or appeal cases shall be heard during the academic school year as soon as reasonably possible. Hearings allow for the referred student to present their view of the facts, as well as information from witnesses or other credible sources. The referred student is permitted to hear all information that will be utilized in making a decision of responsibility. Referred students are responsible for presenting their case. An advisor may be present during the hearing with the referred student, but is not permitted to interact as a representative of the referred student. Witnesses and supporting information are permitted, provided they pertain to the case at hand. Witness lists supplied by the respondent must be provided to the board chair 24 hours prior to the hearing. The respondent should receive a list of additional witnesses and be allowed to see written information which will be presented during the case 24 hours prior to the hearing. The Conduct Hearing Officer or Conduct Board Chair has the final decision on the appropriateness of witnesses and information presented during the hearing. The Conduct Hearing Officer or Conduct Board will make decisions of responsibility and educational outcomes/sanctions. The Conduct Hearing Officer or Conduct Board Chair is responsible for maintaining sufficient order and flow of the proceedings, striving for all parties involved to feel they are heard in a fair manner. The Conduct Hearing Officer or Board Chair may conduct an initial investigation to ensure that all relevant information is available at the hearing.

The purpose of the hearing is to hear and establish the facts of the case, determine responsibility for alleged violations, and recommend educational outcomes/sanctions, if appropriate. A decision letter shall be written within 48 hours after the decision has been reached. Decisions may be reached after 48 hours if additional information is gathered

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or additional deliberation time is needed. A copy of the decision letter shall be given to the referred student and a copy filed in the Office of Student Affairs.

- Appeals:
 - Any student found responsible for a violation has the right to appeal the decision. Appeals must be submitted in writing and received by the appeal deadline indicated in the decision letter. Appeals will be reviewed on the basis of: 1) lack of due process 2) sanctions are arbitrary or unreasonable; or 3) new evidence that is relevant to the case and was not reasonably available at the time of the original hearing.
 - Appeals must be submitted in writing to the Office of Student Affairs at studentaffairs@macalester.edu. The Vice President for Student Affairs or their designee will serve as the appellate officer.
 - Appeals submitted after the appeal deadline may be considered if the appeal is based on new evidence that is relevant to the case and was not reasonably available at the time of the original hearing.
 - The appellate officer is authorized to: uphold all findings of responsibility and all associated sanctions; reverse the finding of responsibility; modify, but not increase, sanctions; or return the case to a hearing officer for further directed consideration.

The decision of the appellate officer is final.

Educational Sanctions

Educational sanctions take effect at the time in which they are determined, unless otherwise specifically noted as suspended sanctions with a given date when they become effective. Should a student provide an intention to appeal, the implementation of educational sanctions may be delayed until such time as the appeal is decided or the time given for submission of appeal expires. Possible educational sanctions may include the following:

- Letter of Warning: A Letter of Warning is an official statement to the student that their behavior is inappropriate and violates the policies and procedures of the college. A copy of the Letter of Warning is placed in the student's file and serves as a notification to the student that further misconduct could result in additional conduct action.
- Educational Assignment: An Educational Assignment is a required activity intended to involve the student in a positive learning experience related to the student's unacceptable behavior. Educational Assignments allow students to reflect upon their inappropriate behavior, to understand why their behavior was inappropriate and to educate other students so they do not find themselves in similar circumstances. This type of conduct action may include but is not limited to: engaging in a campus or community service project, attending or presenting a program related to the implications

of the student's conduct, writing a reflection paper, interviewing someone, or engaging in some type of personal assessment.

- Restitution: Restitution is compensation required of students who engaged in theft or misuse, damage, or destruction of institutional, group or private property. The hearing officer will determine the amount, form and method of payment for restitution.
- Guest Privileges: This action would restrict or remove guest privileges in the residence halls, in campus facilities or on campus grounds for a specified period of time.
- Probation: Probation is a formal notice to the student that their behavior is unacceptable and continued misconduct could result in further conduct action, effectively placing the individual's future as a student at the College in jeopardy. Probation is for a specified period of time, which normally will include not less than one year or its equivalent up until graduation. During the probationary period, the student must demonstrate that they are willing and able to act in ways that do not violate College policies and procedures. If living on campus, the student may be required to resign any residence hall office or committee appointment, or may be subject to restricted participation in Residential Life programs.
- Administrative Move: Resident students will be required to move to another room or hall within the residence hall system. This action means that the student is not being successful living in the current residence hall environment and that another space will hopefully enable the student to have a fresh start. This outcome is a last step measure before suspending the student from the residence hall completely.
- Suspension from the Residence Hall: The student will be required to vacate their residence hall room for a given time with the understanding that the student may move back in at the conclusion of that period. The student must surrender residence hall keys for the time of the suspension of residency. The student is not permitted to enter any residence hall during the suspension. Because such behavior is also a violation of the housing contract, the student will remain financially responsible for the remainder of the housing contract.
- Termination of Housing Contract: Serious disruption of the on-campus community can lead to the removal of the student from on-campus housing. Termination of the housing contract will result in the immediate removal of the student from on-campus housing. In addition, this action could affect a student's future housing contract status with Residential Life. A signed contract for future terms could be rescinded or a refusal to accept any future housing contract for a designated time period could be imposed. There is no refund of any fees upon termination of a contract. Students are responsible for paying the full term of the contract.

- **Conduct Probation:** Conduct Probation is a formal notice affecting the non-academic status of the student stating that their behavior is unacceptable within the college community. Conduct Probation effectively places the individual's future status as a student of the College in jeopardy and requires that the student demonstrate during the probation period that they are capable of functioning in a way that does not violate the College's policies and procedures. Conduct Probation is for a specified period of time that normally will include not less than one year or its equivalent until graduation. Any further violation, even of a minor nature, could warrant a more severe form of probation that carries a prohibition from representing the College in any official capacity. Students placed on conduct probation are expected to seriously consider their role as a community member and their responsibilities to the college. Notification of Conduct Probation may include parents, academic deans, security or other appropriate personnel at the discretion of the Dean of Students.

- **Strict Conduct Probation:** Strict Conduct Probation is formal notice similar to Conduct Probation, but includes limitations on college activities and access for a specified period of time and may include but are not limited to: ineligibility for service as an officer or member of any college organization or committee; restricted participation in any intercollegiate activity; ineligibility to receive or maintain any award from the college; prohibition from attendance at social events; restricted entrance into various college buildings; and restricted contact or total disassociation from members of the Macalester community.

- **Suspension:** Suspension from the college involves the removal of the student from the college for a specified period of time with the understanding that the student may be returned to good standing at the completion of the suspension period. Suspension from the college further involves the following: the action of suspension will be noted on the student's conduct record; the student will be withdrawn from all enrolled courses; the student shall forfeit fees; the student must refrain from visiting the college premises except when engaged in official business approved in writing from the Dean of Students or designee. The persons notified may include parents, academic deans, security, or other appropriate personnel at the discretion of the Dean of Students or designee.
 - A student who has been suspended from the College must submit an application for readmission. Conduct files do not become a part of the student's academic record but a student's conduct file is considered part of the student's educational record.

- **Expulsion:** Expulsion is the most serious college conduct action and involves the permanent exclusion of the student from the college. Expulsion involves the following: forfeiture of all rights and degrees not actually conferred at the time of expulsion; notification of the expulsion is provided to the student, the student's academic department, and the student's parents or guardian if the student is a dependent; permanent notation of the Expulsion on the student's academic and conduct records; withdrawal from all courses; and forfeiture of tuition and fees. Any student expelled from

the college must refrain from visiting the college premises except when engaged in official business approved in writing by the Dean of Students or designee.

- **Emergency Action:** In such cases where the continued presence of the respondent creates undue distress or threat to the campus community, the Dean of Students, in concurrence with the Vice President for Student Affairs may take emergency action. Such actions could restrict the respondent's access or remove the respondent from campus or campus facilities. In the event emergency action is instituted, it is incumbent that a conduct hearing be held within a reasonable date.
- **Termination of In-person Privileges:** Termination of in-person privileges will result in a student only being allowed to access campus and campus resources remotely. A student who has their in-person privileges revoked will also be issued a Trespass Notice forbidding them from entering or remaining on College property/College-controlled spaces. Students living in campus housing will have their housing contracts terminated. Termination of a housing contract will result in the immediate removal of the student from campus housing. Room and board will not be refunded. The period of termination of in-person privileges shall be, at minimum, for the remainder of the module and not to exceed the remainder of the academic year.

3.6 Student Rights, Freedoms, and Responsibilities

At its November 7, 1986 meeting the Board of Trustees approved the principles and procedures set forth in the Rights, Freedoms, and Responsibilities document which was adopted by students and faculty of the College in May 1986.

Preamble

Macalester College exists for the transmission of knowledge and the pursuit of truth. Free inquiry, free expression and responsibly free activity are indispensable to the attainment of these goals. Any assertion of rights and freedoms implies a readiness to assume concomitant responsibilities. The College community, in moving to protect individual liberty, expects from each of its members a recognition of the primarily academic purposes of the institution, a concern for the rights and freedoms of others, and a commitment to the rule of reason in the settling of disputes. The purpose of the delineation of rights, freedoms and responsibilities that follows is to foster the growth of a free and cooperative community of learning.

All persons subject to provisions of this document are likewise subject to federal and state statutes and local ordinances.

Freedom of Access to Higher Education

Admission

Any person may apply for admission to Macalester College. All applications will be equitably considered by the Admissions Office and no applicant shall be barred from admission to the College on the basis of age, sex, color, national and ethnic origin, religious preferences, sexual preference or handicap/disability.

Financial Aid

The College provides a variety of financial aid through scholarships, grants-in-aid, work opportunities and loans in order to attempt to meet the total financial needs of students.

Leaves of Absence

Any student in good standing has the right to be granted a leave of absence from the College, based on policies which are published and available.

Expression and Inquiry in Courses and Scholarship

Protection of Individual Rights

Learning and scholarship are at once individual and collective activities. Individuals need to enjoy the collective assurance and protection of free inquiry and open exchange of facts, ideas and opinions. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about debatable issues. The faculty member in the classroom and in individual conferences is to encourage free discussion, inquiry and expression.

Respect for the Community of Scholars

The collaborative nature of scholarship demands that individuals recognize and acknowledge the authorship and priority of ideas and information used in their own work. In addition, individuals should be tolerant of legitimate differences of opinion, respect the convictions of others and protect the rights of all to pursue their own lines of inquiry. Students should preserve libraries, classrooms, laboratories and other buildings and facilities as learning resources for use by all. Finally, students should respect the rights of others to the privacy and solitude they require for study.

Academic Evaluation

Students are responsible for understanding the content of any course of study and the policies and grading procedures of faculty members in whose classes they are enrolled. Students who believe that they have been subjected to arbitrary or discriminatory academic evaluation by faculty members are guaranteed the right of appeal. Arbitrary or discriminatory academic evaluation may involve any or all of the following:

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- Grading on a basis clearly irrelevant to the student's mastery of the course;
- Grading on a basis which has not been consistently applied to all students taking the same course concurrently;
- Grading on a basis which is not consistent with the prior practices or announced policies in that course during that semester.

Expression and Inquiry in Campus Activities

Expression by Individuals and Student Organizations

Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Members of the College community must take responsibility for their expressions by signing their names to any public document which they circulate or prepare for circulation.

Guest Speaker Policy

College organizations are free to bring to the College any guest speaker. The College may develop procedures for orderly scheduling of speakers and other programs. Sponsors of speakers should clearly state in their publicity the name of the sponsoring organization. Sponsorship of the appearance of a guest speaker does not necessarily imply endorsement by the sponsoring group of the College.

Student Demonstrations

Students are free to support causes by orderly means so long as those means do not disrupt the operation of the College, endanger the safety of individuals or destroy property. In any public demonstration or expression, students or student organizations speak only for themselves. In dealing with demonstrations that are disruptive, the College will first attempt reason and persuasion to resolve the disruption. Only after full consultation among the constituencies of the College shall civil authorities be called in to deal with student demonstrations.

Student Media

1. The student media such as student produced radio, newspapers, literary or opinion magazines or journals, video and film shall remain free of censorship and prior review of copy, and its editor(s) and manager(s) are free to develop their own editorial policies.
2. Editors and managers of student media are protected from arbitrary suspension and removal from office because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes are editors and managers subject to removal (see below), and then by orderly and prescribed procedures.
3. All student media must explicitly state that the opinions therein expressed are not necessarily those of the College community.

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4. The freedom accorded student editors and managers entails adherence to the canons of responsible journalism and reporting, e.g., the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, harassment, and slanderous innuendo.
5. Charges of violation of the items noted above shall be dealt with through the College's judicial and mediation process.

Confidentiality of Records

(also see [Statement on Privacy and Disclosure of Student Information](#))

Assumption of Trust

When a student enters the College and submits the required personal data for academic and personal records, there is an assumption of trust placed in the College as custodian of these data. The College also believes that a similar relationship should be maintained relative to subsequent data generated during the student's enrollment: academic performance, activities, personal interviews and conduct proceedings.

Confidentiality of Records and Communications

In its relations with students, the College intends to preserve the confidential character of communications and records. Certain information is shared within the College for academic and administrative purposes. Such information remains confidential and is shared only as necessary to support the purpose of the College. However, no College faculty or staff member has immunity from subpoena and may be called on in such a manner to reveal information to civil authorities.

Requests from Outside the College Community

The College respects the right of students to determine prospective employers, graduate and professional schools, institutions and individuals whom they want personal information and records furnished to and will respond to inquiries only with the written consent of the student concerned.

Student Personal Folder

The student has access to the student personal folder, with the exception of those items in the folder to which the student has waived access (such as recommendations).

Associations and Organizations

The College guarantees the freedom to organize and join associations.

- Macalester College Student Government officially charters student organizations on behalf of the College, making criteria for the granting of charters consistent with the general policies of the College.

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- Although organizations may set restrictive membership criteria, these should have a basis in the functioning of the organization and should not be discriminatory, as specified in the College's non- discriminatory policy.
- No organization shall be required to submit a membership list to the College.
- Affiliation with a non-college organization will not of itself disqualify a student organization from institutional recognition.

Access to Information

Information Regarding College Regulations

Students have the right to complete information of College policies and regulations which shall be published and readily available. College officials should make clear what sanctions may be imposed for violations of policies and regulations.

Information Regarding Recruitment by Service and Employment Agencies

The College will publish the names of companies and organizations that wish to come to Macalester to recruit for employees and the dates on which they will recruit.

Participation in Institutional Governance

Students, as well as faculty, staff and officers of the College, must play a major role in campus governance if the College is to thrive as a community of scholars. At the same time, it is recognized that the legal authority of the College resides in the Board of Trustees.

Participation in institutional governance includes:

- The freedom of all constituents in the College community to express their views on institutional policy;
- Fair and direct participation of any segment of the community in decisions that affect their interests;
- A clear definition of the existing formal means whereby constituents of the community may participate in the formulation and application of institutional policy;
- An explicit statement of the responsibility and jurisdiction of each decision-making body within the formal structure of campus governance;
- Review of the actions taken by any such decision-making body or individual within an area of jurisdiction only through orderly and prescribed procedures.

Civil Rights and Due Process

Civil Rights

- Macalester students are members of both the College and the greater public communities. The College supports students in the exercise of their civil rights.

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- When students incur penalties prescribed by civil authorities they will not be subject to further conduct by the College conduct systems unless there are distinct and clear College community interests involved. The appropriate conduct body will rule as to its jurisdiction in the case. Conviction for a criminal offense, though not irrelevant, is not a sufficient reason for denying a student admission or readmission to the College.
- When members of the College community are charged with violation of federal, state or local law, the College has no responsibility of assistance to them.
- In a case where a student withdraws from Macalester while a conduct review is pending, the College reserves the right to note this in the student's educational file.

Due Process

Students at Macalester College will be treated equally and fairly in conduct proceedings, including elements as:

- A written statement of charges;
- A formal hearing;
- Private access to counsel, at the student's own expense, but this does not guarantee that the counsel may serve as an advocate in internal hearings;
- Right of appeal.

Students, faculty and administration at Macalester are obligated to respond in a timely manner to official correspondence from each other.

Freedom from Unwarranted Search

Macalester College guarantees the student's right of privacy. The College and its officials abide by set procedures pursuant to entering or searching College property leased by or assigned to students with the understanding that this procedure in no way limits bona fide law enforcement for warranted searches consistent with this document.

Responsibility and the Law

Macalester students accept full responsibility for their own actions under federal, state and local laws. While reserving the right to criticize government policy and even, in the name of conscience, to resist government decree, they recognize the rule of law and expect no special immunity on account of their student status. Within the College community, students acknowledge the duly constituted role of trustees, administration, faculty and student organizations in the political processes of the College, accept its regulations and abide by the decisions of its judicial bodies.

Responsibility and Society

It is essential that the student has the opportunity to live and study with others who can contribute new insights and perspectives. The College therefore strives to maintain a diverse faculty and student body. As members of diverse ethnic, regional, religious and racial groups,

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Macalester students retain the special loyalties to which their circumstances commit, but respect the loyalties of others and share with them a larger commitment to humanity and justice.

Section 4: Residence Hall Policies

4.1 Appliances

The use of potentially hazardous electrical appliances is not allowed in student rooms.

Hazardous appliances include:

- Any appliance not in good working condition
- Any appliance with an open flame or heating element such as hot plates, broiler ovens, toaster ovens, pizza ovens, toasters, air fryers, etc. These appliances may be used only in designated kitchen areas on floors and the main building's kitchens.
- Charcoal or gas grills, charcoal and charcoal lighter fluids may not be stored or used in any residence hall room or area.
- No major appliances are permitted in the halls including, but not limited to, large refrigerators, stoves, dishwashers, microwaves, ceiling fans, space heaters, etc.
- Air conditioners are not allowed in any college dwelling, except if installed by the college.
- Waterbeds or hot tubs are not permitted.
- Macalester College has committed to climate neutrality. We recommend students using appliances that are energy star rated. See information on Sustainability for more information at www.macalester.edu/sustainability.
- Rooms are not wired to permit the use of major electrical appliances. Major appliances, including microwaves, can also become a health concern if students do not keep them clean.

Students are permitted to bring their own refrigerator provided, the compact type which is less than 3.6 cubic feet in capacity as well as in safe electrical condition. All refrigerators should be connected directly to the wall outlet and not on an extension cord or power-strip. For proper ventilation and sanitation, refrigerators should be placed on the ground and not placed in a closet. Residents have the opportunity to rent a small refrigerator unit from a contracted vendor service who is on-campus during the early part of each semester. Information is provided in housing information distributed over the summer. Students are responsible for returning rented refrigerators to the company, regardless of when they leave during the academic year. Only one refrigerator is allowed per three people in a room. We encourage students to plan ahead and speak with roommates before purchasing or renting a refrigerator.

College-owned houses (excluding cottages), apartments, the Veggie Co-op, and the Interfaith House in Kirk Section 8 are provided full-sized refrigerators, microwaves, dishwashers, and stoves that are maintained by the college. Other appliances (hot plates, broiler ovens, toaster

ovens, pizza ovens, toasters, etc.) are allowed in these spaces' kitchens but not in individual student rooms.

4.2 Bicycles

Bicycles may be stored outside on college provided racks. Bicycles cannot be left in hallways, stairwells, entryways or common areas because of fire code regulations. Bicycle riding is not permitted in university owned buildings. Bicycles may be stored in student rooms if all roommates are in agreement. There is no on-campus bike storage available during the winter months. We encourage students to take bikes home in the winter months. Also see [Campus Policies - Bicycles](#).

4.3 College Furniture

All college furniture that is placed in a room will remain the responsibility of the occupants of that room. Furniture must stay in its original location. Students who have lofts are responsible for making sure that the lofts are reassembled correctly at the end of the year. Lofts left unassembled or assembled improperly will result in charges to the student's account. Whenever a student vacates their room, all furnishings must be in the room and in the original condition. Residents are not to remove furniture from lounges or public spaces. If lounge furniture and/or any college property belonging in a public area is found in a resident's room, the resident will be given 24 hours to return the item(s) to the appropriate place.

4.4 College Property

Students may not paint or wallpaper room surfaces, remove carpet, remove College-owned furniture from rooms, add permanent fixtures, and/or make any structural changes in the room. The following guidelines are also in place to protect College property:

- Materials that may create fire or health hazards and/or damage the facilities, such as dartboards, are not allowed. Students will be asked to remove any such materials. Decorative strands of lights are only allowed for the period immediately preceding the Christmas holiday, or other appropriate holidays where the hanging of such lights is a recognized tradition.
- Screws, tacks, and nails are not to be used to attach any items to any surface.
- Self-adhering cork boards or tile may not be used on any surface.
- Students are not permitted to paint or wallpaper their rooms. Students who paint their rooms will be subject to the conduct system and may be charged to return the room to the original color.
- Students are permitted to use tac putty (commonly known as Fun Tac) to hang pictures or posters provided they remove it when they check out of the room. Charges will be assessed for tape removal or any damage done to walls because of tape or adhesive.
- Double sided tape or carpet tape should not be used.

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- Objects may not be hung from sprinkler pipes.
- Hanging or extending anything outside the windows is prohibited.
- Internal cables may not be spliced and/or run to individual rooms.
- Natural evergreen trees, boughs and wreaths are not permitted in the residence halls. Artificial decorations made of plastic or metal may be used. Seasonal lighting must be identified by an Underwriter's Laboratories label or listing (UL). Any perishable items used for decoration must be properly disposed of in a timely manner. Residents must remove all winter seasonal decorations before leaving for winter break.

4.5 Fire Safety

Arson, use of fire, and/or tampering with fire and/or safety equipment is not permitted. This includes but is not limited to fire alarms, smoke detectors, fire hoses, fire extinguishers, alarmed emergency exits and fire doors. Hanging from or hanging anything on sprinkler heads or pipes is not permitted.

The burning of candles or incense is not permitted in any college owned residence. Students with religious and cultural celebration needs not met by this policy should contact their Residence Hall Director. This includes students who identify as pagans who have a need to cleanse their residence hall space.

Knowingly pulling a fire alarm when no known fire exists is against federal law and a danger to the community. Creating situations that endanger the quick evacuation of a room or building (tampering with locks or obstructing an exit) is prohibited. Not evacuating a building during a fire alarm is against college policy. Staff is not responsible for evacuating residents. Students may be fined for not evacuating.

No natural vegetation of a combustible nature will be permitted. Christmas trees and evergreen boughs are examples.

Students are not permitted to use halogen lights or lamps in any College owned residence.

Each room is equipped with a smoke detector. It is not to be disconnected at any time for any reason. Students found tampering with smoke detectors will be referred to the conduct system. Residents should notify the hall staff immediately if a smoke detector is not working properly. Students should check their detector once a month.

Any resident who tampers with fire equipment will be referred for conduct action and/or civil prosecution, which may result in termination of the resident's housing contract or affect the status of the student at the college. The cost incurred for any damage caused by the misuse of fire equipment will be passed along to the student(s) involved. Any fires deliberately set constitute arson and may be grounds for conduct action and/or civil proceedings. *Also See Campus Policies - Fire Alarm Procedures*

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4.6 Guests

Effective June 1, 2021

Residents are responsible for the behavior of their guests and for informing their guests of all college policies and procedures. Guests are permitted if they do not constitute a problem for roommates or other residents.

A guest's stay is limited to three nights per term. Former Macalester students who are on temporary withdrawal or who have withdrawn from the college are treated as outside guests and are bound by the three nights per semester policy. Overnight guests may not sleep in common areas such as lounges, hallways and laundry rooms.

Students who are suspended from the residence halls or removed by the conduct system for any reason are not permitted as guests in any residence hall. Guests are not permitted during times when halls are open to some students outside of the regular academic year, including breaks. Guests may be denied entrance or asked to leave at the discretion of Residential Life staff members.

4.7 Housing Contract Compliance

The housing contract is a legal and binding document between full-time, registered students and Macalester College. Contracts are extended to students as single individuals as there is no family or married housing. A housing contract is issued for the entire academic year. The contract is legally binding and may not be sublet by the resident. Releases are given to residents automatically when they take an official temporary withdrawal, a permanent withdrawal, transfer or study abroad. Releases are not given for roommate, community or dining services concerns.

Any student user of Macalester facilities or services is required to comply with the Campus Security Act and Sex Crimes Prevention Act of 2000, including registration with appropriate state agencies. Failure to comply with the requirement may jeopardize one's status as a Macalester student. Macalester College reserves the right to cancel the housing contract of a convicted sex offender or any other convicted person, who may be deemed as disruptive to the educational environment of the residence halls. Any questions regarding the contractual agreement should be directed to the Residential Life office.

4.8 Keys

Keys are the property of the College and loaned to students. Students are not permitted to loan, sell, duplicate, or transfer any College key to any person for any reason.

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4.9 Noise

Campus quiet hours are in effect after 10 p.m. on weekdays and 1 a.m. on weekends. This includes noise within the residence halls as well as outside in courtyards or involving large gatherings of people. Courtesy hours are in effect at all times. Members of the community may be asked at any time to limit the amount of noise they are creating. If noise can be heard in the hallway 2 doors away from the room creating it, the noise is too loud for the residential community. Speakers or other amplified systems must be kept out of windows and not played in a manner that is disturbing to the community at large. During study days and final exam periods, 24-hour quiet hours are in effect in all college-owned halls and dwellings.

4.10 Pets

Only small, naturally caged (aquarium sized container 10-15 gallons), non-dangerous pets are allowed in college housing. "Small" is defined as less than two pounds in weight. Animals are not allowed to roam freely in public areas. All pets must be kept in the owner's room. The owner will be held accountable for the animal's presence in the community and any damages caused by the animal. All pets must be contained within a cage or tank that prohibits their free movement in the room. Roommates/suitemates must consent to the presence of a pet. All pets must have their current shots and vaccinations, and not pose any health risk. Any strong or unpleasant odor resulting from the pet is not acceptable. Residence Hall Directors have the authority to require the removal of pets if a problem occurs. Pets that are acceptable are: fish, gerbils, hamsters, hedgehogs, and small lizards (i.e. salamanders, chameleons, iguanas). Pets that are not acceptable include but are not limited to: birds, cats, dogs, ferrets, guinea pigs, mice, rabbits, rats, and snakes. These pets are unacceptable due to issues involving noise, size of pet, smell, danger, or considered a pest control problem.

Please visit the [Center for Disability Resources Website](#) or the [Assistance Animal information](#) to learn more information regarding service and support animals.

All animals (service, companion, and pets) in on-campus residential spaces must be registered with Residential Life details can be found in the [Residential Life and Housing/Food Accommodations page](#).

4.11 Room Entry and Search

The college holds the student's right to privacy as a high value. The college will abide by the following procedures pursuant to entering college property leased by students with the understanding that this procedure in no way limits bona fide law enforcement officials from lawful search. The Vice President for Student Affairs or Dean of Students must authorize any search of a room.

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Macalester College or its agent shall have the right to enter a student's dwelling unit under the following stipulations and understandings. The college, in turn, agrees not to enter or allow anyone under their charge to enter the room in cases other than those mentioned below.

- To make necessary repairs or maintenance at any time between 8 a.m. and 4:30 p.m. unless otherwise arranged by the student at a time convenient to both the college and the student.
- In emergency circumstances when imminent danger to life, health, safety or property is reasonably feared or where emergency entrance is permitted by law.
- In circumstances when it is believed that a violation(s) of Residential Life and College policy are taking place.
- The college will make a general check of all rooms during scheduled breaks. This will take place in the halls and all college-owned dwellings closed over the breaks by hall staff.

Illegal materials or items in plain view may be addressed with the resident(s) of the room if they are noticed in the course of room maintenance, room inspections or in response to violation of College or Residential Life policy. Conduct action may be taken.

In all cases involving suspected violation of college policies where the student is not present, rooms will be entered by at least two staff persons. The student, if present, will be asked to open drawers, luggage, closets, etc. If the student chooses not to assist in this manner, authorized college representatives will carry out the search. Students will be given a receipt for all belongings removed. These belongings will be returned after disposition of the case by appropriate College or civil authorities when it is lawful to do so.

(Also See [Community Responsibilities - Student Rights, Freedoms and Responsibilities](#))

4.12 Room Inventory Contracts (RIC) and Damages

When students move into college owned housing, a room inventory condition (RIC) form is filled out by the student. The form indicates the status of the room as the student is moving in and out. It is the student's responsibility to fill out the inventory form accurately so they are not charged for items they did not damage. Room damages are recorded on the room inventory contract (RIC) form every time a student changes rooms or checks out. For damage costs, please contact your Residence Hall Director. It is expected that students monitor their living environment, especially the areas they use as a community. When damages are found in a common area they are charged to the students living on the floor or in the building, depending upon the situation. Common area damage assessment includes extra cleaning charges caused by student negligence, or destructive or inappropriate behavior. Students found maliciously damaging college property will be taken through the conduct system and may be required to make financial restitution.

Last updated January 2026

4.13 Solicitation

Solicitation is not permitted in the residence halls by students, vendors, salespersons, or political campaigners. Solicitation is discouraged by people running for elected office. If a candidate insists on talking to resident students in the residence halls, they are welcome to do so only in the public, formal lounges and will be accompanied by a member of the residence life staff. Candidates cannot use the floor lounges. Candidates for elected offices cannot go door-to-door in the Residence Hall and solicit on the floors.

Also See Campus Policies - Solicitation

4.14 Tobacco Use

See [Tobacco-Free Policy](#)

4.15 Windows, Screens, Roofs, Elevators, and Steam Tunnels

Screens are not to be unhooked or removed from windows for any reason. Students will be charged for the re-installation of removed screens. Windows are not to be used as entrances or exits to and from buildings. No structures are to be built out of windows. Items and objects are not to be thrown or poured from windows. Items such as banners or sheets cannot be hung from roofs, windows, or balconies or attached to the exterior of any residential building. Students are not permitted on roofs or fire escapes, building ledges, or overhangs of any College building, College steam tunnel, or scaling the outside of buildings or on top of any elevators. Opening the residence halls windows during cold weather may cause damage to water pipes. Students may be responsible for the costs associated with repairing the damage.