



UNDERGRADUATE STUDENT HANDBOOK 2018 - 2019

Property of _____

Phone _____

In case of emergency, please notify:

Name _____

Phone _____

Please Note: Every effort has been made to ensure the accuracy of the information presented in this handbook. All event schedules were obtained in spring 2018, and therefore, are subject to change. If you have any questions or suggestions for next year's calendar, please contact the Office of Enrollment Management and Student Affairs, 319 Ulmer Hall, Lock Haven, PA 17745.

An Official Publication
LOCK HAVEN UNIVERSITY
LOCK HAVEN, PENNSYLVANIA

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LOCK HAVEN UNIVERSITY

Most current versions of official policies are available at the following:

<http://www.lockhaven.edu/about/policies.html>

OUR MISSION

Lock Haven University offers an excellent and affordable education characterized by a strong foundation in the liberal arts and sciences for all students, majors in the arts and sciences, and a special emphasis on professional programs. All programs are enhanced with real-world experiences and co-curricular activities that enable students to realize their full potential. In close personal interactions with faculty who are passionate about teaching, students are challenged to develop their minds and skills in order to be responsible citizens and to succeed in a global and technologically advanced society.

OUR VISION STATEMENT

Lock Haven University will be nationally recognized for transforming students' lives by providing:

- A welcoming and inclusive community of supportive faculty and staff that prioritizes the well-being and intellectual life of our students and also challenges them to ever-greater success.
- An immersive, high-quality academic learning environment that combines traditional, interdisciplinary, and professional experiences in and out of the classroom.
- A strong academic foundation that promotes the collaboration, innovation, and critical thinking necessary for navigating and succeeding in an ever-changing world.
- An engaging community with a diversity of cultural perspectives that encourages students to be responsible global citizens.
- A commitment to public service as a resource for personal, educational, cultural, and economic development for the region and state.

NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURE

Nondiscrimination Policy Statement

It is the policy of Lock Haven University to provide equal opportunity in employment and education to all individuals without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap/disability, veteran status, or genetic information.

All employees, students, contractors, and vendors are to comply with federal laws, state laws, regulations, and policies that relate to nondiscrimination. The coverage of this policy extends to visitors on Lock Haven University campuses.

It must be understood that the University will take action to prevent discrimination. Any employee of the University found to be in violation of this policy will be subject to appropriate disciplinary action up to and including discharge. Students will be referred to the Office of Student and Residence Life for appropriate disposition up to and including dismissal from the University. Contracts of vendors are subject to all remedies.

Legal Authority

Discrimination on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, age, handicap/disability, veteran status or genetic information is a violation of the U.S. Civil Rights Act of 1964, 42 U.S.C. § 2000e *et seq.*; Title IX of the Educational Amendments of 1972, 20 U.S.C. § 1681 *et seq.*; the Pennsylvania Human Relations Act, 43 P.S. § 951 *et seq.*; the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 791; the Age Discrimination in Employment Act, 29 U.S.C. § 621 *et seq.*; the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212; the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. § 4301 *et seq.*; the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff *et seq.*, and/or the Pennsylvania Fair Educational Opportunities Act, 24 P.S. § 5001 *et seq.*

For information regarding the Nondiscrimination Policy and Complaint Procedures, contact Human Resources at Lock Haven University, Lock Haven, PA 17745 570-484-2033. The complete Nondiscrimination Policy and Complaint Procedure is available at the following:

<https://lockhaven.edu/hr/documents/Non%20Discrimination%20Policy-updated%20August%202017.pdf>

For information regarding services, activities and facilities that are accessible to and useable by handicapped persons, contact 570-484-2838.

The Title IX Coordinator for Sexual Violence is Ms. Deana Hill, Associate Vice President for Human Resources who can be reached at 570-484-2014.

ACADEMIC MATTERS WHAT YOU NEED TO KNOW

Complete academic policies can be found in the undergraduate catalog. The link is as follows:
www.lockhaven.edu/academics.

ACADEMIC ADVISING/ADVISORS

Each student is assigned to a faculty member for academic advising. Students who have declared a major have as their adviser a faculty member within that discipline.

Each student's relationship with her or his academic adviser is important. Through discussion with an academic adviser, a student is better able to:

- Clarify academic, life and career goals;
- Understand the nature and purpose of higher education;
- Gain information about educational options, requirements, policies and procedures;
- Plan a program of study consistent with interests and abilities;
- Select and schedule appropriate courses;
- Integrate institutional educational objectives.

Academic advisers attempt to make information about academic programs readily available to students and assist them in working out solutions to academic problems. Students are advised in course selection, schedule development and clarification of educational goals. Students should see their academic adviser regularly for assistance with academic issues and concerns. Ultimately, students are responsible for their academic decisions.

RESPONSIBILITY FOR ACADEMIC ADVISEMENT

The responsibility for good academic advisement rests with both faculty and students. The faculty member is accountable for communicating accurate and up-to-date academic information and helping make an effective plan. **The student is responsible for carrying out the plan and actively seeking help.** Ultimate responsibility for knowing about and meeting academic requirements rests with the student. Good academic advising allows students to achieve optimum progress through the University experience.

ACADEMIC HONESTY POLICY

PREAMBLE: Lock Haven University endeavors to promote an appreciation of the values of fairness and intellectual honesty and to establish a climate of academic freedom within which students learn. Any breach of trust may undermine academic freedom and diminish the integrity of the university's mission. The university has established means of discouraging academic dishonesty and has established procedures to protect every student's right to fair treatment and due process.

Instructors share the expectation that students demonstrate their mastery of subject matter in an honorable and straightforward manner. Violations of ethical norms are very serious.

POLICY: Lock Haven University forbids academic dishonesty. Students who commit acts of academic dishonesty shall be subject to the sanctions outlined below. This policy applies to all students registered at Lock Haven University during or after their enrollment. Students may contest only (1) whether or not academic dishonesty has occurred or (2) whether a penalty was given capriciously.

RESPONSIBILITIES OF INSTRUCTOR: Instructors are encouraged to include a statement regarding academic dishonesty in the course outline. Faculty members have the right to investigate any circumstances that may constitute violations of academic honesty.

RESPONSIBILITIES OF STUDENTS: Students who do not attend the first day of class must seek out a copy of the course outline. Students must meet the time deadlines outlined in this policy or forfeit the opportunity to appeal the decision. As members of the university community, students share the responsibility for promoting and maintaining academic integrity. A student who becomes aware of an act of academic dishonesty by another student should bring this information to the attention of the instructor. Either the instructor or student may initiate a charge of academic dishonesty.

DEFINITIONS

An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy. Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or who intentionally fails to adhere to, or assists others in failing to adhere to, the university policy on academic honesty.

Academic dishonesty includes, but is not limited, to the following:

- 1 Plagiarism. The definition of plagiarism for purposes of Lock Haven University policy is as follows: At one extreme, plagiarism is the word-for-word copying of another's writing without enclosing the copied passage in quotation marks and identifying it in a proper citation. At the other end of the spectrum, plagiarism is the casual inclusion of a particular idea or term which one has obtained from another's writing or speaking, and which is presented as one's own opinion or idea. Within the broad spectrum, plagiarism may include weaving into the text random writings of others without proper identification of the sources. It is also the paraphrased and abbreviated restatement of the analysis and conclusions of another, without the due acknowledgment of the author's text as the basis for recapitulation. Plagiarism also includes, but is not limited to, "the wrongful appropriation, in whole or part, of another's literary, artistic, musical, mechanical, technical, or computer program composition."
- 2 Receiving and/or providing unauthorized assistance for and during examinations.
- 3 Using unauthorized notes, materials and devices during examinations.
- 4 Presenting material research prepared by others, including commercial services, as one's own work in fulfilling course requirements.
- 5 Collusion with others in attempting to circumvent course requirements.
- 6 Making fraudulent statements or claims to gain academic credit or influence grading.
- 7 Attempting to bribe faculty or other university personnel in order to gain academic advantage.
- 8 Securing or possessing course examination material prior to the administration of the examination from the instructor or proctor without the consent of the instructor.
- 9 Taking an examination or course on another's behalf or arranging for another to take an examination or course on one's behalf.
- 10 Altering transcripts and misusing other records and identification material.
- 11 Intentionally falsifying or arbitrarily inventing research and data to be presented as an academic endeavor.

PROCEDURE FOR HANDLING AN INCIDENT INFORMALLY: When an instructor observes a student engaging in an act of academic dishonesty in the classroom, such as cheating on a test, the instructor has the authority to confiscate the materials at that time and place, and discreetly inform the student that the student is required to make an appointment with the instructor to discuss the alleged incident. During that meeting between instructor and student, the instructor shall inform the student of the accusations against him or her. The accuser shall have thirty calendar days to notify the student of the allegations. In the event an incident occurs at the end of the spring semester, the thirty-day notification may apply to the following fall semester, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action.

If an instructor believes a student has engaged in an academically dishonest act outside the classroom, such as plagiarism, then the instructor shall so inform the student in a discreet, confidential setting, such as the instructor's office.

In cases of academic dishonesty, the instructor may elect to implement a sanction that can be given within the confines of the course. If that sanction is not acceptable to the student, or if an instructor feels that more severe sanctions should be implemented, either party may initiate the procedures detailed below. In most instances, the final decision on a grade rests only with the instructor.

Should the student feel that the sanction is not acceptable, he/she may implement the following process:

- The student first notifies the instructor of his or her dissatisfaction with the sanction by arranging a meeting with the instructor in a discreet, confidential setting. This must be done within ten days of the implementation of the sanction; both the student and the instructor may appear with an adviser.

- If dissatisfied with the instructor’s response, the student should submit in writing a statement of his or her dissatisfaction to the department chairperson and to the faculty member. The chairperson may attempt to work out a solution acceptable to both the student and the instructor.
- If the chairperson suggests a solution, the proposed solution should be discussed first with the instructor, who must approve it prior to the solution being offered to the student.
- If the instructor will not accept the chairperson’s proposal, the chairperson then informs the student that no resolution is possible.
- If a student is dissatisfied with the department chairperson’s response, the student must:
 - a. initiate the formal process;
 - b. give oral notification to the instructor of his/her dissatisfaction with the solution; and
 - c. submit a written statement about his/her dissatisfaction to the department chairperson.
- Notification must occur within ten days of the chairperson’s response.

Should the instructor feel that an act of academic dishonesty warrants a more severe sanction than can be given within the confines of the course, the instructor retains the right to submit the evidence to the Vice President for Academic Affairs or a designee with recommendations for further sanctions. The instructor must also inform the student of his/her action in a discreet, confidential setting such as the instructor’s office.

FORMAL RESOLUTION PROCESS:

The formal process may be initiated by either the instructor or the student by submitting in writing a complaint to the Vice President for Academic Affairs. Once the Vice President for Academic Affairs or designee determines the actual charges, the Vice President for Academic Affairs or designee may not be involved in any aspect of the resolution process or an appeal. Once the Vice President for Academic Affairs or designee initiates the formal proceedings, the student and instructor shall be informed in writing of the alleged violation. Both the student and the instructor may be assisted by a representative or an adviser who may be an attorney. If an attorney is present, he/she may not argue the case. The student shall be given, by personal delivery or by certified mail to the last known address, written notification of the date, time, place of the hearing and the alleged violation. Such notification shall not occur more than twenty-one days from the start of the formal process. The student will be given the right to review, prior to the hearing, any written material that will be used against the student at the hearing.

The hearing will be an administrative hearing with the hearing officer appointed by the Vice President for Academic Affairs. The hearing officer is empowered with the right and obligation of judging the evidence and implementing a sanction if so warranted. The student has the right to cross examination and the right to present a defense. This cross examination and defense must be confined to the issue of whether or not academic dishonesty has occurred. The hearing must be recorded and a determination must be made as to whether a violation of this policy has occurred. The results of the hearing must be sent to the student and instructor in writing within five days of the termination of the hearing.

Students shall be advised that failure to attend the hearing, except for “good cause,” may result in sanctions being imposed and the university is under no obligation to reschedule a hearing.

AN APPEAL:

If the student is dissatisfied with the determination of the hearing officer, an appeal shall be made in writing to the Vice President of Academic Affairs or designee within ten days after the student is notified of the results of the administrative hearing. Filing an appeal does not automatically result in a new hearing. The Vice President or designee shall refer the appeal to the University Academic Appeals Board.

The Academic Appeals Board shall consist of a College Dean not previously involved in the resolution process or a substitute mutually agreed to by the instructor and the accused. The board shall include two faculty members chosen by APSCUF, as well as two undergraduate students appointed by the Student Cooperative Council, Inc. Terms of appointment will be for one academic year. The College Dean or substitute shall serve as the chairperson.

The Academic Appeals Board shall review all evidence pertaining to (1) the fact of whether or not academic dishonesty has occurred or (2) whether or not the penalty was given capriciously. The board shall determine whether or not due process was given in reaching the decision, or based upon the introduction of new evidence, request a new hearing by a different hearing officer designated by the Vice President for Academic Affairs. Only new evidence with direct bearing to issues (1) and (2) above may be introduced to the Academic Appeals Board. No disciplinary action will be taken before an appeal is decided unless the President determines that the integrity of the academic process requires immediate implementation. The chairperson and the board shall render a written decision to the student and instructor within ten days of receipt of an appeal. The decision of the Academic Appeals Board shall be final.

For the purposes of this policy, all time limits shall be construed to mean class days within the academic year. Summer school may constitute part of the academic year. Infractions occurring at the end of the spring semester or during the summer terms may be carried over until the next fall semester, with the consensus of all parties. If no consensus exists, the Vice President for Academic Affairs or designee will decide whether or not to carry over the action.

SANCTIONS: The following is a list of the range of sanctions that may be imposed against a student found to have committed acts of academic dishonesty:

Sanctions which may be given within the confines of the course:

- **Grade Penalty:** An instructor's refusal to correct an assignment or test or an instructor's requiring the rewriting of an assignment or the retaking of a test for reasons related to academic dishonesty.
- **Grade Reduction:** If a student is found to have committed an act of academic dishonesty, then a grade for a particular unit of work or for the entire course may be reduced. This includes a grade of "E".
- **Imposition of a failing "E" grade:** A student who has withdrawn from a course in which he/she committed an act of academic dishonesty may receive an "E" for the course.

Instructors are encouraged to notify the Vice President for Academic Affairs when a sanction is given within the confines of the course. The student must be notified when such action is taken. Once a sanction is given within the confines of a course and there is no formal process initiated, the sanction will be put in place and no other action will be taken by the student or faculty member.

Sanctions which may result from Formal Resolution Process:

- **Official Reprimand:** An official letter reprimanding the student for the commission of an offense may be placed in the student's official file for a specified period of time.

- **Suspension:** If a student is found to have committed an act of academic dishonesty, the student may be suspended from the university for a specific period of time unless specific and significant mitigating factors are present.
- **Dismissal:** Permanent removal of the student from enrollment at the university may be imposed for repeated violations, cumulative violations, or egregious first offenses.

DEFINITION OF TERMS:

University - the community of faculty, staff and students at Lock Haven University

Instructor - any person employed by the university who holds academic rank or performs teaching duties

Staff - any person employed by the university who is not a faculty member or an instructor

Class Days - days upon which classes in general are held during the academic year (normally five days a week)

Designee - any person appointed by the Vice President for Academic Affairs to represent the university. This person may not be a member of the faculty

ATTENDANCE POLICY

Faculty determine attendance policies for their classes consistent with university approved guidelines. Attendance policies are to be included on syllabi.

University Approved Guidelines

- 1 Students are expected to attend all classes. It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.
- 2 Students are not penalized for absences caused by verified conditions beyond their personal control. The student may be required to provide non-family, third-party documentation. Examples of these conditions may include: personal illness, death or critical illness in the immediate family, jury duty, military duties, religious holidays
- 3 Absences due to Students' participations in the university approved athletics, curricular, and extra-curricular activities shall be recognized as excused absences for which they cannot be penalized. However, to recognize that students' participating in the activities as official representatives of the university, instructors and staff overseeing the events (sponsors), will submit the University Approved Activities Form (UAAF, available online) clearly stating the dates, names of student participants, and objectives of the activities to the dean of the college. Coaches will submit the UAAF to the AD who will forward it to the deans. After evaluating the relevance of the activities to the university's mission, the deans will return the UAAF to faculty/staff sponsors. Sponsors will be responsible for providing copies to students who will share the information with their course instructors a. Such requests using the Form must be initiated by the sponsors within the first 2 weeks of the semester; b. Due to weather and other unforeseen reasons, some athletic and curricular events change schedule without adequate lead time. Such events would be treated as exceptions to the rule as stated above (a).
- 4 Students are responsible for dropping/withdrawing from a class in which they are no longer attending. Deadlines are included on the academic calendar. Students who do not properly drop/withdraw from a class will be responsible for the grade earned and tuition and fees incurred.

CLASSROOM BEHAVIOR

Students and faculty share responsibility for maintaining an appropriate learning environment in the classroom. Civility and respect create a safe and productive atmosphere in which students can achieve. Disruptive behavior hinders the educational process and is unacceptable at Lock Haven University.

The definition of disruptive behavior is at the reasonable discretion of the faculty member teaching the class, and determination of whether a specific behavior is disruptive resides within the authority of the faculty member. Examples of disruptive behavior include, but are not limited to, the following:

- 1 Showing disrespect for and displaying poor manners toward any faculty member or other students.
- 2 Disruptive or inappropriate use of technology and electronic devices in the classroom, such as cell phones, computers, pagers, and MP3 players.
- 3 Persistent speaking without being recognized or interrupting other speakers.
- 4 Persistently entering class late or leaving early without an excuse or the faculty member's permission.
- 5 Threats, harassment, or personal insults of any kind directed toward any faculty member and other students.

Faculty has the discretion to impose sanctions for disruptive behavior in their classrooms. Some of the sanctions may include:

- a formal apology
- dismissal from the class in which the disruptive behavior occurs
- referral to Student & Resident Life for resolution of the situation, which action could result in dismissal from the University

INVOLUNTARY LEAVE OF ABSENCE

The purposes and objectives of the university include establishing an environment that promotes individual well-being. Occasionally, a student may experience medical and/or psychological difficulties that interfere with academic and personal progress. An involuntary leave of absence occurs in those cases where psychological and/or medical evaluation indicate a necessity for a student to withdraw from the university but the student refuses to do so. The Dean of Student & Residence Life will determine, after consultation with professionals and following university procedures, that such action is appropriate and will forward a letter to the Registrar's Office after notifying the student.

Readmission to the university after an involuntary leave of absence will be based upon the Dean of Student & Residence Life's recommendation and other existing conditions for re-enrollment.

Withdrawal from Courses or the University – See Academic Information section of the catalog, Withdrawal from Courses and Withdrawal Policy, from the university.

WITHDRAWAL POLICY (LEAVE OF ABSENCE)-UNDERGRADUATE, FROM THE UNIVERSITY

A student who is registered in courses for any semester or summer session is considered an enrolled student to receive grades and to be assessed tuition, fees, and any other applicable charges.

A student who is unable to attend classes or complete the semester for any reason must request a withdrawal from the university by contacting The Center of Excellence and Inclusion at Excellence@lockhaven.edu, 570-484-2598.

Effective Date

The effective date of the withdrawal is the date which is verified by The Center of Excellence and Inclusion as the last date of class attendance.

The effective date of the withdrawal will determine the grade to be recorded on the academic record and the amount of tuition, fees, and other charges to be refunded, if applicable. Refunds will be processed according to the university's refund schedule.

Deadline

The deadline to withdraw from the university without academic penalty is on the academic calendar, for an academic semester usually the 10th week of classes. Withdrawing after this published date will be with academic penalty, "E" grades.

University withdrawals will not be processed retroactively. Therefore, it is important for the student to contact the university upon deciding to discontinue enrollment.

A student who does not officially withdraw will receive failing grades and be responsible for all financial obligations.

Medical Withdrawals

In the event of a serious medical condition, a medical withdrawal may be requested. Documentation from a medical professional will be required after the 10th week of enrollment in order to avoid failing grades. If a medical withdrawal is granted, “W” grades will be awarded. A medical withdrawal does not imply forgiveness of charges. A student who incurs charges will be subject to the published refund schedule.

Medical withdrawals must be requested immediately but no later than thirty (30) days after the close of the semester in which the student seeks medical attention.

A student who receives a Medical Withdrawal will be required to submit a medical Reinstatement Certification from a medical professional in order to return the semester immediately following the withdrawal (return the summer or fall semester after withdrawing from the spring semester or return the winter intersession or spring semester after withdrawing from the fall semester) or the student must sit out a semester (fall or spring).

A student may not receive approval for more than two consecutive medical withdrawal semesters.

Student Called to Active Military Duty

A student who is called to active duty (confirmed by official military orders from the President of United States or the Governor of the Commonwealth of Pennsylvania, reference BOG Policy 1983-19-A) should contact The Center of Excellence and Inclusion at Excellence@lockhaven.edu, 570-484-2598.

In some cases, a student may have completed a sufficient part of his courses to be able to receive grades or incompletes rather than withdrawing. The student must decide whether he/she will attempt to complete the courses or withdraw completely from the semester/session. If the student chooses a complete withdrawal, the entire semester will be removed from his/her record. This decision is binding.

Military withdrawals are to be requested immediately upon receipt of orders but no later than thirty (30) days after the close of the semester in which the student receives orders.

Withdrawal from Web-Based Courses

The last date of attendance for a web-based course will be provided by the Office of Information Technology. All activity in a web-based course will be considered (i.e. reviewing the syllabus, participating in discussions/chats, submitting assignments, completing a quiz or exam, etc.)

Refund Schedule

No withdrawal, including a medical withdrawal, implies forgiveness of financial obligations. A student who has incurred charges will be subject to the published refund schedule.

The university’s refund schedule is available at <http://www.lockhaven.edu/studentaccounts/>.

Withdrawal Appeals

Any appeal related to a withdrawal must be submitted in writing to the Registrar within ten days of notification of action. Appeals will be reviewed by a committee consisting of the Registrar, Director of Financial Aid, and the Vice President for Enrollment Management and Student Affairs. If the committee is unable to reach a decision, the issue will be forwarded to the Provost.

Returning from a Withdrawal

Upon a complete semester withdrawal, all current semester courses will be withdrawn and future semester courses will be cancelled. The student will be required to complete a request to resume studies through the Registrar's office in order to return and schedule courses for the semester of the return.

WITHDRAWING AND FINANCIAL AID

It is very important that a student understand the financial decisions being made when withdrawing from the University. It is recommended that you visit the Financial Aid Office to discuss the impact that withdrawing will have on your financial aid funds.

Any student who receives financial aid and decides to withdraw from the university is subject to specific requirements. Withdrawal calculations for federal financial aid are performed if a student withdraws within the first 60% of the term, not including breaks of five or more days. Students earn a percentage of aid for each day that they attend classes up until the 60% point of the semester, not including breaks of five or more days. After attending more than 60% of the semester, all federal aid is considered to have been earned. It is important to note that this includes Federal Tuition Assistance in addition to Federal Student Aid administered by the U.S. Department of Education's Federal Student Aid Office.

PA State Grant funds are also affected by withdrawing and may be returned. The percentage of the PA State Grant to be returned is based on the university's tuition refund policy. For example, a student who withdraws from the university and has 40% of the student's tuition and fees refunded will also have 40% of the student's PA State Grant refunded to PHEAA. This also applies to the Ready to Succeed Scholarship program that's also administered by PHEAA.

Unearned aid is returned to the appropriate federal or state agency. Returning aid can create an outstanding balance on your account which you will be responsible for paying to the University. When financial aid funds must be returned to programs on your behalf, these funds will be returned to the programs in a specific order with loans being returned first to the federal government and then followed by federal and state grants.

Remember, it is very important to understand how withdrawing from courses will impact future Federal and State aid eligibility. Please review the Financial Aid Office's policies regarding satisfactory academic progress with regard to Federal and State aid eligibility. If you do not understand the policies, you should speak with a professional in the LHU Financial Aid Office.

SERVICES FOR STUDENTS

STUDENT AFFAIRS

The Department of Enrollment Management and Student Affairs is responsible for the development of student potential. This division consists of professional staff members working on student concerns in areas such as food service, health service, housing & residence life, student recreation center, community service, University judicial, social Greek organizations, and student activities.

Programs and activities that are directed by staff members include homecoming, new student orientation, student government, residence hall government, wellness programs, alcohol awareness, community service/service learning, and many different types of cultural, recreational and social events. Clubs and organizations foster leadership skills and always invite different talents and new opportunities.

Staff members in all areas are available to assist students with their individual needs and concerns. Under the direction of the Vice President for Enrollment Management and Student Affairs, the services and opportunities for student growth continue to support the academic mission of the University. Students at the **Clearfield Campus** are invited to make use of the services provided through the Director's Office at that site.

ON-CAMPUS HOUSING

The university provides accommodations for approximately 1,400 students living on campus. Residence halls are available for freshmen and sophomores. All students have an opportunity to reside on campus during their college career. Students admitted to the Lock Haven Campus will comply with the following on-campus residency requirement. Students who enter as first-time fulltime students must reside in university housing their first four (4) regular semesters (summer and winter sessions not included). The following exceptions apply with verification:

- Students who will reside with parent(s) or legal guardian within the commuting distance of 30 miles from Lock Haven University.
- Students over the age of 21.
- Students married.
- Students with children.
- Transfer students who have completed a total of 4 regular semesters, including their prior college experience, or 60 credits. (Students who have completed fewer than 4 regular semesters of college, or 60 credits, will be required to live on campus until they have completed a total of 4 regular semesters of college or 60 credits).

The Dean of Student & Residence Life or designee shall have authority to review and make initial determinations pursuant to this policy and/or to grant applications for waivers in extenuating circumstances. Requests for review of application for waiver should be made to the Dean of Student & Residence Life.

Students learn many responsibilities by residing on campus and assume responsibility for their living environment. Events are planned to foster educational, social, cultural, and recreational interests among all students. Students participate in governing themselves by formulating policies that are reviewed annually. Professional staff members live in the residence hall and upper-class students who reside on the floor and work as resident assistants are available to assist residents with concerns. All university residence halls are smoke-free.

All students living on campus are required to purchase a 19, 14, 10 or 175 block meal plan. The university has adopted a food court approach to dining. The dining service offers 19, 14, 10, 5, 175 block, 50 block or all flex meal plans for all students living off campus. Students will be able to use flex dollars for additional meals at the various locations. Flex-dollars are a part of the charge for each meal plan.

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

The Center for Career and Professional Development is an integral part of the University's educational program. It offers a wide range of free services and online resources for traditional and adult learner students and alumni through appreciative coaching and teaching. Appreciative coaching is an intentional collaborative practice for students to explore educational and career experiences to achieve their dreams, goals, and potentials through the following:

- Academic Advising
- First Year Seminar

- Career Navigation & Exploration
- Introductory Coursework
- Self-Assessment
- Reflection.

Students and alumni are empowered and guided in their career exploration, four - year co-curricular planning, and professional development to secure a career and live a life of meaning and purpose after Lock Haven University.

We offer individual 4 - year appreciative coaching, The Haven EDGE Career Ready Program for students to have the opportunity to ENGAGE, DISCERN, GAIN and EMPLOY the knowledge, skills, and attitude necessary to become “Career Ready” post-graduation. Guest speakers, group activities and discussions, reflections and team building experiences are utilized to facilitate learning.

My Majors, Big Interview, What Can I Do With This Major, and Buzzfile are online interactive career guidance and information systems available to assist students and alumni with the career planning process. Personal assistance will be provided in developing career objectives, resume writing, interview preparation, job search strategy, and graduate school preparation. The Center maintains a Career Library with additional information and resources available 24/7 through the Center’s website at the following: <http://www.lockhaven.edu/career/>.

A Professional Resource Center is also available for students, at no cost, who need a professional outfit for an interview, classroom presentations, student teaching, networking events, and employment while on campus. Within the Professional Resource Center, we offer business casual clothing, padfolios, shoes, briefcases, thank you notes, steamer, and more. The Center hosts and participates in job fairs on and off campus and other standalone career-related seminars in collaboration with faculty. Students can maximize their internship and job search by creating an LHU online career profile with their email and password to join our career service management tool, Handshake, with over 200K employers.

The Center is located at 206 Ulmer Hall and open from 8:00 a.m. until 4:00 p.m. on weekdays with some evening hours from 5:00 p.m. until 7:00 p.m.

CENTER FOR EXCELLENCE AND INCLUSION

Our mission is to help students pursue academic excellence.

The Center for Excellence and Inclusion designed is at the heart of a coordinated, campus-wide commitment to support all students, whether first-semester newcomers or graduating seniors, as they pursue a Lock Haven University degree. The Center seeks to assist students in three major areas academic and social adjustment, as well as to financial literacy. Students are encouraged to contact the CEI as a starting point for any type of question. It is a place where they can get the answers, assistance and encouragement to help them achieve their goals. Our mission is to assist students in becoming engaged members of the LHU community.

Services provided by the center include help with:

- Transitioning from high school to college life
- Learning about Lock Haven University student services and educational opportunities
- Student Referrals (both on campus and within the community)

- Improving study and time management skills
- Various other academic services, programs, and resources

COMMUNITY SERVICE AT LHU

Located in the Parsons Union Building, the Office of Student Engagement is a campus resource for community service, civic engagement activities, service learning, Experiential Learning resource, alternative break trips, and service programs to promote active and global citizenship. A variety of volunteer opportunities are open to LHU students, faculty and staff interested in helping with short or long term community projects throughout the year.

The Office for Student Engagement has additional opportunities for selected students to enroll with our office for recognition of their volunteer hours with programs and scholarships: The President's Volunteer Service Award program, community service leadership student worker and Federal Work Study Award positions, engaged academic department partnerships, community service leadership opportunities, Outreach for Humanity Student Club & American Red Cross Student Chapter, and a part time AmeriCorps national service program with AmeriCorps STEP.

UNIVERSITY COUNSELING SERVICES

Counseling is provided to Students with personal, emotional, mental or academic adjustment concerns. A Professional Counselor and or a Psychologist can assist Students with questions and concerns about academic and educational success, interpersonal issues, self-image, social skills, mood problems, trauma, learning problems or other potentially stressful or emotionally disturbing experiences. Services are provided daily during regular working hours. Students may be referred to off-Campus agencies and private practitioners when desired, appropriate or when needed for more intensive or lengthy care.

The Counseling Services are located in 1st floor of Ulmer Hall.

DISABILITY SERVICES FOR STUDENTS OFFICE

The Office of Disability Services for Students is committed to ensuring that no otherwise qualified student with a disability will be denied participation in or the benefits of any of the university's programs, services, activities, and facilities on the basis of a disability. Students with documented learning, psychological, physical, or health-related disabilities, who are registered with the Office of Disability Services for Students, are provided support and reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. Resources and support can include, but are not limited to accommodated testing, note taking assistance, texts in audio format, academic advising, counseling, advocacy with instructors and staff, assistive technology, and priority registration.

Students requesting accommodations are urged to make their needs known early since some services require considerable advance planning and coordination. Contact the Office of Disability Services for Students at 570-484-2665, or Disability_Services@lockhaven.edu.

EDUCATIONAL OPPORTUNITY PROGRAM

LHU's Educational Opportunity Program (EOP), partially funded by the Pennsylvania ACT 101/Higher Education Equal Opportunity Program state grant, assists students whose educational and economic backgrounds impair their initial ability to pursue higher education successfully. The faculty and staff of the ACT 101 Program provide ongoing professional and peer counseling, study skills instruction and tutorial services.

The summer component provides credit-bearing instruction in writing, learning strategies, reading, and other communication skills. Participating freshmen who successfully complete the summer requirements are enrolled for the

regular academic year. Prospective students interested in the EOP Summer Session should contact the Act 101 Program Director for more information. Summer EOP students should meet ACT 101 guidelines established by the Pennsylvania Higher Education Assistance Agency (PHEAA) which include residency requirements, income guidelines and academic criteria to be met through high school rank, high school grade point average and an average score on the Scholastic Aptitude Test (SAT) or its equivalent.

Tutoring is provided at no charge and is available to all students in most basic subject areas. Students in their first two years of study are encouraged to arrange tutorial assistance during the early part of each semester if they anticipate or encounter difficulty with course work. Students in the Educational Opportunity Program (EOP) may be required to use tutorial services to remain in the program.

Counseling services provided by the Educational Opportunity Program render professional support to students, particularly those who are in their first two years at the university. These services help EOP students deal with academic and personal concerns such as time management, stress management, and conflict resolution. Peer counselors provided to freshmen EOP students help to facilitate their adjustment to college life and the university environment.

EXPLORATORY STUDIES ADVISING

The Dean of Liberal Arts and Education assigns Exploratory Studies students to a faculty advisor. Students who indicate an interest in a particular major on the Exploratory Advising survey and the Admissions application may be assigned to a faculty advisor in that major. The University provides career programs, workshops, assessments, and resources for Exploratory Studies students on the University website and through the Center for Career & Professional Development. In September the Academic Majors Fair takes place to introduce students to every major and minor at Lock Haven University through faculty and student representatives from each program. Freshmen Exploratory Studies students will be enrolled in a one-credit first year seminar course.

The College of Liberal Arts and Education is located in 105-107 Sloan Fine Arts Building. The telephone number is 570-484-2137.

FINANCIAL AID

Frequently Asked Questions About Student Financial Aid:

1. What types of financial aid are available at Lock Haven University?

As an LHU student, you may qualify for federal and state financial aid including but not limited to the following: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal TEACH Grant, Federal Work Study Program, Federal Direct Loans and PLUS Loans and Pennsylvania State Grant (PHEAA). Refer to your award letter to determine the programs that you have been provided for this year.

2. I received a Financial Aid Award Letter, but need more money than I've been offered. What else is available?

The Financial Aid Office provides information about private educational loan programs and payment options with each financial aid award letter. Students may also enter into a payment plan with LHU instead of borrowing additional funds. Tuition payment plans are arranged through the Tuition Management Service (TMS). This information is also available online at <https://lhup.afford.com/>. Questions regarding the tuition payment plan should be directed to the Student Accounts Office, and not the Financial Aid Office.

3. If I have not applied for financial aid, can I still apply?

To apply for both federal and state financial aid programs, you must complete the Free Application for Federal Student Aid (FAFSA) each year. Students are encouraged to complete the FAFSA online at <https://fafsa.ed.gov/>. More information about the LHU financial aid application process can be found on LHU's website at <http://www.lockhaven.edu/financialaid/overview/>. Lock Haven University's Federal School Code is **003323**.

4. What are the application deadlines or suggested completion dates for the filing of a FAFSA?

Students are able to complete the FAFSA beginning October 1st for the subsequent academic year (e.g. October 1, 2018 for the 2019-2020 academic year). The Financial Aid Office recommends that students complete the FAFSA by March 15th to ensure full consideration for all available Federal Student Aid programs at LHU. Late applicants will be considered on a funds-available basis.

5. My parent(s) can't help me with college expenses. Does that mean I'll receive more money?

Financial aid programs are based on the belief that students (and their parents or spouses, if applicable) have primary responsibility for paying their educational expenses. If you are a dependent student, your parent's inability to assist you with expenses should be evident from the information you and your parent provide on the FAFSA form. However, in many cases additional assistance means increased loan debt, which should be carefully considered. This may be in the form of an additional Direct Unsubsidized loan if a parent applies for and is denied a Direct Parent PLUS loan. It could also take the form of an alternative educational loan.

6. Does applying as an independent student increase my financial aid eligibility?

The financial aid eligibility of an independent student is determined solely from a review of his or her own (and spouse's, if applicable) information as reported on the FAFSA. It is important to note that a student cannot simply decide to file as an independent student. For the 2018-2019 academic year, a student must meet at least one of the federal criteria to be considered independent. The criteria includes, but is not limited to: your age at application, veteran status, married with or without children, etc. If you feel that you may be independent, it is best to contact the Financial Aid Office and speak with a counselor about the regulations that determine a student's dependency status.

7. My FAFSA was selected for federal verification. What does that mean?

Verification is a process the U.S. Department of Education uses to make sure that the information reported on the FAFSA is true and complete. If your FAFSA is selected, the Financial Aid Office will send you a request for required documentation. That documentation will be compared to the information on your FAFSA, and any errors corrected. You will be notified of those corrections and the effect the changes have had on your financial aid eligibility. For additional information on the verification process, please visit the following site: <http://www.lockhaven.edu/financialaid/overview/#tab-8>.

8. Our family has special circumstances (e.g. recent loss or reduction of income, considerable un-reimbursed medical or dental expenses, etc.). Can the Financial Aid Office consider these circumstances when reviewing my eligibility for financial aid?

Please contact the Financial Aid Office to discuss any special circumstances you feel might affect the amount you and your family can contribute toward educational expenses. A staff member will determine whether your eligibility for financial aid can be reevaluated due to your family's special circumstances.

9. What is the difference between subsidized and unsubsidized Direct Stafford Loans?

Direct Subsidized Loans are need-based loans available to undergraduates enrolled at least half-time. The government does not require interest payments from qualified borrowers who are enrolled at least half-time in a degree-seeking program. Repayment begins six months after the student graduates, withdraws or enrolls in less than 6 credits, at which time both the principal and interest payments begin. Payment can be deferred if the student returns to school on at least a half-time basis.

Direct Unsubsidized Loans are non-need-based loans available to undergraduate and graduate students enrolled at least half-time. The government calculates interest due and recommends that borrowers make interest payments on the loan balance while enrolled. Repayment of the interest is the student's responsibility from the date the loan is disbursed and may be paid or capitalized (added) to the principal balance of the loan. Repayment of principal does not begin until six months after the student graduates, withdraws or enrolls in less than 6 credits. The principal can be deferred if the student returns to school on at least a half-time basis.

For more information about student loans, please visit <https://studentloans.gov>.

10. I don't need the entire Federal Direct Stafford Loan amount that's been approved. How can I reduce the loan amount?

Student and parent borrowers may reduce or cancel their awarded loans by completing an online Loan Change/Cancellation form at <http://www.lockhaven.edu/financialaid/forms>.

11. Where can I get information about scholarships?

If you are an incoming freshman, you are encouraged to review the scholarship opportunities at <http://www.lockhaven.edu/scholarships/freshmen/> and contact the LHU Admissions Office.. Returning students can obtain scholarship information at <http://www.lockhaven.edu/scholarships/returning/>.

Other possible sources of scholarship information include: your high school guidance office; libraries; unions; churches; civic organizations; chambers of commerce; and the internet. The following web sites provide financial aid and/or scholarship information: www.fastweb.com, www.collegenet.com, www.collegeboard.org, www.finaid.org, www.studentaid.gov, and www.pheaa.org.

12. The amount of financial aid I'm receiving exceeds my bill. Can I use my refund to buy my books?

Financial aid refunds may be used for any educational expenses a student incurs, including books. Keep in mind, however, that the University cannot guarantee that your refund will be available in time for you to buy your books. As a result, students should expect to purchase books and supplies out of pocket and reimburse themselves with any refund monies given to the student after the funds disburse to LHU.

13. I'd like to work on campus. How do I find out about jobs?

LHU posts current job openings at <http://www.lockhaven.edu/career/jobs/>. Student employment forms are available at <https://lockhaven.joinhandshake.com/login>. For information about jobs available through the Parsons Union Building (PUB) or Bentley Dining Hall (i.e. Food Service), inquire directly at those locations.

14. I am a veteran. Where do I go for assistance with by VA Education benefits?

The Financial Aid Office verifies enrollment for veterans, dependents and reservists who qualify for VA benefits. To determine if you qualify for educational benefits, you should first contact the VA at 1-888-442-4551 or contact your guard unit directly. The Financial Aid Office will process the required documents for your benefits and assist you with questions regarding the use of these. Veterans will need to obtain and submit a Certificate of Eligibility to the Financial Aid Office. This should be done by "Applying for Educational Benefits" at www.vets.gov.

FOOD SERVICE

LHU Dining is operated by Aramark Corporation who is a leader of on-campus food service and hospitality operations. LHU Dining has an Aramark dedicated management staff led by an on-site General Manager. LHU oversees dining operations with oversight from the Vice President for Enrollment Management and Student Affairs. The dining program is designed for the student and offers many opportunities for them to participate in decisions made via monthly food committee meetings. The food service committee consists of representative from the student body, a representative of the Enrollment Management and Student Affairs Division and the Dining Services Company. The monthly meetings are used to discuss students dining experiences, information sharing and potential improvements that can be made to the dining program. Special accommodations are available for student teachers, those on restricted diets, and other participants who are required to be away from campus for University activities.

LHU Dining offers an array of locations with food selections for any appetite or craving. LHU Dining offers a food court in Lower Bentley, a convenience store in Robinson, and NanoBites at East Campus. LHU Dining also has the residential all you care to eat facility in Upper Bentley. Whether you eat every meal on campus or just grab a bite now and then, you'll love the value, variety and convenience of your meal plan. Meal plans also include 5 guest meals per semester.

For students who live in University housing on-campus, you are required to purchase one of the following residential meal plans:

- 19 Meal Plan with \$250 or \$350 in Flex
- 14 Meal Plan with \$250 or \$350 in Flex
- 10 Meal Plan with \$250 or \$350 in Flex
- 175 Block Plan with \$250 or \$350 in Flex

Campus Village Residents are required to purchase a meal plan from the 4 above and can also choose from the 5 Meal Plan or the 75 Meal Block.

Students living in the Evergreen Commons or off campus, may also want the advantage of discounted meal rates that a meal plan can provide. You can also choose any of the meal plans listed above or select one of the additional options:

- 5 Meal Plan with \$250 or \$350 in Flex
- 75 Block Plan with \$250 or \$350 in Flex
- The All-Flex account (which requires an initial \$125 minimum deposit).

The University will issue your student ID card which is also used as your meal card. This electronic card may not be transferred to anyone for any reason. You must have the card to gain access to the dining areas unless you are paying cash. Students are responsible for protecting the quality of their cards. There is a replacement fee for damages and lost cards. See section on student ID cards about replacement information. If you do lose your student ID, you should notify us at 570-484-2296 or visit the Dining Services Administration Office, located in Lower Bentley Hall, as soon as possible to ensure that a hold is put on your dining account and that your meals and FLEX dollars are not used by anyone other than yourself.

Student conduct in the Dining Hall and other Food Service outlets on the campus is governed by the University's Student Rights and Responsibilities document. All violations of the Student Rights and Responsibilities document will be reported to the Student & Residence Life Office, 219 Ulmer Hall.

Dining is charged on a full week basis, the week beginning on Monday and ending the following Sunday. If you are in a dining plan at any time during a week you will be required to pay for the entire week regardless of the number of meals eaten.

Cash Meal Rates

This is the price that is charged for customers who do not have meal plans in Upper Bentley. The cashiers in Upper Bentley will be able to provide that information to you. Cash and credit are accepted at all locations on campus. You can also contact us at 570-484-2296 or visit our website at www.lhudining.com for additional information.

Meal Equivalency

Students who purchase meal plans have the opportunity to use one meal swipe in all of our retail locations with the exception of Bentley Market and Starbucks. This is achieved by assigning a cash credit amount to a meal and then students can make retail food purchases at NanoBites, Eagle Rock, and Robinson with this credit amount. If the purchase goes over the meal equivalency amount, then the customer is responsible for the additional amount. If the purchase is under the meal equivalency amount, there is no cash back. Meal Equivalency is set up in 4 meal zones.

Meal Zone Times

Zone 1:	7:00am -	10:44am
Zone 2:	10:45am -	3:59pm
Zone 3:	4:00pm -	7:44pm
Zone 4:	7:45pm -	10:00pm

Upper Bentley Residential Dining Hours

Monday - Thursday:

Breakfast 7:00am - 10:30am

Lunch 11:00am - 2:15pm

Dinner 4:00pm - 7:00pm

Friday:

Breakfast 7:00am - 10:30am

Lunch 11:00am - 2:15pm

Dinner 4:00pm - 6:30pm

Saturday:

Brunch 10:00am - 2:00pm

Dinner 4:30pm - 6:30pm

Sunday:

Brunch 10:00am - 2:00pm

Dinner 4:30pm - 7:00pm

GLENNON HEALTH SERVICES

Phone 570-484-2276 & Fax 570-484-2522 Email: studenthealthservices@lockhaven.edu

Lock Haven University is able to provide health care to any current undergraduate student at no charge for clinic visits. Health Services is located in the Glennon Building on Glenn Road behind Price Auditorium. Glennon Health Services clinic hours are as follows:

- Monday – Thursday 8:00 am – 8:00 pm
- Friday 8:00 am – 5:00 pm
- Saturday 10:00 am – 2:00 pm (limited services)

Students are required to **complete and submit** a Lock Haven University medical health form. This form consists of a physician signed health history, physical, and current immunization record. The physical must be completed within 1-year prior to admission and before a student is permitted to register for classes.

Health care is limited to treatment of minor illness and injury. Serious illness and injury are referred to a local health services provider of the student's choosing. Student Health Services provides free transportation for their patients needing to go to local facilities. Students needing medical attention when the Health Service office is closed should go to the nearest hospital or urgent care. Call 911 for emergency assistance.

Insurance coverage is the **responsibility** of the student. **Students should be aware of their medical insurance and prescription policy coverage (i.e. lab tests, co-pays, etc.).** Please check to see if your insurance is covered in the Lock Haven area before arriving at the university. Some insurance may require a "guest pass" that needs to be obtained by the student or the parents. This may allow the student to designate a primary care physician in our area for health reasons. Otherwise, the student may return home or pay for health care at a local physician's office, Urgent Care Center, or Hospital. A referral may be needed from the student's primary care provider if testing (i.e. lab tests, physical therapy, etc.), is needed. Referrals need to be obtained by the student OR parents due to H.I.P.A.A. regulations. Glennon Health Services is not financially responsible for any testing (i.e. lab tests, x-rays, etc.) that the student's insurance policy does not cover.

Due to H.I.P.A.A., Glennon Health Services is not permitted to release any information (including to parents) without a signed record release from the student. The student may obtain a record release at Glennon Health Services or at the following: <http://www.lockhaven.edu/healthservices/>.

EMERGENCIES

If Glennon Health Services is closed and the student is experiencing a medical emergency:

- Notify the Resident Assistant or the Residence Hall Director
- Call 911 for emergency medical assistance.

LHU LIBRARIES

At Stevenson Library (Main Campus) and at the Clearfield Campus Library, our goal is to provide you with easy access to resources and services that support your academic and professional studies. Our librarians are here to help you find, evaluate, and effectively use all kinds of information sources: print and electronic books, journals, newspapers, databases, videos, websites, and more. Your LHU I.D. card number and your name are all you need to access the library's electronic resources --- day or night, on or off campus. We strive to create comfortable spaces inside the library where you can study in groups, find quiet study areas, or just sit and relax. Students and faculty can borrow laptops, cameras, projectors, and other media equipment from Media Services. Poster printing, 3D printing, and a large collection of instructional and feature films are also available in Media Services.

Stevenson Library hours during the fall and spring semesters are:

Monday - Thursday:	7:30 am - 11:00 pm
Friday:	7:30 am - 4:00 pm
Saturday:	10:00 am - 5:00 pm
Sunday:	2:00 pm - 11:00 pm

(The 24-Hour Study Area is available to students with a LHU I.D. card)

Clearfield Campus Library hours during the fall and spring semesters are:

Monday - Thursday:	8:00 am - 5:00 pm
Friday:	8:00 am - 3:00 pm

(See the library website (<http://library.lockhaven.edu/friendly.php?s=home>) for summer and holiday hours.)

PUBLIC SAFETY DEPARTMENT

The Public Safety Department, located in Glennon, is a service for the University community. Services provided by this department include: registering all motor vehicles on campus (including visitors' cars), noting safety violations on the campus, investigating all vehicle accidents, criminal activities, and providing crime prevention information. The Department of Public Safety is also responsible for issuing tickets, providing parking control, handling emergencies, registering all weapons (i.e. bows/arrows, knives) on campus and securing them in a secure location within the Public Safety Department, disclosing certain timely and annual information concerning campus crime and safety, operating the University lost and found, and enforcing all Pennsylvania criminal and traffic laws. Detailed information about Public Safety is available on the following website: <http://www.lockhaven.edu/publicsafety/>.

Officers and clerical support staff are on duty 24 hours a day, seven days a week. Cooperation by all members of the University community is encouraged in reporting criminal acts, suspicious persons and safety violations. The phone number is 570-484-2278.

MOTOR VEHICLE AND PARKING REGULATIONS

Parking and operating a vehicle on campus is a privilege granted by the University. All vehicles must be registered at Public Safety or at the Clearfield Campus and display a valid parking decal or visitor's pass for a specific area. The cost of obtaining a decal varies depending on the assigned lot. It is the responsibility of each student to advise their guests of parking regulations. Parking tickets are issued 24 hours a day, seven days a week. All violations must be paid within 72 hours or a \$1 surcharge will be added. If not paid, a citation will be issued through the local magistrate's office or a hold will be placed on your academic records. Vehicles will be booted upon receipt of five unpaid tickets or failure to pay a parking ticket within 30 days. Payment may be made at the Public Safety Office on by using our on-line payment feature at <http://www.lockhaven.edu/publicsafety/parking.html>. All white lined parking spaces in all parking lots close at 12 midnight until 5am Monday-Friday with the exception of Area 2. Special parking is granted upon request by contacting Public Safety located in the Glennon Infirmary Building in room 125. Any questions or problems related to the parking or operation of vehicles should be brought to the Director of Public Safety.

I. Resident Student Requirements:

1. Must have completed 30 credit hours (exempt Campus Village residents).
2. Operator's license and registration card must be presented at the time of registration.
3. Vehicle must be owned by the student or an immediate family member.
4. A \$40.00 fee will be charged.
5. Resident students not eligible for parking may purchase a guaranteed parking permit to park in the designated spaces within Area 8 or 16 (orange lined spaces). \$80.00 fee will be charged. A limited amount of decals will be sold on a first come first serve basis. Details will be available on August 15th of each academic school year.

II. Commuter Students:

1. Operator's license and registration card must be presented at the time of registration (30 credit hours requirement is waived).
2. Vehicle must be owned by the student or an immediate family member.
3. A \$40.00 fee will be charged for a green decal.
4. All students including students living within a half-mile radius of campus may purchase a guaranteed parking permit to park in the designated spaces within Area 8 or 16 only. \$80 fee will be charged. A limited amount of decals will be sold on a first come first serve basis. Details will be available on August 15th of each academic school year.

Anyone giving false information to obtain a decal or special permit will have his/her on-campus parking privileges revoked for a minimum of one semester.

All fees are subject to change.

Detailed information about on-campus parking regulations is available from the Public Safety Department in the Glennon Building or at the following: <http://www.lockhaven.edu/publicsafety/parking.html>.

If at any time you are a victim of crime, you are encouraged to report that crime to Public Safety. Realizing that not every crime is solved, it is very important to report incidents immediately. The Public Safety Department has trained police officers who will be in contact with you immediately after the crime is reported. Your cooperation and communication with Public Safety is appreciated. Public Safety also offers training and educational sessions upon request. Please contact the Director of Public Safety for further information at 570-484-2278.

STUDENT BILLING AND PAYMENT

The Student Accounts Office generates bills for each semester. These bills will be mailed to the student's permanent address on file with the University. Charges on the student bill are generated as a result of student registration, housing arrangements, meal plan contracts, and other University transactions as applicable. Financial Aid awards which have been confirmed by the Financial Aid Office will also be displayed on the student bill. Please note that if a student makes a change to his/her registration, meal plan, or housing after the initial bill has been issued, there will most likely be a change to the amount due. Students are strongly urged to view any changes to their student account online through the myHaven portal. Follow the instructions on the initial page to log in. After logging in, click on the "Student Accounts" tab then "My Student Account" on the left hand side to view your account info, 1098 – T information, and to pay your student bill. To pay your student bill, click on the "Pay Bill or Add Flex" option on the left hand side of the webpage. Any bill not paid within a timely manner will be assessed a \$50 late fee and will have a financial hold placed on their account. The hold will prevent any registration changes or the releasing of transcripts and/or diplomas. Payment instructions are included with each bill. More information about billing and payment options can be found at: <http://www.lockhaven.edu/studentaccounts/>. Information in regards to policies for the Student Accounts Office can be found at the following: <http://www.lockhaven.edu/studentaccounts/policies.html>.

STUDENT RECREATION CENTER

Each semester the Student Recreation Center (SRC) offers a variety of fitness classes and intramural sports. Sports equipment is available to use at the front desk. The Rec Center has a 1/9th of a mile running track, a state of the art fitness center, three multi-purpose courts, a dance/exercise room, three racquetball courts, and a climbing wall. The Rec Center is open during the academic year, seven days a week. Policies for use, hours of operation, appropriate attire and available equipment are posted on the web site at <http://www.lockhaven.edu/recreation/>.

All faculty and staff are able to use the Rec Center by paying the membership fee. Students are eligible to use the facility by paying the facilities usage fee.

STUDY ABROAD

Lock Haven University offers its students an opportunity to add an international dimension to their education through one of the many Exchange Programs coordinated and supervised by the Center for Global Engagement (CGE).

The CGE facilitates LHU's 25+ formal exchange agreements with universities in more than 20 countries around the world and continues to establish new partnerships and programs. Semester or year-long programs are available to students regardless of their majors, and students can study abroad as early as their sophomore year. Tuition is paid to LHU, and room and board are paid to the partner institution. Several faculty led short-term programs (winter programs, Spring Break courses, and Summer Sessions) are also available.

TRIO STUDENT SUPPORT SERVICES (SSS) SCHOLARS PROGRAM

The U.S. Department of Education provides grant funding for the TRIO SSS Scholars program to give 230 eligible students additional resources for success in higher education from freshman year through graduation. Participants could be first-generation college students or have limited incomes, documented disabilities or a range of academic needs. The program's goals are to boost students' grade point averages and rates of remaining in college until graduation. Benefits are a first-year summer bridge program, academic support (e.g., tutoring, advising, success workshops), career exploration, personal development and counseling, financial aid counseling, financial literacy programs, grant aid, graduate school readiness, and social and cultural events. Students are assisted by the Director, Dr. Julie A. Story; a faculty Writing Specialist; an administrative assistant; peer tutors and mentors; counselors; educational technologies; and learning communities. For more information or to apply, contact 570-484-3847, visit Ulmer 117/118, or see <http://www.lockhaven.edu/adac/sss/> - #TRIOworks!

TUTORIAL SERVICES

Located in the Stephanie A. Wollock Learning Commons – second floor, Stevenson Library – the Betty B. Schantz Tutorial Center provides trained peer tutors for students in select LHU 100 and 200 level courses. This is typically referred to as Group Peer Tutoring, and an appointment with the tutor is required. Students wanting tutoring in mathematics or writing should go to the Math or Writing Center respectively, which is drop-in tutoring and no appointment is necessary. LHU students are encouraged to schedule tutoring WHETHER OR NOT they experience or anticipate difficulty in a course.

MATH CENTER

Located in 409 Robinson, the Math Center provides tutoring for math in ANY LHU course. Trained Lock Haven math peer tutors provide tutoring on a drop-in basis.

WRITING CENTER

Located in the Stephanie A. Wollock Learning Commons – second floor, Stevenson Library – the Writing Center provides assistance for students who wish to discuss their writing in ANY LHU course. Trained LHU writing peer tutors offer individualized, drop-in assistance for digital or hard copy writing from any course. Assistance is provided at any phase of the writing process: planning, organizing, developing or revising.

RESIDENCE HALL/SUITE/APARTMENT LIVING

Lock Haven University is committed to the academic success of all of our students and we endorse the benefits of on-campus living. As such, Lock Haven University established a two-year residency requirement. Students must reside on campus for their first four (4) regular semesters.

The proof is in the numbers with Lock Haven University students responding to the Fall 2017 Quality of Life Survey showcasing the benefits of on-campus living. According to respondents, 92% liked living in their residence hall, 91% felt living in the residence halls helped them make the transition to University life, 96% felt that most residents in their residence hall were accepting of students from diverse cultural backgrounds, 92% reported the programs and activities in the residence halls provided educational, cultural, social and recreational opportunities, and 96% felt their residence hall was a safe place to live.

ON CAMPUS RESIDENCY REQUIREMENTS

Students admitted to the Lock Haven Campus will comply with the following on-campus residency requirement. Students who enter as first-time fulltime students must reside in university housing their first four (4) regular semesters (summer and winter sessions not included). The following exceptions apply with verification:

- Students who will reside with parent(s) or legal guardian within the commuting distance of 30 miles from Lock Haven University.
- Students over the age of 21.
- Students married.
- Students with children.
- Transfer students who have completed a total of 4 regular semesters, including their prior college experience, or 60 credits. (Students who have completed fewer than 4 regular semesters of college, or 60 credits, will be required to live on campus until they have completed a total of 4 regular semesters of college or 60 credits.)

The Dean of Student & Residence Life or designee shall have authority to review and make initial determinations pursuant to this policy and/or to grant applications for waivers in extenuating circumstances. Requests for review of application for waiver should be made to the Dean of Student & Residence Life. Refunds or credits of the housing deposit will be made as outlined in the Housing and Food Service License Agreement. Housing Agreements are for both fall and spring semesters unless otherwise indicated. Actions that result in removal from the residence hall, may also result in dismissal from the University in appropriate circumstances.

RESIDENCE LIFE OPTIONS

Lock Haven University has four traditional residence halls, one apartment-style hall and a suite-style hall. There are some basic differences from hall to hall. These differences provide the student an opportunity to choose an environment suitable to their own needs.

The four traditional co-educational halls include: McEntire, North, Smith and Woolridge Hall. The suite-style hall is Fairview Suites. The apartment-style hall, reserved for upper classmen, is Campus Village. Smith, Woolridge and Fairview Suites are located in the lower part or center of campus. McEntire and North Halls are located on the "hill" or upper part of campus. Campus Village is located on West Church Street. The University reserves the right to change the composition of a residence hall based upon the number of students admitted.

RESIDENCE LIFE STAFF

Residence Hall Director (RHD):

Each residence hall has a director who supervises the hall and is available to consult with any student. Residence Hall Directors have responsibility for administrative matters associated with operating a residence hall, supervising Resident Assistants and advising hall council. Professional staff members are trained in the area of counseling, or student personnel, and are available to help students with personal, social and academic concerns. Residence Hall Directors also act as judicial hearing officers. Professional Staff members live in the respective residence halls, and their apartments are considered to be separate from the hall. Student policies do not govern professional staff living spaces.

Resident Assistant (RA):

Resident Assistants are upper-class students who are carefully selected for their ability to help resident students. They are directly responsible to and work very closely with Residence Hall Directors. RAs are responsible for helping students to maintain a safe, comfortable, friendly academic atmosphere. They serve as helpers, information disseminators, friends, rule enforcers, programmers for events, and administrators. Please feel free to consult your RA about any concerns or problems.

Desk Receptionist:

Desk receptionists are student employees who work at the front desk of each building. Receptionists are hired and supervised by the Residence Hall Director. Besides providing desk presence for the residence hall, they check out recreational equipment and complete other tasks as assigned by the supervisor. If you are interested in being a desk receptionist, contact your Residence Hall Director at the beginning of the semester.

Custodial Staff:

Each residence hall has custodial staff. Custodians maintain all public areas such as lounges, public bathrooms, recreation rooms, closets, laundry rooms, utility rooms, corridors and stairways. Campus Village apartment cleaning, including kitchens and bathrooms and Fairview Suite cleaning, including bathrooms, is the responsibility of the residents of that apartment/suite. Please contact your Residence Hall Director if you have a maintenance/custodial concern.

IMPORTANT POLICIES AND GUIDELINES GOVERNING THE RESIDENCE HALLS, SUITES AND APARTMENT COMPLEX

ABSENCES

If you plan to be absent from the residence hall for longer than three days, you should notify your Residence Hall Director or Resident Assistant.

ACCOMMODATION REQUESTS

Occasionally, a student may feel that he or she needs special consideration in residence hall assignments due to a disability. Specific information on how to make a housing accommodation request can be found at <http://www.lockhaven.edu/adac/disabilityservices>. This is the Office of Disability Services for Students (ODSS).

Process for Making a Housing Accommodation Request:

Students who wish to make a Housing Accommodation Request must:

1. Follow the process to request a reasonable accommodation through ODSS, including:
 - a. Completion of the “**Accommodation Request Form**” and
 - b. Submission of **supporting documentation** from their physician/appropriate medical professional.
2. Notify the Student & Residence Life Office of your accommodation request; please contact housing@lockhaven.edu or (570) 484-2317. You can view the Student Life and Housing page at <http://www.lockhaven.edu/housing/>

Timeline for Request

- Requests for housing accommodations should be made as soon as the student has decided to attend or continue at LHU. The deadline for these requests for new students is **JULY 1** and for returning students is **MARCH 1**.
- Special requests must be submitted each year; they do not carry forward.

Guidelines for Request:

- Please be aware that a diagnosis of a medical condition in and of itself does not automatically qualify you for a special housing assignment/accommodation.
- Requests for single rooms based on a student’s desire to have a “quiet, undisturbed place to study” will be considered only in unusual circumstances. By virtue of the shared facilities, resources, and number of people living under one roof in the residence halls, a single room does not provide for such quiet, distraction-free space to any appreciable degree beyond living in a standard double room.
- Private rooms are not provided as an accommodation if the accommodation can be provided in another way. Private rooms are not granted as accommodations for ADHD and Learning Disabilities.
- All requests are reviewed and prioritized according to severity of need. Every effort will be made to meet the student’s needs. However, a large number of high priority needs, limited residence hall space and the timeliness of the request may mean that not all requests will be met. If the request cannot be honored for the upcoming semester, the student will be put on a waiting list for consideration as openings occur.
- Approval for an air-conditioned room as an accommodation requires documentation of a substantial physical or medical impairment. **Allergies and asthma do not generally represent a need for an accommodation.**

ALCOHOL

Pennsylvania law states that no one under 21 years of age shall possess, sell, transport, or consume alcoholic beverages. Underage drinking violations are dealt with in accordance with Pennsylvania statutes.

The possession or consumption of alcoholic beverages in the University residence halls is not permitted by any student or guest including those 21 and older. In addition, students are reminded that intoxication does not excuse offensive behavior and that disciplinary action will be taken against offenders.

Alcohol is not permitted on University property. Multiple violations of this University policy may result in dismissal from the University. Students may be referred to local or state assistance agencies for counseling services for alcohol misuse.

BICYCLES

Bicycles are not permitted within the Residence Halls. Bicycle racks are provided outside, but you must provide your own lock and chain, see your Residence Hall Director for more information. The University is not responsible for bicycles left on the premises.

BREAK CLOSING INSTRUCTIONS

Whenever you leave your residence hall/apartment for a break period, you are asked to leave your room in an orderly, sanitary condition. For reasons of safety and hygiene, please make sure that you do the following:

- Clean your room thoroughly, and leave your possessions in order.
- Empty, wash and unplug refrigerator. (Remember defrosting time!)
- Campus Village residents do not unplug the refrigerator, but it must be cleaned prior to check out process.
- Discard all perishable food.
- Empty wastebaskets and remove trash.
- Unplug all electrical appliances, including clocks, lamps, etc.
- Close windows.
- Lock your room door.

Your room will be checked for the completion of these break closing instructions at the beginning of each break by your Residence Hall Director or Resident Assistant. A \$50 improper checkout fee may be imposed if these instructions are not followed.

Before each break period, you will receive notice of the closing instructions that include the date and time of closing and reopening for your hall. Students who cannot comply with the announced closing and opening times should contact their Residence Hall Director as soon as the closing notice is posted to see if it is possible to make other arrangements. Once the hall has officially closed, students will not be readmitted to the hall until the published date and time. Violators are subject to judicial action and a \$200 fine.

COMMUNICATION

All official university communication with students living in the residence halls will be through university provided e-mail accounts and residence hall mail boxes. Students should check University provided e-mail and their assigned residence hall mailbox on a regular basis.

CORRIDORS/HALLWAYS

The hall corridors should be clear at all times and emergency lights must be left on all night. No furniture, luggage, decorations or other items may obstruct clear passage through the corridors and Campus Village walkways. There should be no sports playing in any hallway or common area of the hall.

DRUGS

Federal and state laws prohibit the use of illegal drugs and the misuse of legally prescribed drugs. Students are expected to know about drugs and the law. If you are concerned about drugs or their usage, Student and Residence Life Staff are available to discuss the legal and psychological aspects of drug usage.

Possession, sale, use, transfer, purchase or delivery of illegal drugs, and/or drug paraphernalia on campus is prohibited. Misuse of legally prescribed drugs is also included in this definition. Violations of this University policy can result in suspension from the University. Students may be referred to county and state assistance agencies for misuse of drugs.

EMERGENCY CONTACT INFORMATION

Emergency Contact Information must be on file electronically with the University. This contains contact information on your home address, emails, and telephone numbers and the names and numbers of persons who would be able to help in an emergency or if you are missing.

EQUIPMENT

Each residence hall has recreational equipment purchased and owned by the Hall Council. Your hall has some or all of the following equipment: television, ping pong tables, pool tables, games, pianos, kitchen equipment and cleaning supplies. Equipment may be checked out from the residence hall desk by presenting your ID card. You are expected to pay for damages to equipment when it is checked out in your name. Any equipment that is not functioning properly should be reported to the desk receptionist or RA on duty.

FIRE ALARMS

IF YOU BECOME AWARE OF A FIRE, SOUND THE FIRE ALARM IMMEDIATELY.

Do not try to put the fire out if there is any personal danger involved.

A number of fire drills are required and scheduled during the year in order to ensure that all individuals know safety precautions and evacuation routes. When the fire alarm sounds, it is mandatory for you to leave the building immediately. In case of illness or injury, contact your Residence Hall Director or Resident Assistant at once.

The following procedures should be followed when a fire alarm is sounded:

- Close the window in your room/apartment. This cuts down on a draft that fans a fire.
- Leave the door to your room closed and locked.
- Wear hard-soled shoes and a coat to protect you from the fire and the weather
- Leave the building quickly and quietly. Try to be aware of alternate routes you can use in case your regular evacuation route is blocked.
- Assemble outside the building, out of the way of fire equipment, and await further instructions.
- Do not use elevators.

FIRE PREVENTION MEASURES

LHU strives to prevent fires in any residence hall; and thus enacts the following measures:

- Candles and incense, oil lamps and open flames are not permitted in the residence halls or apartments.
- Smoking is not permitted in the residence halls or apartments.
- Do not put burning materials down the trash chute or in trash cans.
- Kitchen appliances are not permitted in residence halls (hot plates, broilers, electric fry pans, corn poppers, etc.)
Campus Village apartments are equipped with an electric stove and refrigerator. Residence halls have common-area kitchens available for cooking purposes.
- Certain other electrical appliances (space heaters, sun lamps, heat lamps) may not be used in the residence halls or apartments.
- You may use certain electrical appliances such as hair dryers, electric rollers, and small microwaves in your room, but you are asked to unplug them when you are not in the room or when they are not in use.
- You may use coffee makers and teapots that have internal heating elements. All appliances that use an open heating element/source are prohibited.
- Do not use more than one appliance for each electrical outlet.
- Cars and bicycles may not be parked in fire zones around the residence halls. Cars illegally parked may be towed, at the owner's expense.

- Smoke and heat sensors, pull stations, sprinklers or sprinkler piping and fire extinguishers are located in each residence hall. Tampering with or activating any fire equipment in the absence of an actual fire will result in severe fines and possible legal action.
- The hanging of any items from the sprinkler pipes is prohibited.
- The fire doors are swinging doors located throughout the building that will help keep a fire from spreading. Do not prop them open, and please, close them when someone else has left them open.

GENERAL UPKEEP AND CLEANLINESS OF YOUR ROOM/APARTMENT

The general upkeep and cleanliness of your room/apartment is up to you, however, there are certain specific regulations that must be followed by all residents. The window screens should not be removed from the windows (there is a \$50 fine for doing so). Do not use adhesive hangers or decals anywhere in the room or on the door. Equipment and furniture including beds may not be removed from the rooms. For reasons of safety, beds must not be disassembled or assembled in a different fashion. Beds may not be stacked on other furniture. Closet doors are not to be removed. Draperies or flammable material should not be hung over doorways or lights.

In order to provide completely furnished rooms for all resident students, it is imperative that all furnishings remain in each room. No items should be removed from any room. No furniture should be unbolted from the walls. Students may not make any renovation/addition or attachment (e.g. building shelves, making holes in the wall, the use of nails, etc.) that may cause damage. Note: Students are reminded that cellophane tapes and other strong adhesives (duct tape, etc.) will cause damage to walls and/or doors by removing paint. Students may not place room furnishings in such a way that they are supported by University furniture or residence hall structure. All room furnishings must be free-standing and self-supporting. Failure to comply with these procedures will result in student judicial action and a financial charge for maintenance.

HEALTH

Students who are feeling ill should contact the Glennon Health Services at 570-484-2276. If the Health Service is closed and it is necessary to go to the hospital, please contact a Resident Assistant or Residence Hall Director. An ambulance may be called by Public Safety

HOUSING & DINING FEES

Room and Meal Plan rates are established each year and the most recent rates can be found on the University's website at <http://www.lockhaven.edu/housing/>.

HOUSING & FOOD SERVICE LICENSE AGREEMENT

The student must sign a license agreement for housing and food service, which the student will submit when registering for a room. Residents of all halls and the Suites will choose a 19, 14, 10 or 175 block meal plan. Campus Village residents may choose from all meal plans available.

Students living in University residence halls and Suites are expected to be aware of their responsibilities as outlined in the Housing and Food Service License Agreement and Lock Haven University Statement of Student Rights and Responsibilities found later in this Handbook. All university housing agreements are for a period of one academic year, unless a senior has a student teaching assignment out of the Lock Haven area. Penalties for room cancellations are specifically outlined in the Housing & Food Service License Agreement.

Campus Village Apartments are considered to be a part of on-campus living and as such, residence hall room policies and procedures also apply to students residing in those apartments.

The University reserves the right to change the eligibility standards for students based upon available space.

HOUSING SIGN UP PROCEDURES

Housing Agreement

Each spring semester, students may reserve a space in the residence hall/apartments by signing a Housing and Food Service License Agreement and registering for an available space.

Room assignments for freshmen/new students are processed according to the date the Admissions Office receives the enrollment fee. Final assignments are contingent upon availability of space. All room assignments are made by the Student and Residence Life Office, which reserves the right to change such assignments if it becomes necessary. Information pertaining to single rooms or other arrangements is available from the Student & Residence Life Office.

IDENTIFICATION

Students are required to carry and provide their student identification. The student ID will be required for entry into all residence halls.

Residents and/or guests are required to identify themselves upon request from University officials. All residence hall students must obtain proper hall identification for their guests. Failure to comply may result in disciplinary action.

INSTRUCTION FROM UNIVERSITY OFFICIALS

Students must follow oral or written instructions regarding University regulations or state law as given by authorized representatives. These authorized representatives of the university may include Desk Receptionists, Resident Assistants, Residence Hall Directors, and any other University personnel. The responsibilities of the University require the reservation of a reasonable right to enter into student rooms to assure proper upkeep, to provide for the health and safety of all residents, and to investigate when there is reasonable cause to believe a violation of residence hall or other University regulations has occurred within student rooms.

KEYS

Each student is issued a room key and a mailbox key. If keys are lost, the original lock will be replaced at a cost to the student.

Students are permitted three (3) room lock outs per semester. On the 4th lock out, the Student Life Staff may issue a lock change request for the room and the student will be billed the appropriate cost. This policy is designed to provide a service to the student while also encouraging responsible and mature behavior.

KITCHENS

Residence hall kitchens are for home cooking and are equipped with sinks, refrigerators and stoves. Students should supply their own cooking equipment and utensils for use in the kitchens. It is the responsibility of each person using the kitchen to clean it immediately after use.

LAUNDRY FACILITIES

Washers and dryers are located in each residence hall. Students can use coins or Haven Dollars from the Student ID card. Haven Dollars can be added to the Student ID on-line or at the Haven Dollars kiosk in Bentley Hall.

LIABILITY

The University is not responsible for your personal property. This includes damage due to loss, fire, theft, flooding or other reason. It is recommended that you check your family insurance policy to find out if it covers personal property at a residence away from your home, otherwise you may want to consider renter's insurance. It is suggested that you record the serial numbers of all valuable equipment to be kept in your room.

LOBBIES, LOUNGES AND RECREATION ROOMS

Lobbies, lounges and recreation rooms may be used for entertaining guests, for relaxing and for residence hall activities. Resident and non-resident groups wishing to use the public areas of the residence hall must register the event with the building Residence Hall Director.

Lounge and recreation room furnishings are for the use of all residents and their guests and may not be removed to individual rooms. These rooms should be left in an orderly condition after use.

Floor lounges are available for socializing during the day and for studying and socializing during quiet hours. The furniture may not be removed from these areas.

MAIL

You will be assigned a locking mailbox when you move into your residence hall. Please inform your family, friends and others of your residence hall address so that mail will be delivered directly to you. This must be in the following format:

Mary Jones
Box Number, Residence Hall Name
401 N. Fairview Street
Lock Haven University
Lock Haven, PA 17745

PERIMETER DOOR ACCESS

Traditional Residence Halls and Fairview Suites have an electronic door access system. Doors are locked at all times. Students, using their Student ID card, will have access to their residence hall 24 hours a day. Students are not permitted to allow others to follow them into the hall.

PETS

Lock Haven University permits tropical freshwater fish in a ten-gallon tank or less as the ONLY permissible pets within the residence halls/apartments. Aquariums of ten gallons or less are only permitted if adequate and routine maintenance of the tank is performed. Should proper care and maintenance not be performed, the residents will be asked to remove the aquarium and this privilege will be revoked. This will be done at the discretion of the Student & Residence Life Staff. Costs associated with harboring any pet for any length of time in a residence hall room/apartment will result in a \$300 charge.

During breaks, electricity is turned off in the residence halls as a cost and energy saving practice. In these instances, it is up to the resident to arrange for the removal of the fish from the hall, as the University will assume no responsibility for feeding or care of the fish at any time.

POSTING POLICY

All flyers, posters, etc. displayed in the residence hall must be approved for posting by the Residence Hall Director or designee. Any poster not approved, will be removed. Large posters will be permitted in the lobby areas only and may be restricted by Residence Hall Directors. The residence halls will not permit any signs, posters or banners promoting alcohol or an alcohol-related event.

Approval for posting may be obtained during the office hours of the Residence Hall Director. Approved signs will be posted by the residence hall staff. Posting is prohibited on any glass surface -- doors and windows. Any violation[s] of this policy may result in revoking posting privileges.

If approval is sought for posting in all LHU Residence Halls, the requestor can ask for permission with a specific email to the Student & Residence Life Office at housing@lockhaven.edu.

QUIET HOURS AND COURTESY HOURS

“Quiet hours,” a time set aside for minimal noise within a hall, spanning 12 continuous hours; all times other than quiet hours are known as “Courtesy Hours.” During this time, it should always be quiet enough so that anyone who wants to can sleep or study. Students are expected to respect the requests of others for quiet, and share in the responsibility for developing and maintaining a positive atmosphere on their wing or apartment complex.

RESIDENCE HALL EXTERIOR DOORS

Student ID must be shown upon request of University personnel including students employed in the residence halls.

Individuals who do not comply with these regulations are subject to disciplinary action. Anyone who tampers with the alarm system, attempts to circumvent the alarm system, or who compromises the safety and security of the building, its residents or its furnishings, will be in violation of University policies and regulations, and will be subject to disciplinary action and/or arrest.

RECYCLING RESPONSIBILITIES

LHU recycles the following materials: all aluminum, steel & bi-metal cans, #1 and #2 plastic, newspapers, corrugated cardboard, magazines and mixed paper.

There are clearly marked containers for all recyclable materials throughout the campus.

Tips on Recycling.

- Steel and bi-metal cans, usually food containers, should be rinsed and flattened to conserve space.
- There will be boxes around campus for mixed paper such as: computer paper, stationery, and most tablet paper.
- Corrugated cardboard should be flattened and when a stack is collected, it should be tied in neat bundles for easy handling.

RESIDENCE HALL ROOM/SUITE/APARTMENT ENTRY POLICY

Lock Haven University is committed to the protection of students’ right to privacy within the confines of their assigned residence hall rooms or campus apartments. This right to privacy is balanced by a responsibility to protect the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption caused by violations of University regulations or criminal law. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room or university apartment within the following parameters:

- a. Under conditions of serious threat to the safety or well-being of persons or property.
- b. When behavior or activity occurring in a room is disruptive to other residents, and occupants of the room are not present or have not responded to requests to open the door.
- c. To perform routine maintenance, complete repairs, or to conduct regular room/apartment inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection.
- d. During building emergencies such as fire alarms or actual fires, tornadoes or electrical or plumbing malfunctions.
- e. When instructed to by an authorized police officer.
- f. With the permission of an assigned resident.
- g. Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member or be in their line of sight while handling a possible violation. Police personnel may also be called when appropriate. Confiscated items (e.g., cooking appliances, candles, etc.) not in violation of local, state, and federal laws may be returned to the owner when appropriate. University staff members will not routinely admit a third party to another person's assigned room or apartment without the consent of an occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on reasonable cause. Reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the President, or the Vice President of Enrollment Management & Student Affairs, or the Dean of Student and Residence Life, or a designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to adjudication within the University judicial system.

ROOM CHANGES

Students who encounter difficulties in adjusting to a certain roommate or hall should consult their Resident Assistant or Residence Hall Director for assistance. Room changes will be granted only if the proper procedures are followed, space is available, and the reason for the request warrants the change as determined by the Student & Residence Life staff.

ROOM CONSOLIDATION POLICY

Students who find themselves in unrequested single room/apartment situations because of losing a roommate have the following options:

- Consolidation with a student in the same type of residence hall who is in a similar situation without a roommate.
- Retain the single room and pay the established single room rate, only if there is no overcrowding.
(see On Campus Residency Requirements).

RESIDENCE HALL/SUITE/APARTMENT SOLICITATION POLICY

I. Definitions

1. The term "solicitation" refers to the act of approaching another with the intent to petition or request support.
2. The term "commercial solicitation" refers to the solicitation of a sale of any lawful consumer product or service.
3. The term "non-commercial solicitation" refers to acts of solicitation that do not involve an attempt to sell consumer products or services.
4. The term "fundraising for non-commercial purposes" refers to fundraising by a non-profit educational, charitable, political or religious association, organization or corporation.
5. The term "recognized campus organization" means any group, association, organization or corporation officially recognized by, or affiliated with the University.
6. The term "outside individual, group, association, organization or corporation" refers to individuals who are neither University students nor University employees and groups, associations, organizations and corporations that are not affiliated with the University. The term includes University employees when they are conducting solicitations on behalf of groups, organizations, associations, or corporations not affiliated with or recognized by the University.

II. General

A.Registration

Recognized campus organizations, as well as outside individuals, groups, associations, organizations and corporations who wish to solicit are required to register several days in advance with the Vice President of Enrollment Management & Student Affairs before they will be permitted to enter University buildings. The University may prohibit or limit sales of consumer products and services by individuals, groups, associations, organizations, and corporations.

B.Profit-Sharing

The University may require outside individuals, groups, associations, organizations and corporations engaged in the sale of consumer products and services to contribute specified percentage of profits resulting from sales on campus to specified campus organizations.

C.Residence Halls/Suite/Apartments

1. Only individually addressed mail will be disseminated to mail boxes.
2. Door to door solicitation in the living units is not permitted.
3. Solicitation in individual rooms is allowed only by invitation of the occupant.
4. Solicitation in public areas of the residence halls may be permitted in designated areas as determined by the Vice President of Enrollment Management & Student Affairs or designee.
5. Invited group demonstrations are permitted in specified common areas of the residence halls.
6. Sales persons are permitted to visit individual students in their respective rooms and at the students' request to finalize sales agreements.
7. A sale in a residence hall room or apartment to a purchaser other than the occupant is prohibited.
8. Group solicitations of sales in the common areas of the residence halls must abide by the University fundraising policies.

SAFETY ON CAMPUS

The safety of each individual is highly encouraged and students should participate in educational safety programs. Students are asked to secure their rooms and maintain security for all residents. Residence hall desks are staffed evenings and weekend hours until at least 2AM by desk receptionists. Students seeking admittance to residence halls will be required to use their LHU ID card. Emergency telephones are located throughout campus. Students must carry their student ID at all times.

MISSING STUDENT POLICY

Reporting a Missing Student

The term "missing student" is defined as any Lock Haven University student residing in an on-campus student housing facility who is reported missing from his or her residence. If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Lock Haven University Public Safety at 570-484-2278 located at 32 Glen Road Room 125 Glennon Infirmary Building. Public Safety will generate a missing person report and initiate an investigation. Once information of a missing person is reported to the Public Safety Department, a complete and thorough investigation will be conducted in accordance with Pennsylvania law.

Missing Student Contact Procedures

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the Lock Haven University Housing. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation. When a student who resides in an on campus student housing facility is determined to have been missing for 24 hours, the University will follow the procedure below:

Notification Procedures:

Any report of a missing residential student should immediately be directed to the Public Safety Department. When a residential student is reported missing, the Public Safety Department will contact the Dean for Student and Residence Life (or designee) and they will do as follows:

- Initiate an investigation to determine the validity of the missing person report
- Make a determination as to the status of the missing person report
- Make a determination as to the status of the missing student and initiate proper protocols based upon that determinations
- Notify the missing student's emergency contact within 24 hours of a determination by Public Safety that the student is missing
- If the missing student is under the age of 18 (not emancipated), notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of a determination by the Public Safety Department that the student is missing
- Initiate additional action as deemed appropriate under the circumstances

SINGLE ROOM REQUESTS

Applications for single rooms will be accepted by the Student & Residence Life Office. As space develops, single rooms will be offered according to seniority and other factors. Those students who sign-up for rooms which are not specifically designed as singles should understand that a second student may be assigned on a temporary basis. Extra furnishings in single rooms may not be removed.

SMOKING/TOBACCO PRODUCTS POLICY

All residence halls, suites and apartments are considered to be non-smoking. Smoking is prohibited within all residence halls suites and apartments even within student's rooms – this includes electronic smoking paraphernalia. Chewing tobacco is only permitted in the students' room with the roommate(s) permission. The Residence Hall Council of each building retains the right to control smoking within the immediate vicinity of each residence hall (25 ft).

STUDY/COMPUTER ROOMS

Study/Computer rooms are located in each residence hall. Hours for use are scheduled in each residence hall. The furniture may not be removed from these areas.

TELEPHONES

Residents of each room are responsible for providing their own cell phone and making arrangements to acquire a calling plan. Lock Haven University residence hall rooms are not equipped with land-lines.

TELEVISION

Basic cable television is available in all residence hall rooms and apartments and is provided without cost to students.

VENDING MACHINES

Vending machines are located in the residence halls for your convenience. If a machine is out of order, or if you lose money in a machine, please report it to the Student & Residence Life Staff.

VISITATION REGULATIONS

Visitation in the residence halls is permitted twenty-four hours a day. Anyone entering the residence halls during front desk hours must show valid photo identification and register at the front desk. All visitors must be escorted by a resident at all times. Visitors are defined as any person not assigned to the specific residence hall being visited.

- 1 It is the responsibility of roommates to agree upon the times when their room may be used for visitation.
- 2 Overnight visitors, limited to two per resident, can visit for up to two (2) consecutive days not to exceed six (6) nights in one month and only if there is advance consent of all residents of the residence hall room/suite/apartment.
- 3 Visitors may not be under the age of 18 unless the visitor has a signed Minor Guest in the Residence Halls permission form – signed by the parent or guardian.
- 4 It is the responsibility of every resident to report violations to hall visitations policies to a Resident Assistant, Residence Hall Director, or Desk Receptionist.
- 5 It is within the jurisdiction of the Hall Council in agreement with the Residence Hall Director or the Residence Hall Director alone to temporarily suspend visitation privileges on a wing, a floor, or the entire building if the residents have not accepted the responsibilities of adhering to and enforcing the policy. This may also be called into effect for special purposes such as final examination week.
- 6 A host is considered responsible for the behavior of their visitors.
- 7 Visitors must be accompanied or met by the host to gain admittance to the building. Only the main lobby doors may be used for entry and exit. Visitors are required to adhere to all residence hall policies and Student Code of Conduct regulations.
- 8 Visitors must be escorted by their host at all times within the residence hall. Any visitor found unescorted may be required to leave the building/apartment immediately.
- 9 Visitors are required to use only the bathrooms which are clearly marked for their gender's use.
- 10 Any infractions of the above regulations may result in disciplinary action.

YOUR ROOM/YOUR SUITE

Your room becomes your home and will take on your identity and that of your roommate(s). Although the room is fairly complete, you are asked to furnish your own bed linens, towels, mattress pad, blanket, bedspread, pillow, curtains, wastebasket, and any other personal items that you might wish.

When you first check into your room, you will be asked to complete a Condition Report. The Condition report is the agreement between you and the University which outlines the condition of the room and all furnishings provided. You take responsibility for the room and all contents when you sign the form. This form is checked at the end of the year, and any damages (other than normal wear and tear) and/or missing items will be the financial responsibility of the residents of the room.

STUDENT ORGANIZATIONS

LHU STUDENT AUXILIARY SERVICES, INC.

The LHU Student Auxiliary Services, Inc. is a non-profit 501c3 corporation is organized to manage and coordinate student life opportunities, including student activities, intercollegiate athletics, club and intramural sports, clubs and organizations, and student leadership opportunities. Additionally, the LHU Student Auxiliary Services, Inc. manages the University Bookstore and campus vending services. The LHU Student Auxiliary Services, Inc. is a recognized affiliate organization of Lock Haven University.

In order to develop a well-rounded program of University life, all students pay a student activity fee, this financially supports funded campus clubs and organizations, band, intramurals and athletics. The student activity fee is allocated by the LHU Student Auxiliary Services, Inc., and all clubs and organizations operate as chartered affiliates. All students are encouraged to participate in clubs and organizations.

STUDENT GOVERNMENT

The Student Government Board acts as an official avenue for expressing student concerns to the University administration, faculty and staff. It promotes a high degree of cooperation among students, faculty, administration and staff of the University. The Student Government Board stimulates pride in the University and promotes the best interests of the student body to the highest degree. The Student Government Board meetings constitute a medium for student involvement in the management of student's affairs and to promote the development of an autonomous, responsible and democratic student government.

CULTURAL CLUBS

Asian Student Association: The Asian Student Association is organized for the purpose of promoting social, cultural and academic activities for ASA members and the general students of Lock Haven University, and assisting incoming Asian students and interested students with any social or academic problems they might face as Lock Haven University students.

Black Student Union: Formed in 1970, the Union creates an awareness of African American culture and brings about a socializing force in a positive direction. The society actively sponsors speakers, cultural and social events and coordinates Black History Month activities with other campus organizations. Membership is open to all students.

International Student Association: The International Student Association is organized for the purpose of promoting a better understanding and appreciation of local, national and world cultures, developing a well-rounded interdisciplinary program for all club members, promoting cooperation and mutual interest within the club membership and between the club and the university community, and offering club members and opportunity to further their professional growth.

Latino Student Association is organized for the purpose of promoting awareness of Latino culture throughout our campus and community. LSA promotes fellowship and a sense of family among our colleagues. Hosting cultural events, attending conferences and serving our community, helps aid in creating a sense of understanding of the Latino culture at our university. One key contribution to Lock Haven University are events hosted during Hispanic heritage month, commencing the academic year. LSA is a proud organization open to all students on campus who have an interest in learning about the Latino culture and continuing the legacy of pride in our organization.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association, or RHA, is the student organization that works to improve the quality of life in the residence halls. We promote the **voice of the students, understand and advocate** resident needs, and sponsor events in collaboration with Resident Assistants (RAs) within the residence halls. Simply put, we are here for you!

The RHA provides a number of traditional and new social programs and service opportunities that allow residents to get **INVOLVED**, have **FUN**, and expand their **LEADERSHIP SKILLS**. We are also a visible presence across campus through our involvement with other student organizations and campus wide activities. We strive to maintain a close working relationship with various University Departments in hopes of making your living experience the best it could be.

The RHA is composed of two boards.

- 1 Executive Board is comprised of elected student leaders who oversee the organization as a whole. These executive positions include: President, Vice President, National Communications Coordinator (NCC), Treasurer, Secretary, Public Relations, Equipment Manager, Student Government Board Liaison (SGB), and Members at Large (MAL). The Member at Large position is the only position in RHA that can be held by a student not currently living on campus.

- 2 Big Board is comprised of RHA's Executive Board + each residence hall's elected Hall Council President and Vice President. Big Board works diligently to make sure each hall is being fully represented and has the resources and support they need for their residence hall community and its members to have a great on campus living experience.

Hall Council is the represented governing body within each residence hall on campus that works closely with the students living with in that particular residence hall community, as well as the Residence Life Staff (the Resident Assistants and Residence Hall Director).

Hall council meets weekly and is comprised of all students living in that particular residence hall community. The Hall Council Board is comprised of elected students to positions that include: President, Vice President, Treasurer, and Secretary.

Hall Council is a great way for a student to get involved and take on leadership within their community.

Hall Council Operations: Every week, residents are encouraged to attend hall council meetings. During these meetings, the president, vice president and other residence life staff members inform students of any information or updates regarding community and campus life. At these meetings, residents who attend are encouraged to voice their opinions, express concerns and become an active member of the residence hall community.

For specific questions on how to get more involved with the RHA or Hall Council, you can reach out to your Residence Hall Director or any of the RAs in your community.

STUDENT ORGANIZATIONS

There are over 150 clubs and organizations on campus recognized by the LHU Student Auxiliary Services, Inc. They provide a great way to get involved, pursue interests and meet new friends. Assistance in finding a club or creating a club can be found in the Office of Student Activities. For a complete list of Clubs and organizations, go to the following: <http://www.lockhaven.edu/sao/>.

GUIDANCE FOR FORMING A STUDENT ORGANIZATION

Any student wishing to form a new organization on campus or update their current club constitution must meet with the Office of Student Activities. The office will assist in forming the constitution and will facilitate the approval of the club. Club approvals and constitution updates are approved once per semester.

STUDENT ORGANIZATION POLICY MANUALS

The following policy manuals are available to students in the Office of Student Activities located on the upper level of the Parsons Student Union Building.

- The Student Activities Club and Organization Handbook
- Individual Club and Organization Constitutions

FINANCIAL REGULATIONS GOVERNING ORGANIZATIONS AND FUNDRAISING PROCEDURES

The guidelines and regulations governing Student Organizations are available to all student organization officers. At the beginning of each semester a meeting is held and all organizations are provided a copy of these guidelines. Additional copies may be obtained from the Student Activities Office, located in the Parsons Union Building.

GREEK ORGANIZATIONS

RECOGNITION OF GREEK ORGANIZATIONS

Lock Haven University recognizes that Greek letter organizations are a valuable part of campus life for many students. The Division of Enrollment Management & Student Affairs is supportive of the ideals upon which such organizations are founded and realize the many contributions made to the University and community by fraternities and sororities.

In keeping with the objectives of the University, institutional recognition of Greek organizations is contingent upon demonstration that each individual organization's philosophy, goals, and behavior, which includes both individual and group action, are parallel to and complementary of those set by the University for itself and as defined herein. This is not to say that such organizations might not have additional goals, but these goals cannot be incompatible with the goals, objectives and philosophy of the University. All Greek organizations must have national recognition and affiliation. Lock Haven does not recognize local chapters of Greek organizations.

Lock Haven University recognizes the Interfraternity Council (IFC) as the legislative body of the Lock Haven University social fraternity system. Similarly, the University recognizes the Panhellenic Council as the legislative body of the Lock Haven University social sorority system.

Issues of mutual concern or impacting the total Greek system fall within the jurisdiction of the Vice President for Enrollment Management & Student Affairs. In support of the higher academic standards, all Greek activities must cease on the Saturday prior to the official Final Exam period. .

In order to maintain consistent accountability of Greek organizations, only those organizations designated as being in good standing with Lock Haven University, IFC/Panhellenic and the Dean of Student & Residence Life will be eligible for institutional recognition by the University.

Further, failure on the part of Panhellenic Council and Interfraternity Council to exercise appropriate legislative or judicial responsibilities for its respective constituencies will result in Lock Haven University, through the Office of the Dean of Student & Residence Life, to take appropriate institutional action. Lock Haven University may suspend any recognized chapter for questionable high risk behavior at any time pending a complete review.

Finally, all fraternities and sororities must continually demonstrate that they meet the following reasonable expectations. By meeting these minimum and reasonable expectations, chapters will be recognized by the University and the Office of the Vice President for Enrollment Management & Student Affairs as a fraternity or sorority on campus and will be provided with a variety of services and supports. Failure to meet these minimum standards will result in progressive action on the part of the University, ranging from a required action plan up to the loss of University recognition after multiple years of inadequate progress.

- 1 **ANTI-HAZING COMMITMENT:** The University is committed to providing an environment that is safe, respectful, and educational for the fraternity and sorority community. In order to educate and hold the community responsible for this shared commitment, each new member will sign an anti-hazing agreement that affirms Pennsylvania statute and Lock Haven University policy. This agreement will also inform all members and new members of the process for reporting violations to the Office of the Dean of Student & Residence Life, anonymously if desired.
- 2 **ACADEMIC MINIMUM:** Each chapter must maintain a minimum average chapter GPA of 2.5 (for their current members and new members) unless a higher average GPA is established by their Inter/National headquarters and/or their respective governing councils.

- 3 **ADVISING:** All recognized student organizations at Lock Haven University are required to have an advisor. The advisor may be any Lock Haven University employee with approval from the Dean of Student & Residence Life or designee. Each fraternity and sorority is expected to have an active and involved advisor who attends chapter meetings on a regular basis, has consistent contact with chapter officers, and has consistent contact with the Office of Dean of Student & Residence Life or designee.
- 4 **FINANCIAL MANAGEMENT:** Each chapter is expected to be in good standing with their Inter/National headquarters, Council, and the University with regard to financial obligations and should operate under a chapter budget reviewed by the chapter advisor.
- 5 **POLICY EXPECTATIONS:** Each chapter will document that they are in compliance with the expectations and policies of their Inter/National Headquarters, Council, Federal, State, and Local laws and codes, and for those with houses/facilities, their House Corporations, and/or landlords.
- 6 **OFFICIAL RECOGNITION:** Each chapter must be in good standing with the Office of the Dean of Student & Residence Life, completing all necessary paperwork within designated deadlines and complying with all University policies. Additionally, chapters will attend mandatory events and keep their online chapter information updated each semester.
- 7 **NEW MEMBER PERIOD:** Each chapter shall operate a new member education program that completes all education during a single semester and over a period of no more than 5 or 6 weeks or the standard established by the Inter/National headquarters if less. The program content shall be consistent with that established by the Inter/National Headquarters. Delaying or extending initiation of new members over a semester may only be done with the prior, joint approval of the Office of the Dean of Student & Residence Life or designee and the Inter/National Headquarters.
- 8 **NATIONAL STATUS:** Each new chapter must be affiliated and in good standing with an Inter/National fraternity or sorority organization. Furthermore, representatives of the Inter/National organization, either staff or volunteer, will meet with the Office of the Dean of Student & Residence Life or designee on their visits with the chapter at Lock Haven University.

COLONIZATION REQUIREMENTS FOR FRATERNITIES

- Requirements of a Colony. The colonization period will be at least one academic year or until all requirements have been met. The petitioning group has at least 15 members, but is expected to have 20 when petitioning for Chapter Status; they must meet academic standards. (Colonies of underrepresented groups petitioning for representation must have 8 members, but is expected to have 10 members when petitioning for Chapter status). Lock Haven University also stipulates that there can be no more than three organizations going through the colonization period at one time.
- The group must have a faculty or staff advisor. The advisor may be any Lock Haven University employee. (Each fraternity and sorority is expected to have an active and involved advisor who attends chapter meetings on a regular basis, has consistent contact with chapter officers, and consistent contact with the Office of the Dean of Student & Residence Life.
- The group's faculty advisors and members must meet individually or collectively at least biweekly.
- The group must affiliate with a national fraternity.
- The group conducts weekly meetings following the national policies and procedures.
- A set of By-Laws must be adopted which must include policies and procedures handling disciplinary problems. These By-Laws must be approved by the National Headquarters, IFC and the University. Organizations cannot discriminate on the basis of race, religion or national origin.

- The group must implement a budget and dues paying system approved by the National Headquarters and the Dean of Student & Residence Life or designee.
- A financial accounting system must be implemented and approved by the National Headquarters.
- At least four service projects to the community or the University (per semester must be planned, approved and completed by the time the group petitions for a chapter. These projects must be submitted on a program planning and evaluation form.
- At least one philanthropic or service project must be completed by Petition for Charter. (\$500 raised.)
- The group has petitioned the IFC and the Dean of Student & Residence Life or designee for acceptance as a colony fraternity. When acceptance is received the group must comply with all regulations and requirements of the IFC and the Dean of Student & Residence Life.
- A system for recruiting and electing new members has been designed. This must be presented in writing to the National Headquarters, IFC and the Dean of Student & Residence Life.
- A weekly lesson plan for new membership education (following the National program and containing NO HAZING) must be established.
- All social activities held by the Colony must be non-alcoholic.
- A list of short and long range goals are to be submitted with the Petition for Charter to IFC and the Dean of Student & Residence Life. The President meets with the Dean of Student & Residence Life and/or Greek Advisor biweekly to review the group's progress. The IFC president has the option to attend.
- The Colony must meet all expectations of the National Headquarters and the University.
- National Headquarters support must be in writing and included in colonization packet. A representative should visit the campus each semester.
- No more than three colonies will be considered at one time.
- Individual Requirements. Each member has an understanding of the Fraternity's history and traditions and has passed the National Examination. Each sorority's requirements are determined by the National Panhellenic Council.
- Each member has a GPA of at least 2.5 on a 4.0 scale both cumulative and for the previous term. The GPA of the entire group must be equal to or above the All Fraternity Average or risk membership in good standing in the IFC.
- Members must have attended either a Conclave or a National Convention if such is scheduled during the period as a Provisional Chapter.
- Each member must be made aware that his/her conduct will be governed by the Chapter's By-Laws and IFC Constitution. Any violation of these requirements could lead to expulsion from not only the local Chapter, but the National Fraternity.
- The members represent their organizations at all times and will be held accountable.

COLONIZATION REQUIREMENTS FOR SORORITIES

In addition to the above, colonization of a sorority shall follow the National Panhellenic Council (NPC) Manual of Information, and the sections under "Unanimous Agreements" – "Agreement on Extension".

THE INTERFRATERNITY COUNCIL (IFC)

The social fraternities comprise the membership in the Interfraternity Council (IFC). Representatives from each organization, including the president and other executive members, meet to form the IFC. The IFC seeks to maintain sound fraternity relations, establish rushing rules and party policy, supervises two formal rush periods, and promotes a positive relationship with the Lock Haven community and University campus.

The new member recruitment process for fraternities is open to all interested men, however, first semester freshmen or students who have earned less than 12 credit hours are ineligible to pledge or associate. The University, with IFC endorsement, requires a student to have a cumulative 2.5 GPA to join a fraternity. All prospective new members must complete a new member orientation program

Hazing, as defined by the University, is strictly forbidden and shall never be considered as a requirement for membership in any organization. In addition, the fraternities shall have no membership restriction which discriminates against any segments

of our student population, with the exception of academics. A complete statement regarding the University's anti-hazing policy appears under Policy Statements.

THE PANHELLENIC COUNCIL

The Panhellenic Council is composed of the members of each of the national sororities on campus. One selected representative from each group serve on the executive board. The council is composed of one elected delegate and one alternate from each sorority. It is organized to maintain inter-sorority relationships, to sponsor social functions, and to cooperate with the University in promoting high social and scholastic standards among women.

Each semester, the Panhellenic Council sponsors recruitment activities to acquaint women with the various aspects of sorority life. In accordance with University policy, a woman must have completed 12 credits and earned a GPA of at least 2.5 in order to join a sorority. It is also the duty of the Council to see that each sorority follows the University's hazing policies; see anti-hazing policy under policy statements.

Besides recruitment, The Panhellenic Council also sponsors academic, social and service projects for Lock Haven University and the Lock Haven community. Sororities are governed by the Unanimous Agreements of the National Panhellenic Conference. New sororities will be considered for recognition under the guidelines set by the National Panhellenic Conference.

INTERCOLLEGIATE ATHLETICS

Our men's athletics program is affiliated with the National Collegiate Athletic Association – NCAA (all sports are classified in Division II except wrestling, which is Division I and in the Eastern Wrestling League) and with the 18-member Pennsylvania State Athletic Conference. Seven sports are offered for men at the varsity level at Lock Haven University including football, soccer, cross country, wrestling, basketball, baseball and outdoor track and field.

Our women's athletics program is affiliated with the NCAA (all sports are classified in Division II except field hockey, which is Division I and in the Atlantic 10 Conference), and with the 18 member Pennsylvania State Athletic Conference. Ten sports are offered for women on the varsity level at Lock Haven University including field hockey, cross country, basketball, swimming, softball, lacrosse, indoor track and field and outdoor track and field, volleyball, and soccer.

IMPORTANT UNIVERSITY POLICIES & PROCEDURES

Most current versions of official policies are available at the following: <http://www.lockhaven.edu/about/policies.html>.

ALCOHOLIC BEVERAGE POLICY

A. Preface

- 1 These regulations and policies are enacted pursuant to the Council of Trustees resolution regarding the possession and use of alcoholic beverages on Commonwealth property and Commonwealth of Pennsylvania Statutes and Liquor Control Commission policies and procedures.
- 2 Current University policy regarding alcoholic beverages on University/Commonwealth property as stipulated in the Administrative Manual, LES 502, December 1, 1980 states: "Use or possession of alcoholic beverages is prohibited on Commonwealth property."
- 3 Matters related to the use of alcohol on the Lock Haven University campus must be viewed as a total University concern and re-evaluated by the President of the University in consultation with Faculty, Students and the Administrative staff.
- 4 The rights of anyone who for any reason does not or may not use alcoholic beverages must be fully respected at all times.

B. General

- 1 The possession, consumption and sale of alcoholic beverages on property under the control of Lock Haven University shall be in accord with the provisions of Pennsylvania State Statutes, provisions of the regulations of the Pennsylvania Liquor Control Commission and policies established by the Council of Trustees for Lock Haven University.
- 2 Public display and/or consumption of alcoholic beverages in buildings and on campus are prohibited. Sieg Conference Center and any other properties acquired by LHU are considered University property.
- 3 Responsibility for enforcement of provisions set forth in this document is designated as follows:
 - a. Incidents occurring in the Parsons Union Building — the Director and Staff and Public Safety when called to handle a violation.
 - b. Residence Halls, Suites and Campus Village — the Dean of Student & Residence Life and staff and Public Safety when called to handle a violation.
 - c. All other campus grounds (parking lots, stadium, or playing fields etc.) and buildings — Public Safety.
 - d. Public Safety will work cooperatively with City officials to deal with violations of City ordinances taking place on City sidewalks and streets adjacent to the campus.
- 4 Members of the University community are responsible for informing their guests of campus policies. Guests are subject to University policies and regulations. If they fail to abide by these regulations, they will be asked to leave the campus.
- 5 Violations of the Alcoholic Beverage Policy will be handled as set forth in the Student Rights and Responsibilities Statement and in compliance with Commonwealth Statutes.
- 6 Fraternal organizations are subject to the stipulations of all University policies, city and state statutes.
- 7 Groups other than University recognized ones utilizing campus facilities are subject to the stipulations of this policy.
- 8 Exceptions to the policy may be made with the consent and direction of the President or designee.

C. University Residence Halls, Suites and Apartment Complex

- 1 The consumption, use or possession of alcoholic beverages by persons of any age is prohibited.
- 2 Possession, use or consumption of alcoholic beverages on the grounds of the campus is not permitted.
- 3 Empty alcohol bottles, cans or other containers are not permitted. Alcohol bottles, cans or other containers used for display purposes are, also, not permitted.

D. Athletic Events

- 1 The possession, use or consumption of alcoholic beverages at any intercollegiate and/or intramural athletic activity is prohibited and not subject to exception.
- 2 For purposes of this policy, University property includes parking area adjacent to playing fields and any other Commonwealth controlled areas.

POLICY GOVERNING CONDUCT AT ATHLETIC CONTESTS

The following policies shall govern student athlete behavior and crowd control during athletics contests at Lock Haven University.

Policy on Student Athlete Behavior: Student athletes competing in athletics at Lock Haven University shall be subject to all policies and regulations of the University, National Collegiate Athletic Association (NCAA), Conference affiliations (PSAC, A-10, EWL), the City of Lock Haven and the Commonwealth of Pennsylvania, as they pertain to conduct.

Athletics administrators, coaches and student athletes have the responsibility to model appropriate sportsmanlike behavior before, during and after intercollegiate athletic competitions.

If an athletics administrator, coach or student athlete violates any policy or regulation of the University, National Collegiate

Athletic Association (NCAA), Conference affiliation (PSAC, A-10, EWL), the City of Lock Haven or the Commonwealth of Pennsylvania, they may be subject to disciplinary action.

In any and all situations, the University reserves the right to take disciplinary action in accordance with the University's Student Rights and Responsibilities procedures.

Crowd Control Procedures: Individuals attending athletic events at Lock Haven University shall be subject to all policies and regulations of the University, National Collegiate Athletic Association (NCAA), Conference affiliation (PSAC, A-10, EWL), the City of Lock Haven and the Commonwealth of Pennsylvania, as they pertain to personal conduct.

Coaches, officials, athletics administrators and Public Safety officers shall take all precautions to prevent altercations and/or acts of disorderly behavior.

Coaches shall be responsible for the conduct of their teams. Athletics administrators shall make public address announcements or undertake preliminary intervention, as necessary, to prevent incidents from occurring.

Public Safety officers and athletics administrators shall enforce all crowd control procedures. Public Safety officers in attendance at home events in all sports shall position themselves in an area visible to players and spectators.

Public Safety officers shall anticipate problems and move to prevent them. They shall respond to specific requests from officials and/or athletics administrators.

The number of officers present at events shall be determined jointly by Public Safety and athletics administrators.

At the end of contests, and at halftime of contests, Public Safety officers shall ensure the safe transit of officials and visiting team(s) from the competition area to the locker room area. In the event that Public Safety officers are not in attendance, athletic administration will escort officials.

POLICY STATEMENT FOR A DRUG-FREE WORK PLACE

As required by the Federal "Drug-Free Work Place Act of 1988," P.L. 100-690, 120 STAT 4304 et seq, the Lock Haven University of the State System of Higher Education, Commonwealth of Pennsylvania, hereby declares as its policy that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at any work place under the authority of the Board of Governors. Any employee violating the policy will be referred to the Commonwealth's employee assistance program and/or disciplined, in an appropriate manner, up to and including termination. Discipline, when appropriate, shall be taken under relevant provisions of collective bargaining agreements, Civil Service Policy or the System's Merit Principle Policy.

LOCK HAVEN UNIVERSITY'S COMMITMENT TO BEING DRUG-FREE

The University has adopted the following statement as a part of the Network of Drug-Free Colleges and Universities.

Membership Guidelines. American society is harmed in many ways by alcohol abuse and drug use — decreased productivity, serious health problems, breakdown of the family structure, and strained societal resources. Problems of abuse have a pervasive impact upon many segments of society — all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and drug use. Abuse among college students inhibits their educational development and is a growing concern among our nation's institutions of higher education. Recent national and campus surveys indicate that alcohol abuse is more prevalent than drug abuse and that institutions increasingly are requesting community support and mounting cooperative efforts to enforce their policies.

The Network to Promote Drug-Free Colleges and Universities seeks the participation of colleges and universities who have made a solid commitment throughout their institution to:

- Establish and enforce clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
- Educate members of the campus community for the purpose of preventing alcohol and other drug abuse, as well as educate them about the use of legal drugs in ways that are not harmful to self or others.
- Create an environment that promotes and reinforces healthy, responsible living; respect for community and campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
- Provide for a reasonable level of care for alcohol and drug abusers through counseling, treatment, and referral.

Standards. The Standards for the Network to Promote Drug-Free College and Universities define criteria for institutional membership in the Network. The Standards are organized within the four areas of Policy, Education, Enforcement, and Assessment.

A. Policy

Network members shall...

1. Promulgate policy, consistent with applicable federal, state and local laws, using such means as the student and faculty handbooks, orientation programs, letters to students and parents, residence hall meetings, and faculty and employee meetings.
2. Development policy which addresses both individual behavior and group activities.
3. Define the jurisdiction of the policy carefully to guarantee the inclusion of all campus property. Apply campus-based standards to other events controlled by the institution.
4. Stipulate guidelines on marketing and hosting for events involving students, faculty, staff, and alumni at which alcoholic beverages are present.
5. State institutional commitment to the education and development of students, faculty, and staff regarding alcohol and other drug use.

B. Education Programs

Network members shall...

- 1 Provide a system of accurate, current information exchange on the health risks and symptoms of alcohol and other drug use for students, faculty, and staff.
- 2 Promote and support alcohol-free institutional activity programming.
- 3 Provide, with peer involvement, a system of intervention and referral services for students, faculty and staff.
- 4 Establish collaborative relationships between community groups and agencies and the institution for alcohol- and drug-related education, treatment, and referral.
- 5 Provide training programs for students, faculty, and staff to enable them to detect problems of alcohol abuse and drug use and to refer persons with these problems to appropriate assistance.
- 6 Include alcohol and other drug information for students and their family members in student orientation programs. The abuse of prescription and over-the-counter drugs should also be addressed.
- 7 Support and encourage faculty in incorporating alcohol and other drug education into the curriculum, where appropriate.
- 8 Develop a coordinated effort across campus for alcohol and other drug related education, treatment, and referral.

C. Enforcement

Network members shall...

- 1 Publicize all alcohol and other drug policies.
- 2 Consistently enforce alcohol and other drug policies.
- 3 Exercise appropriate disciplinary actions for alcohol and/or other drug policy violations.
- 4 Establish disciplinary sanctions for the illegal sale or distribution of drugs; minimum sanctions normally would include separation from the institution and referral for prosecution.

D. Assessment

Network members shall...

- 1 Assess the institutional environment as an underlying cause of drug abuse.
- 2 Assess campus awareness, attitudes, and behaviors regarding the abuse of alcohol and other drugs and employ results in program development.
- 3 Collect and use alcohol and drug-related information from police or security reports to guide program development.
- 4 Collect and use summary data regarding health and counseling client information to guide program development.
- 5 Collect summary data regarding alcohol- and drug-related disciplinary actions and use it to guide program development.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. When a student reaches the age of 18 or attends a school beyond the high school level, these rights transfer to the student.

- Students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
- Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the student in order to release any information from a student's education record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may (schools are not required to disclose, given the situation) disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.

A student may request that any or all of this information not be made publicly available by request to the Office of the Vice President for Student Affairs or to the Registrar's Office.

However, schools must tell students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Directory of information at LHU includes:

- Name
- Local/permanent/university email address/telephone numbers
- Major field of study
- Participation in officially recognized activities/sports
- Weight/height of members of athletic teams
- Dates of attendance
- Degree and awards received and dates of receipt
- Academic awards received, including but not limited to Dean's List
- Most recent previous educational institution attended
- Academic level
- Enrollment status (full- or part- time)
- Classification
- Receipt or non-receipt of a degree

Source: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Additional Information:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW, Washington, DC 20202-5901

Lock Haven University Contact:

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UNIVERSITY ANTI-HAZING POLICY

The educational goals of Lock Haven University strive to establish a belief that all individuals and groups have certain responsibilities to enhance the overall development of all students and to ensure their rights as members of the

University community. University policy therefore support organizations which are nurtured in an atmosphere of social and moral responsibility, respect for its members, and loyalty to the principles of higher education.

I. Definition. Hazing is defined as, but not limited to, any brutality of a physical nature or any activity which would subject an individual to extreme mental stress. Hazing includes any willful destruction or removal of public or private property and any activities which interfere with the educational goals of Lock Haven University. For purposes of this definition, any activity as described, upon which the initiation, admission into, affiliation with or continued membership in an organization is directly or indirectly conditioned, shall be presumed to be "forced" activity, in spite of the willingness of an individual to participate in such activity. This policy shall include all acts constituted as hazing on or off the University campus and in compliance with PA Act 175 and any other additionally enacted legislation.

PA ACT 175

Pennsylvania Act 175 of 1986 prohibits fraternities, sororities, and other student organizations from hazing applicants for membership or from hazing persons who are already members to maintain their memberships in organizations. An organization and its members are engaged in hazing if it engages in any activity, for purposes of initiation or continuing membership, which recklessly or intentionally endangers the physical or mental health of a student. This means any potential dangerous forced physical activity; any activity which could cause a student to suffer extreme

mental stress, as well as any other form of forced activity potentially harmful to the mental health of dignity of a student.

Hazing activities include, but are not limited to: whipping, beating, forced calisthenics, exposure to elements, forced consumption of food, liquor, drugs (legal or illegal) or any other substance, sleep deprivation, forced exclusion from social contact, conduct which could result in extreme embarrassment, nudity, coerced sexual activity, confinement, physical restraint, or mental harassment.

An organization and its student members are also engaged in hazing if pledging, initiation or continuing membership activities cause the willful destruction of or removal of public property.

Act 175 provides that no student can consent to being hazed. Any activity falling within the definition of hazing activities is considered to be forced activity, subjecting the organization and its members to the full range of penalties.

Any organization found to have engaged in hazing may have its official recognition revoked. Any student who participates in hazing may be fined, suspended, or dismissed from the University via the University Judicial System. Hazing is also a criminal penalty, and students are subjected to arrest and prosecution under the Pennsylvania Crime Code. Conviction may result in a term of one year in addition to any other applicable penalty under the Pennsylvania Crime Code.

A. Physical Hazing

- whipping, beating, paddling, branding, tattooing
- forced calisthenics
- exposure to the elements
- physical shocks
- forced consumption of any food, liquor, drug or other substance
- any other forced physical activity which could adversely affect the physical health and safety of the individual

B. Mental Hazing

- sleep deprivation (all new member or associate activities must cease prior to midnight, and must not begin any earlier than 8:00 a.m. Overnight activities are prohibited.)
- forced exclusion from social contact
- forced conduct which could result in extreme embarrassment, harassment or ridicule
- kidnapping
- wearing apparel which is conspicuous and not normally in good taste or morally degrading
- humiliating games or activities
- any other forced activity which could adversely affect the mental health or dignity of the individual

II. Enforcement and Sanctions

- A. All University organizations, their members and prospective members will be held responsible for ensuring the enforcement of this policy. It is understood that appropriate disciplinary action will be taken against those who choose to violate the provisions of this policy.
- B. In the case of an individual or organization which authorizes hazing in blatant disregard for this policy, penalties will be imposed as follows:
 - 1 Individual(s):
 - a. community or University projects
 - b. disciplinary probation
 - c. University suspension
 - d. dismissal from the University

- 2 Organization:
 - a. community or University projects
 - b. disciplinary probation
 - c. deprivation of pledge class
 - d. suspension of use of University facilities
 - e. suspension of University recognition
 - f. revocation of University recognition
- 3 Any combination of the above sanctions may be imposed.
- C. All penalties imposed under the authority of this policy shall be in addition to any penalty imposed for violation of Section III or any of the criminal laws of Pennsylvania or for violation of any other institutional disciplinary action to which the violator may be subject.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Purpose: This policy addresses the use of information technology resources (IT resources) at Lock Haven University of Pennsylvania (“the university”). IT resources are intended to support the university’s instructional, research, and administrative operations.

Scope: This policy applies to all users of IT resources owned or operated by Lock Haven University of Pennsylvania. Users include students, faculty, staff, contractors, and guest users of computer network resources, equipment or connecting resources. Use of the university’s IT resources signifies agreement to comply with this policy.

Objective: The objective of this policy is to create a framework to ensure that IT resources are used in an appropriate fashion, and support the university’s mission and institutional goals.

Policy: Use of the university’s IT resources is a privilege and signifies agreement to comply with this policy. Users are expected to act responsibly, and follow the university’s policies and any applicable laws related to the use of IT resources. This policy provides regulations to assure IT resources are allocated effectively.

While the university recognizes the role of privacy in an institution of higher learning, and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania’s Right-to-Know statute (65 P.S. §67.101 et seq.). Information stored by the University may also be viewed by technical staff working to resolve technical issues.

Definitions: Information Technology (IT) resources include, but are not limited to, all university owned or operated hardware, software, computing equipment, systems, networks, programs, personal data assistants, cellular phones, fax, telephone, storage devices, cable television, input/output, connecting devices via either a physical or wireless connection regardless of the ownership of the device connected to the network, and any electronic device issued by the university. IT resources include all electronic media, voice, video conferencing and video networks, electronic mail, and related mediums such as blogs, wikis, websites, and electronic records stored on servers and systems.

Responsibilities:

A. Responsibilities of Users of IT Resources

- 1 Respect the intellectual property of authors, contributors, and publishers in all media.
- 2 Protect user account identification, password information, and all system(s) access from unauthorized use. Every user is accountable for all activities done via their account.

- 3 Report lost or stolen devices, especially devices that contain private or university information to the IT Department within 24 hours of discovery of the loss.
- 4 Adhere to the terms of software licenses and other contracts. Persons loading software on any university computer must adhere to all licensing requirements for the software. Except where allowed by university site licenses, the copying of university licensed software for personal use is a violation of this policy.
- 5 Comply with federal, state, and local laws, relevant university personal conduct regulations, and the terms and conditions of applicable collective bargaining agreements. Applicable laws include, but are not limited to, those regulating copyright infringement, copyright fair use, libel, slander, and harassment.
- 6 Become acquainted with laws, licensing, contracts, and university policies and regulations applicable to the appropriate use of IT resources. Users are expected to use good judgment and exercise civility at all times when utilizing IT resources, and respect the large, diverse community utilizing these resources in a shared manner.
- 7 Understand the appropriate use of assigned IT resources, including the computer, network address or port, software, and hardware. 8. University business conducted by e-mail will be via the University's mail server accessed by the @lockhaven.edu account assigned to the individual by the IT Department. Electronic mail should never be considered an appropriate tool for confidential communication and any content should adhere to the responsibilities put forth in this policy. Messages can be forwarded or printed, and some users permit others to review their e-mail accounts. Message content can be revealed as part of legal proceedings. Finally, messages are sometimes not successfully delivered due to a technical issue requiring authorized IT personnel to review message content as part of the troubleshooting process.

B. Prohibited Uses of IT Resources

- 1 Providing false or misleading information to obtain or use a university computing account or other IT resources.
- 2 Unauthorized use of another user's account and attempting to capture or guess passwords of another user.
- 3 Attempting to gain or gaining unauthorized access to IT resources, files of another user, restricted portions of the network, an operating system, security software, or other administrative applications and databases without authorization by the system owner or administrator.
- 4 No servers, switches, routers, hubs, wireless hubs, or any other multi-host connection devices are permitted to be operated by any user without express written permission of the IT Department.
- 5 Performing any act(s) that interfere with the normal operation, proper functioning, security mechanisms or integrity of IT resources.
- 6 Use of IT resources to transmit abusive, threatening, or harassing material, chain letters, spam, or other communications prohibited by law.
- 7 Copyright infringement, including illegal sharing of video, audio, software or data.
- 8 Excessive use that overburdens or degrades the performance of IT resources to the exclusion of other users. This includes activities which unfairly deprive other users of access to IT resources or which impose a burden on the university. Users must be considerate when utilizing IT resources. The University reserves the right to set limits on a user through quotas, time limits, and/or other mechanisms.
- 9 Intentionally or knowingly installing, executing, or providing to another, a program or file, on any of the IT resources that could result in the damage to any file, system, or network. This includes, but is not limited to computer viruses, Trojan horses, worms, spyware or other malicious programs or files.
- 10 Excessive or prohibited personal use by employees.
- 11 Use of the university IT resources for personal profit, commercial reasons, non-university fundraising, political campaigns or any illegal purpose.
 - a. The prohibition against using university information technology resources for personal profit does not apply to:
 - a. Scholarly activities, including the writing of textbooks or preparation of other teaching material by faculty members; or
 - b. Other activities that relate to the faculty member's professional development.
 - c. Other activities as approved by the University President
- 12 Non-authorized solicitations on behalf of individuals, groups, or organizations are prohibited.

Procedures:

- 1 Violations of this policy will be reported to appropriate levels of administrative oversight, depending on the statutes and policies violated. Suspected violations of federal and state statutes and local ordinances shall be reported to the Director of Public Safety (chief of campus police) for official action.
 - 2 Non-statutory violations of the Acceptable Use Policy, such as “excessive use,” may be reported to the Chief Information Officer, the Director of Human Resources, the Dean of Student Affairs and/or the Director of Public Safety (chief of campus police).
 - 3 A university employee or student who violates this policy risks a range of sanctions imposed by relevant university disciplinary processes, including denial of access to any or all IT resources. He or she also risks referral for prosecution under applicable local, state or federal laws.
 - 4 The University reserves the right to take immediate action in disabling accounts and/or blocking network access in the event the usage policy is violated and the offending action is detrimental to other users or IT resources.
 - 5 The University President’s Senior Staff – via the Information Technology Department – is responsible for recommending the university’s Acceptable Use Policy. Questions regarding the applicability, violation of the policy or appropriate access to information should be referred to the Chief Information Officer.
- The Complete Policy is located at the following: <http://www.lockhaven.edu/About/documents/IT%20Policy.pdf>.

SMOKING AND TOBACCO POLICY STATEMENT

Purpose and Background: Lock Haven University recognizes that smoking and tobacco present a health and safety hazard which can have serious consequences for the University Community and the safety of Lock Haven University property.

Definition: For the purposes of this policy, “smoking and tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipes, and smokeless tobacco.

Policy: It is the policy of Lock Haven University to recognize the preferences of both non-users and users of tobacco as they affect the use of University buildings and facilities. When these preferences conflict, faculty, staff, and students will endeavor to find a satisfactory compromise.

Tobacco-Prohibited Areas

- All academic and residence halls are totally smoke-free buildings.
- University vehicles used to travel excluding vehicles permanently assigned to the Maintenance Department;
- Common gathering areas include but are not limited to: classrooms, dining rooms locker rooms, gymnasiums, auditoriums, residence hall lounges, reception areas, all athletic spectator seating, and the PUB Snack Bar.
- Any area in which a fire or safety hazard exists.

Compliance: The success of this policy will depend upon the thoughtfulness, consideration and good will of all members of the Lock Haven University Community.

LHU WEATHER DELAYS AND CANCELLATIONS

Emergency and Inclement Weather Information

Information about school delays, closings, and emergencies is available in a variety of ways:

- **On the web:** The LHU website main and Clearfield campus homepages will be the first place to provide weather-related and emergency information. Those pages will relay specific details related to delays, closings, or emergencies.
- **Social Media:** The LHU official Twitter and Facebook accounts will provide weather updates as they are announced to reflect what is published on the LHU website.
 - **Twitter** - <https://twitter.com/LockHavenUniv>
 - **Facebook** - <https://www.facebook.com/LockHavenUniv/>
- **LHU Campus Emergency Text Message:** The LHU campus provides an emergency text message service through its e2Campus Emergency Response System. This is a voluntary enrollment campus-wide service that sends text messages and university homepage updates in the event of a campus delay, closing or emergency. To enroll, you must use your **LHU Domain1\username** and email login.
- **Radio and Television:** Announcements related to **the LHU Clearfield Campus** community are generated from its campus and announced to the Clearfield media. However, the general information line and both university website homepages will carry announcements concerning both campuses.

Generally, campus announcements will be made to the area media listed below:

Television:

WBRE NBC TV Ch. 28

WYOU CBS TV Ch. 22

WNEP ABC TV Ch. 16

WTAJ CBS TV Ch. 10

Radio:

Clinton County

WBPZ AM, 1230/ WSQV FM, 92.1, Lock Haven

WQBR FM, 99.9 and 92.7, Avis

WZYY FM, 106.9, Renovo

State College

WPSU FM, 90.1, 91.5, State College - WMAJ AM, 1450/WBHV FM, 103.1/WFGY FM, 94.5, State College

WRSC AM, 1390/ WQWK FM, 97.1/WNCL FM, 107.9, State College

WilliamSPORT

WBZD FM, 93.3/ WZXR FM, 99.3/WILQ FM, 105.1, WilliamSPORT

WKSJ FM, 102.7/ W AM, 1400/ WBYL FM, 95.5, WilliamSPORT

LOCK HAVEN UNIVERSITY STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

Preamble: An academic community exists for the communication of knowledge and for the development of creativity and critical judgment in a sustained and independent search for truth. Lock Haven University supports the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

As a member of the University's community, students are encouraged to demonstrate critical judgment and to engage in activities that respect the rights and privileges of the individual and others. Academic freedom is essential to the functioning of this community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic pursuits. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in a community at large. The responsibility to secure and respect general conditions conducive to learning is shared by all members of the University community.

The goal of this University is to govern its members by fair and unobstructed measures of desired conduct. The governance includes activities students participate in through their academic work as well as their social activities. Behavior that deviates from these measures will be dealt with in accordance with the procedures that apply to this community and its standards.

Student Rights and Responsibilities

Article I. No student shall be denied any educational or social opportunity because of race, religion, gender, creed, color, or national origin.

Article II. No full-time student shall be denied the right to vote for student government officials or in referendums affecting him/her with a validated university identification card.

Article III. Any student or student organization shall have the right of free expression (for example, personal physical appearance, publications and speech), so long as it does not conflict with the Constitution of the United States or federal and state law.

Article IV. Any student or student organization shall have the right to assemble, form, join or support an organization for any purpose so long as it does not conflict with the Constitution of the United States and/or federal and state law.

The University and student government shall have the right to require that an organization state its function and purpose in order to gain recognition on campus.

The University shall not discriminate against or punish any student for participation in any assembly or membership in any organization, so long as the assembly or organization is lawful under the Constitution of the United States and/or federal and state law.

Article V. Any student or student organization shall have the right to hear a speaker. This article is not intended to give the rights to commercial speech. Those routine procedures required by the institution before a guest speaker is invited to appear on campus shall be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the institution.

Article VI. A student's personal effects shall be free from seizure except as authorized by law and the code of conduct. The student shall be previously notified and present, if possible, during a search.

Article VII. Activities of students may upon occasion result in violation of the law. In such cases, University officials should be prepared to advise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities. The student who incidentally violates institutional regulations in the course of his/her off-campus activity shall be subject to no greater penalty than would be imposed normally. University action shall be independent of community pressure.

Article VIII. Readmission after voluntary withdrawal. A student may elect to voluntarily withdraw from the University while criminal charges against him or her are pending in the external judicial system. In such an event, should the

student wish to be readmitted to the University subsequent to his or her withdrawal, the student must petition the Dean of Student & Residence Life in writing, seeking readmission. The Dean of Student & Residence Life or designee shall determine whether readmission is appropriate at that time. The Dean of Student & Residence Life or designee shall have discretion to take into account any matters of fact, recommendations of Public Safety or other professionals, and/or other appropriate information, including from the student seeking readmission that is available. The Dean of Student & Residence Life or designee may impose such conditions on readmission as he/she determines are reasonable and appropriate. The determination of the Dean of Student & Residence Life or designee shall be appealable by the student seeking readmission to the Vice President for Enrollment Management and Student Affairs of the University. The University also reserves the right at any time and all times to commence campus disciplinary proceedings against any student.

Student Code of Conduct

Conduct Jurisdiction: The University reserves the right to take necessary action to protect the safety and well-being of the campus community, its students, faculty, facilities and programs. All students, regardless of where they live, are members of the academic community with the same basic rights and responsibilities. All students are subject to the student disciplinary code. Violations which occur off campus may be dealt with by the University.

Students are expected, as citizens, to abide by the laws and regulations of the City of Lock Haven, the Commonwealth of Pennsylvania and the United States of America, in addition to those of the University. Students who violate the law may incur penalties prescribed by civil authorities. In such cases when the University's interests are involved, the authority of the University may be asserted. The President or designee shall determine if the interests of the University are involved and if judicial action is necessary.

Violation of a University regulation which is a violation of civil law or violation of civil law which affects the University shall be procedurally handled as a University disciplinary situation regardless of whether or not the courts prosecute. Disciplinary action at the University will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced. Finally, implementation of University disciplinary authority does not protect the student from, nor does the University necessarily consider it to be a substitution for, civil process or criminal prosecution.

Student organizations and groups formally approved by the University or its affiliates are subject to the same regulations as individual students. Cases shall be considered if a significant number of students involved in the alleged offense belong to an organization or group or if planning and leadership responsible for an alleged offense came from student members of an organization or group. Sanctions for group or organization misconduct may include probation, withdrawal of official recognition or limitations on the use of facilities and privileges afforded by the University, as well as other appropriate sanctions as provided in this code.

In general, the University's disciplinary authority attempts to promote:

- Concern with matters which impinge upon academic achievement and standards, and the personal integrity of its students.
- Obligation to protect its property and the property of members of its community.
- Interest in the mental and physical health and safety of members of its community.
- Concern for preserving the peace, for insuring orderly procedures, and for maintaining student morale.
- Responsibility for character development, for maintaining standards of decency and good taste, and for providing an appropriate moral climate on the campus.
- Protection of its good relations with the community.

Conduct Regulations: A person who is found in violation of any of the following acts committed while a student on the University campus or on property controlled by the University or University affiliates or in connection with off-campus University activities shall be subject to the maximum sanction authorized in this document.

- 1 Academic misconduct including all forms of cheating and plagiarism. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects, and examinations; and presenting, as one's own, the idea or works of another person or persons for academic evaluation without proper knowledge.
- 2 Actual or threatened physical assault or intentional or reckless injury to self, persons or property.
- 3 Offensive or disorderly conduct which causes interference, annoyance or alarm, or recklessly creates a risk thereof.
- 4 Interfering with the freedom of any person to express his/her views, including invited speakers.
- 5 Interference with entry into or exit from buildings or areas with free movement of any person.
- 6 Behavior or activities which endanger the safety of oneself or others.
- 7 Sexual Misconduct (Also see the statements on Sexual Misconduct and the Sexual Harassment Policy and Complaint Procedures)
 - 7a. Non-Consensual Sexual Intercourse: Rape (date, acquaintance, and stranger) includes all acts of non-consensual sexual intercourse involving any penetration of a body cavity with a foreign object, tongue, digit, or genitalia. A rape occurs when imposed under any of the following circumstances:
 - 1) When the complainant is incapable of giving consent for medical, developmental, or physical reasons, and this fact is known or reasonably should have been known by the person committing the act; or
 - 2) When the act is committed without the person's consent or is against the person's wishes. Rape incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm; or
 - 3) When the complainant is prevented from consenting or resisting because of incapacitation, intoxication, or unconsciousness at the time of the act.
 - 7b. Non-Consensual Sexual Conduct:
 - 1) Sexual Assault: The imposition of non-consensual sexual conduct (excluding rape) by a person upon another person, without consent and/or by physical force. It includes, but is not limited to, caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the complainant is compelled to caress, fondle, or touch the assailant's genitalia, buttocks, or breasts.
 - 2) Sexual Contact: Any non-consensual, intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice by a person upon another person, without consent and/or by physical force.
 - 7c. Sexual Harassment: Any prohibited behavior defined under the LHU Sexual Harassment Policy.
 - 7d. Sexual Exploitation: Taking non-consensual sexual advantage of another. Sexual exploitation includes, but is not limited to, prostituting another person, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over another person, the non-consensual recording, photographing, or transmitting of identifiable images of private sexual activity and/or intimate body parts (including genitalia, groin, breasts or buttocks), knowingly allowing another person to surreptitiously watch otherwise consensual sexual activity, engaging in non-consensual voyeurism, knowingly transmitting or exposing another student to sexually transmitted infection or diseases without the knowledge of the student, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, and sexually based stalking and/or bullying.
- 8 Dating Violence: Violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists will be gauged by the length, type, and frequency of interaction between the complainant and the respondent.
- 9 Domestic Violence: Misdemeanor and felony crimes of violence committed by the complainant's current or former spouse, or the complainant's current or former cohabitant who has been regarded as a spouse, or a person similarly situated under domestic or family violence laws, or a person with whom the victim shares a child in common, or anyone else against an individual protected under domestic or family violence laws.
- 10 Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - (A) fear for their safety or other's safety; or
 - (B) suffer substantial emotional distress.
- 11 Behaviors which are not respectful of the community and its members.
- 12 Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.

- 13 Violation of any of the restrictions, conditions or terms of a sanction resulting from prior disciplinary action.
- 14 Failure to provide identification upon demand by or to comply with other directions of University staff members or the staff of contractual affiliates of the University acting in the performance of their duties.
- 15 Misuse of University documents - forging, transferring, altering or otherwise misusing an identification card, course registration material, and other University identification or any other document or record.
- 16 Unauthorized use of the name, insignia, or other likeness of the University.
- 17 Possession, sale, use, transfer, purchase or delivery of alcohol except as expressly permitted by law.
- 18 Possession, sale, use, transfer, purchase or delivery of drugs except as expressly permitted by law.
- 19 Possession, sale, use, transfer, purchase or delivery of drug paraphernalia except as expressly permitted by law.
- 20 Making false statements to University Officials or in the application for admission, financial aid applications, petitions, requests or other official University documents or records, forgery on drop/add forms and other university records or documents.
- 21 Forcible entry into a building or other premises.
- 22 Unauthorized presence in a building or other premises.
- 23 Possession and/or use of any weapon, which is any object used to inflict a wound or cause injury. This includes but is not limited to, possession and/or use of firearms, ammunition, knives, swords, nunchucks, stun guns, BB guns, airsoft guns, paintball guns, archery equipment, look-alike weapons or explosives, such as fireworks, unsecured compressed air cylinders, or dangerous chemicals, except as authorized for use in class, in connection with university-sponsored research, or in another approved activity (provisions may be made to store firearms with the University Public Safety).
- 24 Starting fires, and/or explosions, and/or false reporting of a fire, bomb, incendiary device, or other explosive or any false reporting of an emergency.
- 25 Tampering with fire or safety equipment, or failure to evacuate during a fire alarm.
- 26 Theft, damage, destruction, tampering or defacement of personal, community and/or University or University affiliates' property.
- 27 Lewd, obscene, indecent conduct or expression.
- 28 Illegal gambling in any form as defined by law.
- 29 Unauthorized use of University property or property of members of the University community or University affiliates.
- 30 Violation of residence hall rules and regulations.
- 31 Violation of published University policies, rules and regulations relating to: alcohol, smoking, verbal harassment, and other established regulations that are contained in University publications.
- 32 The use of computers, including e-mail, for the violation of personal privacy or the committing of crimes; the unauthorized use of computers and/or peripheral systems, unauthorized access to computer programs or files, unauthorized alteration of computer programs or files, unauthorized duplication or use of computer programs or files, making unauthorized changes to a computer account, or other deliberate action which disrupts the operation of computer systems, including e-mail, serving other students or the University community generally.
- 33 The misuse of telephone or communications equipment, including e-mail, and social media.
- 34 Retaliation against any individual on the basis of a good-faith report made by such individual, or on the basis of such individual's participation in an investigation or hearing.
- 35 Skateboards, scooters, roller skates, hoverboards, and roller blades are not permitted anywhere on campus at any time unless approved by the Office of Public Safety as part of a scheduled program or demonstration registered through an appropriate administration office.
- 36 Any violation of federal, state or local law.
- 37 A Student Code of Conduct violation will be regarded as more serious if it is done with malicious intention toward the race, gender, color, religion, national origin, disability or sexual orientation of another individual or group of individuals.

Residence Facility Violations: A student currently enrolled who is found responsible for a violation of University Residence Life Rules and Regulations or those that apply as a major violation is subject to the penalties of: disciplinary

probation, residence life probation, residence life warning, and change of living environment. NOTE: Offenses involving multiple, simultaneous violations (as well as repeated offenses) are considered more severe infractions and usually result in a stronger response. The following are not permitted:

- 1 All residence halls, suites and apartments are considered to be non-smoking. Smoking is prohibited within all residence halls, suites and apartments even within individual student's rooms (this includes the use of electronic smoking paraphernalia).
- 2 Cooking and/or possession or usage of any resistance principle/high wattage equipment (e.g. frying pans, hot plates or immersion coils) in student rooms.
- 3 Use of gasoline motors of any type, including motorcycles and mopeds in student rooms or public areas of a residence hall/apartment complex.
- 4 Use of wicker, paper or other flammable wastebaskets in student rooms.
- 5 Use of paper or other highly combustible lamp shade including cloth coverings over overhead lights in student rooms or public areas of residence halls/apartment complex.
- 6 Possession of candles or incense, burnt or unburnt in student rooms or public areas in residence halls.
- 7 Possession of faulty or non-UL approved appliance cords (i.e. frayed or broken insulation, damaged plugs) in student room apartment. Halogen lights are prohibited.
- 8 Possession of room air conditioners in student rooms.
- 9 Unsanitary and/or hazardous conditions resulting from poor upkeep of student room (i.e. uncovered food, excess dirt or discarded paper litter).
- 10 Use and/or possession of appliances which under normal conditions exceed the rated outlet capacity of a student room.
- 11 Possession of unauthorized University furniture in student rooms.
- 12 Possession of a waterbed in a student room.
- 13 Possession of any type of room space heater in a student room or public area of a residence hall.
- 14 Possession of multiple plug receivers and/or extension cords in a student room or public area of a residence hall. Surge protectors permitted.
- 15 Possession of flammable or non-UL approved holiday decorations in a student room or public area of a residence hall/apartment complex.
- 16 Possession of weight lifting equipment in a student room or public area of a residence hall.
- 17 Placement of any object on a window ledge or hanging an object on the outside of the building.
- 18 Removal of a screen from any window in a student room.
- 19 Painting of any student room/area or use of unauthorized lofts.
- 20 Violation of established consideration hours and/or quiet hours.
- 21 Possession of a bicycle within any residence hall, suit or apartment.
- 22 Inability or refusal on the part of the student to adjust to the concept and requirements of living in a student residence environment.

- 23 Use of musical instruments that are amplified (i.e. electric guitars) or other instruments that can be heard outside of your room (drums, horns, etc.)
- 24 Use of window coverings, stickers, or writing which are placed directly over or on the window, or, which are placed directly in front of the window where others can clearly view the object or covering. Aluminum foil, cardboard, tape, newspaper, garbage bags, contact paper, posters, flags, etc. may not be used to cover windows.
- 25 Propping of exterior residence hall doors, allowing others to follow through exterior doors, and otherwise compromising the safety procedures and mechanisms of the residence halls.
- 26 Possession and/or use of any item(s) that have the potential to cause damage to University property (ex. nails, duct tape, window or door clings that may leave stains, etc.) This violation also covers all types of in-hall sports.
- 27 Duplication or inappropriate use of any residence hall or apartment complex keys and/or entry devices.

Disciplinary Sanctions

The following disciplinary sanctions comprise a range of official action which may be imposed for violation of regulations. One or more sanctions may be imposed. It should be noted that the University refund policy directs that

“when a student has been suspended or dismissed from the University for disciplinary reasons, refunds are not available.” Further, if the disciplinary action results in the loss of any University-contracted service for the student, no refund is available.

Disciplinary Warning: This written action is taken when the individual’s conduct or involvement merits an official admonition. The student is warned that further misconduct may result in more severe disciplinary action.

Disciplinary Probation: Probation Level I - A serious form of reprimand that is fitting for the type of violation or repeated violations as designated for a certain period of time by the Hearing Officer or University Judicial Board. In addition, the Hearing Officer/Judicial Board may impose additional requirements, not limited to letters of apology, research papers, community service or other activities. An individual or group may lose privileges including but not limited to specific activities, specific privileges and use of facilities. The student may, if deemed appropriate, represent the University in activities and hold office in student organizations during the time stipulated as probationary. The student is notified that further infractions of any University regulation may result in more stringent action being placed on his/her actions.

Disciplinary Probation Level II - The most serious level of disciplinary sanction short of suspension from the University. The student remains enrolled at the University under circumstances defined by the Hearing Officer or University Judicial Board. The student may not represent the University in any official capacity or hold office in any student organizations. The student is considered to “not be in good standing.” Examples representing the University in an official capacity are [but not limited to]: participation in varsity or non-varsity intercollegiate athletic events or teams, recognized student organizations, theater groups or productions, musical organizations, student government officials, or any official recognized responsibility as related to campus employment. This probation level indicates to the student that further violations[s] of any University regulations will result in more stringent disciplinary action, including but not limited to dismissal or suspension from the University. Additional restrictions may be placed on the student while on Level II probation, not limited to but including loss of on-campus housing privileges, restriction from campus events and activities. In addition, the Hearing Officer/Judicial Board may impose additional requirements, not limited to letters of apology, research papers, community service or other activities. An individual or group may lose privileges including but not limited to specific activities, specific privileges and use of facilities.

Creative Discipline: This action selected will commensurate with the offense. The objective of this sanction is education and rehabilitation. Such action could include letters of apology, research papers, community service, and other such creative educational activities.

Suspension of Privilege: An individual or group will lose privileges that allow him/her/them to participate in specific activities, use specific facilities, or exercise specific privileges. Imposition of this sanction shall also be noticed to the President.

Residence Hall/Suites/Apartment Complex Reassignment or Removal: This action is an involuntary reassignment to or removal from on-campus housing. Removal from the residence halls is for a designated period of time. Usually, a student is given forty-eight hours to remove all belongings from an assigned space. This may include restricted visitation privileges.

Suspension of Group Recognition: This action consists of the withdrawal for stated periods of time all or part of the official recognition of a group found in violation of University regulations. Such action may include conditions for reinstatement of recognition. Total removal or recognition shall result in complete suspension of the activity of the group. Imposition of this sanction shall also be noticed to the President.

Revocation of Group Recognition: This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulations. This action shall result in complete suspension of the group. Imposition of this sanction shall also be noticed to the President.

Restitution Fines: The student or organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of any provision of the Student Code of Conduct. Restitution Fines may be demanded by the University in addition to any other sanction applied. Restitution Fines may include an administrative fee for processing.

Interim Suspension: The President or his/her designee may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the University campus poses a substantial threat to the safety and/or well-being of any person or persons, University property, or the property of others. An interim suspension may become effective immediately without prior notice. A student suspended on an interim basis shall be given an opportunity to appear before a hearing officer within 10 or less school days from the effective date of the interim suspension.

During an interim suspension, the student will be barred from all or part of the University's premises. Any student under interim suspension who returns to the portion of campus to which he/she was barred without permission from the Dean of Student & Residence Life will be subject to dismissal and/or arrest for trespassing.

At the time the student is notified of the interim suspension, it will be determined whether or not the student may attend classes.

Pending felony charges may result in a suspension with a hearing occurring within thirty (30) days. Imposition of this sanction shall also be noticed to the President.

Suspension: This action is one of involuntary separation of the student from the University for a designated period of time. After this period of time, the student is eligible to return. The University Hearing Officer may establish additional requirements which must be fulfilled to his/her satisfaction, prior to reinstatement. The student shall not participate in any University sponsored activity and may be barred from University premises during suspension. Imposition of this sanction shall also be noticed to the President.

Dismissal: This action is one of the involuntary and permanent separation from the University. The student will also be barred from University activities and premises. Imposition of this sanction shall also be noticed to the President.

Alcohol Policy Violations and Sanctions

Any violation of the alcohol policy will subject the student to the following minimum disciplinary sanctions: **NOTE:** *Off-campus violations shall also be considered in the levels of offense.*

First Offense

- LHU Office of Public Safety will be called and appropriate citations may be issued.
- The student will be required to complete an alcohol education program.
- The student may be assessed a fee to cover the costs of the alcohol education program. Students may perform 10 hours of community service work assigned by the hearing officer in lieu of the fee.
- The student may be placed on Disciplinary Probation I for one (1) year from the date of the incident.

Second Offense

- LHU Office of Public Safety will be called and appropriate citations may be issued.
- The student will be required, at his/her expense, to schedule an appointment for an alcohol abuse assessment/evaluation with a qualified outside agency and follow the treatment guidelines prescribed.
- The student may be assessed a fee to cover the costs of the alcohol education program. Students may perform 20 hours of community service work assigned by the hearing officer in lieu of the fee.
- The student may be placed on Disciplinary Probation Level II for one (1) year from the date of the incident.

Third Offense

- LHU Office of Public Safety will be called and appropriate citations may be issued.
- The student may be suspended from LHU for one (1) academic semester (fall or spring).
- In order to be readmitted, the student shall demonstrate a sincere interest in furthering his/her education without substance misuse/abuse by submitting a letter to the Dean of Student & Residence Life outlining the commitment to being substance free and means of achieving that goal.
- The student will remain on Level I probation for a period of one (1) year upon re-admittance.

Illegal Drug and Drug Paraphernalia Policy Violations and Sanctions

Any violation of the Illegal Drug and Drug Paraphernalia policy will subject the student to the following minimum disciplinary sanctions: NOTE: Off-campus violations shall also be considered in the levels of offense.

Level 1 Offense

- LHU Office of Public Safety will be called and appropriate citations may be issued.
- The student will be required to complete a drug education program.
- The student may be assessed a fee to cover the costs of the drug education program. Students may perform 10 hours of community service work assigned by the hearing officer in lieu of the fee.
- The student may be required, at his/her expense, to schedule an appointment for a drug abuse assessment/evaluation with a qualified outside agency and follow the treatment guidelines prescribed.
- The student may be suspended from LHU for at least one (1) academic semester (fall or spring).
- If suspended, in order to be readmitted, the student will submit a letter to the Dean of Student & Residence Life outlining the commitment to being substance free and showing means of achieving that goal.
- The student will be placed on Level II probation for a period of one (1) year from the date of the incident.

Level 2 Offense

- LHU Office of Public Safety will be called and appropriate citations may be issued.
- The student will be suspended from LHU for at least one (1) academic semester (fall or spring).
- The student will be required, at his/her expense, to schedule an appointment for a drug abuse assessment/evaluation with a qualified outside agency and follow the treatment guidelines prescribed.
- In order to be readmitted, the student will submit a letter to the Dean of Student & Residence Life outlining the commitment to being substance free and showing means of achieving that goal.
- The student will be placed on Level II probation for a period of one (1) year upon re-admittance.

Disciplinary Procedures

Three distinct levels of disciplinary procedures have been designated to insure the rights of due process and a fair hearing. Incidents occurring in a residence hall that lead to a violation of its rules and regulations and/or conduct regulations stipulated in this document will be processed by a Hearing Officer and follow the guidelines outlined under **Procedures for Handling Residence Facility Violations**. Incidents that involve an individual who may be suspended from a residence hall or the University, student organizations, any part of campus buildings and grounds, or incidents off-campus, will be processed according to procedures outlined in **Procedures for Conduct Violations**. Incidents involving allegations of Sexual Misconduct will follow the **Procedures for Title IX Complaints of Student Against Student**.

Referral to a Disciplinary Body

- 1 Any member of the University community may bring charges against any student. Such charges must be in writing and filed with the Office of the Dean of Student & Residence Life or designee.
- 2 Charges may be brought against a student by a department or unit of the University [for example, University Public Safety, Academic Affairs, Library, etc.].
- 3 A complaint filed in writing must be received within ninety [90] calendar days of the infraction. This can be extended by the Dean of Student & Residence Life or designee based upon unforeseen information or circumstances.
- 4 Dean of Student & Residence Life or designee will direct the charges to the appropriate disciplinary officer/body for processing once the selection is made by the accused [or by the University Provost in appropriate circumstances].
- 5 Incidents involving allegations of Sexual Misconduct will follow the Procedures for Title IX Complaints of Student Against Student.

Procedures for Conduct Violations

Alleged incidents of conduct violations will be reviewed by a University Hearing Officer, the University Judicial Board, or the Title IX Judicial Board. Conduct violations receive a minimum sanction of disciplinary warning and a maximum sanction of dismissal from the University. Appropriate financial restitution is to be made as adjudicated by University Officials.

Hearing Options

Hearings are conducted to resolve serious matters or repeated alleged violations of Code of Conduct regulations. The option of University Judicial Board may only be chosen if there are major questions of fact to resolve the charges and in which suspension or dismissal could be a result. The accused may select one of two hearing options listed below. However, at the discretion of the Dean of Student & Residence Life or designee, cases involving immediate health, safety or psychological issues will be reviewed by a University Hearing Officer or designee only. When processing through either option, the Dean of Student & Residence Life or designee will designate personnel to examine the allegation[s], to determine the actual charge[s] and to present the University's case during the hearing, when appropriate.

An informal disposition of the disciplinary charge[s] can be achieved mutually by the student[s] and the University. Informal disposition may not be used for issues involving Sexual Misconduct.

A. University Hearing Officer

- A student or organization accused of violation[s] of the Code of Conduct, either on or off campus, may select the University Hearing Officer option.
- The University Hearing Officer or designee will follow the HEARING PROCEDURES outlined in this section of the document.
- Decision[s] rendered by a University Hearing Officer may be appealed following guidelines outlined under APPEAL PROCEDURE found in this document.

B. University Judicial Board

- A student or organization accused of violation[s] of the Code of Conduct, either on or off campus, may select the University Judicial Board option. Informal disposition of the disciplinary charge[s] can be achieved mutually by the student[s] and the University.
- Cases involving multiple students may be directly assigned to the University Judicial Board.
- The University Judicial Board consists of at least six (6) members [two (2) students, two (2) faculty members and two (2) administrators]. A total of three members must be present to conduct a hearing. The Chairperson of the Board is the Associate Director of Student & Residence Life or designee. The Chairperson is a non-voting member of the Board except in cases of a tie vote.

- All members of the Board must attend orientation sessions to be conducted by the Dean of Student & Residence Life or designee.
- All decisions rendered by the Board will be implemented by the Dean of Student & Residence Life or designee. Decisions reached by the Board may be appealed following the procedure outlined in APPEAL PROCEDURE of this document.
- If the accused or accuser[s] has/have a conflict of interest with a member of the Board, an alternate will be assigned for that case by the Chairperson.
- The Dean of Student & Residence Life or designee serves as the advisor to the Board.

Hearing Procedures for Hearing Officer and University Judicial Board

- 1 The accused student(s) or organization officers shall be provided written notification of the time, place and date of the hearing. Sufficient notice is defined as at least five (5) business days. The notice shall include the charges that will be reviewed and other pertinent information about the hearing. An extension may be requested within two days of date of the notice.
- 2 The student(s) or organization representatives has/have the right to have an advisor of choice present at the hearing who may be a family member, faculty member, student or staff member. An attorney may serve as an advisor of choice but may not argue the case or attempt to introduce legal procedures into the hearing.
- 3 Hearing will be closed to the public, except for the student(s) advisor of choice or witnesses. The University reserves the right to review individuals participating in hearing procedures based upon the involvement with the incident.
- 4 Oral and/or written testimony by the accused student(s) or witnesses involved may be considered.
- 5 Accused students shall be afforded an opportunity to hear all testimony against them.
- 6 Student witnesses may be subject to charges of dishonesty within the University disciplinary system, if their testimony is deemed to be intentionally inaccurate.
- 7 Prospective witnesses, other than the accuser and accused student(s), may, at the discretion of the University Hearing Officer or Chairperson of the University Judicial Board, be excluded from the hearing during the testimony of other witnesses.
- 8 Any person, including the accused student, who disrupts a hearing, may be excluded from the proceedings.
- 9 The hearing shall be conducted in a fair and impartial manner, although strict rules of evidence do not apply. A suggested order for the hearing is as follows:
 - a. Introductions
 - b. Disciplinary philosophy of the University
 - c. Charges (in the presence of the accused)
 - d. Evidence in support of the charge
 - e. Witnesses in support of the charge
 - f. Evidence in support of the accused
 - g. Witnesses in support of the accused
 - h. Review of the evidence and testimony
- 10 If an accused student fails to appear at a scheduled hearing without a valid excuse, the University Hearing Officer/University Judicial Board will proceed to a decision based upon the evidence presented.
- 11 The standard of proof used in University hearings shall be the preponderance of the evidence.
- 12 Hearings shall be recorded. The record shall be maintained in the Office of the Dean of Student & Residence Life for seven (7) years or until such time as all appeal procedures are exhausted.
- 13 Pending action on any charges, the status of the student shall not be altered, except in cases involving interim suspension and only in accordance with the procedures for such suspensions.
- 14 The accused has the right to receive in writing the decision of the hearing officer which shall contain the reasons for the action, findings of fact and an explanation of the sanction(s). The University Hearing Officer or Chairperson of the University Judicial Board shall prepare this notification a timely manner, but no longer than 10 business days.

Appeal Procedure

A formal appeal must be submitted in writing within five (5) business days of the receipt of the outcome of the hearing. Formal appeal of a decision reached by the University Hearing Officer must be made to the University Judicial Board. Formal appeal of a decision reached by the University Judicial Board will be to the University Hearing Officer. Failure to submit the appeal in writing within the allotted time will render the original decision final and conclusive.

An appeal must be based upon one or more of the following conditions:

- 1 Procedural error(s) in interpretation of University regulations were so substantial as to effectively deny the student a fair hearing.
- 2 New and significant evidence, which could not have been discovered by diligent preparation for presentation at the initial hearing, is now available.
- 3 Lack of substantial evidence in the record to support the outcome.

The University Hearing Officer or University Judicial Board will limit his/her/their inquiry to the record of fact at the time of the written appeal and will determine whether or not to grant a hearing. Should a hearing be granted, the appealing student(s) or organization will receive notification not to exceed ten (10) business days of the time, place and date. Only information based upon record of fact at the time of the Appeal Hearing, if any, may be presented. An official record of the hearing will be made.

The University Hearing Officer or University Judicial Board must respond in writing within ten (10) business days to an appeal. The University Hearing Officer or University Judicial Board may reject, amend or modify the previous action taken. Any final appeal shall be made to the Vice President for Enrollment Services and Student Affairs or, in cases of Dismissal, to the President.

Procedures for Handling Residence Facility Violations

Alleged incidents involving minor violations of the Student Code of Conduct and Residence Facilities Violations will be reviewed by the Dean of Student & Residence Life or designee. Violations of the Code may receive a disciplinary warning, disciplinary probation, creative discipline, suspension of privileges, restitution and/or reassignment or removal from a residence hall.

A. Preliminary investigation

Once a written complaint is received by a Residence Hall Director, an investigation will be conducted to determine if a violation has occurred. The Residence Hall Director will establish the charge(s) and the degree of the involvement of all parties. This may involve a discussion with the complainant.

B. Jurisdiction

- 1 The Residence Hall Director shall review cases involving minor violations of the Student Code of Conduct and residence hall regulations.
- 2 Cases of repeated violators may be reviewed with the Dean of Student & Residence Life.

C. Hearing Procedures

- 1 The accused student(s) shall be notified of the time, date and place of the hearing. An extension may be requested within two days of the meeting date. Students will be permitted extensions within reason.
- 2 The accused student(s) may submit written or oral testimony. Witnesses may be afforded an opportunity to submit testimony in support of the charges for the accused or accuser.
- 3 Hearings are closed to the public.
- 4 Hearings are to be conducted in a fair and impartial manner; rules of evidence do not apply.
- 5 If an accused student fails to appear at a scheduled hearing without a valid excuse, the hearing officer will proceed to a decision based upon the evidence presented.
- 6 The accused, if found responsible, shall be notified in writing of the decision of the Residence Hall Director.

In the case of possible removal from the residence halls, the Dean of Student & Residence Life may be the hearing officer.

- 7 An appeal of removal from the residence halls decision will be made to the University Judicial Board. An appeal of this decision is based solely upon (1) lack of substantial evidence or (2) new and significant evidence which was not available at the time of the informal hearing.

Definitions

The term **University Judicial Board** shall mean a judicial organization of at least three (3) members with authorization to hear incidents that involve Code of Conduct violations that may result in dismissal from the University.

The term **University** shall refer to the community of faculty, staff and students at Lock Haven University.

The term **student** shall include any person currently registered or in the process of registration at the beginning of an academic semester for a course, program or activity at the University.

The term **faculty member** shall mean any person employed by the University who holds academic rank or performs teaching or research duties.

The term **staff member** shall mean any person employed by the University or University affiliate or the Student Auxiliary Services, Inc. who is not considered faculty.

The term **University premises and/or facilities** shall mean all buildings or grounds owned, leased, operated, controlled or supervised by the University or the Student Auxiliary Services, Inc.

The term **organization** shall mean a group of persons who have complied with University requirements for registration or recognition or those of the Student Auxiliary Services, Inc.

The term **Hearing Officer** shall mean a Residence Hall Director, a Dean, or designee.

The term **University Hearing Officer** shall mean a Dean or designee.

The term **University sponsored activity** shall mean any activity on or off campus which is initiated, aided, authorized or supervised by the University or University affiliate.

The terms **will or shall** are to be used in the imperative sense, not imparting a choice.

The term **may** is to be deemed permissive, imparting a choice.

STATEMENT ON SEXUAL MISCONDUCT

A. Statement of Purpose

Lock Haven University (“University” or “LHU”) is committed to providing an environment that establishes and promotes the safety, dignity and worth of all individuals. Sexual misconduct includes a variety of acts that are perpetrated against another without consent or when an individual is unable to freely give consent. Accordingly, the University will not tolerate any form of sexual misconduct, including sexual assault, rape, sexual harassment, sexual exploitation, domestic violence, dating violence, stalking or sexual abuse of any kind. It is the responsibility of the University community to assist students when reporting incidents of sexual misconduct and to work with appropriate officials to promote an educational environment that that will not tolerate sexual misconduct of any kind against students or visitors.

Internal complaints of sexual misconduct filed against students will be investigated and appropriate disciplinary action taken as determined through the University's judicial process or LHU Sexual Harassment Policy.

In an on-going effort to prevent sexual misconduct of any kind and in addition to providing various security measures, the University is committed to making available, through a variety of channels, relevant educational information and programs.

It is University practice to comply with all federal and state-related statutes for reporting and publishing sexual offense statistics and to provide a safe environment for students and employees. Please see the Public Safety website through LHU's website located at <http://www.lockhaven.edu/publicsafety/>. Our campus is not immune to incidents of violence and the University community will be educated about the impact sexual misconduct has on victims. Personal safety and crime prevention guidelines are published in the University's Emergency Response Guide and on Public Safety's website. All students, faculty and staff are encouraged to enroll in the e2Campus emergency text messaging alert system. In addition, yellow emergency call boxes are available throughout the campus.

B. Definition of Terms

Sexual misconduct covers a variety of acts that are perpetrated against another without consent or when an individual is unable to give consent freely. Anyone can be a victim regardless of their gender or sexual orientation. Sexual misconduct includes, but is not limited to, the following: Non-consensual sexual intercourse, non-consensual sexual contact, sexual harassment, and sexual exploitation.

Consent to Sexual Activity: Consent to sexual activity is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent can only be given by a person who has control of his/her mental and physical capabilities. Consent to sexual activity may be withdrawn at any time. Consent to one form of sexual activity does not equate to consent to another form of sexual activity. Previous sexual activity does not imply consent to any future sexual activity.

Non-Consensual Sexual Intercourse: Rape (date, acquaintance, and stranger) includes all acts of non-consensual sexual intercourse involving any penetration of a body cavity with a foreign object, tongue, digit, or genitalia. A rape occurs when imposed under any of the following circumstances:

- a. When the complainant is incapable of giving consent for medical, developmental, or physical reasons, and this fact is known or reasonably should have been known by the person committing the act; or
- b. When the act is committed without the person's consent or is against the person's wishes. Rape incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm; or
- c. When the complainant is prevented from consenting or resisting because of incapacitation, intoxication, or unconsciousness at the time of the act.

Non-Consensual Sexual Conduct:

- a. Sexual Assault: The imposition of non-consensual sexual conduct (excluding rape) by a person upon another person, without consent and/or by physical force. It includes, but is not limited to, caressing, fondling, or touching a person's genitalia, buttocks, or breasts. It shall also be considered sexual assault when the complainant is compelled to caress, fondle, or touch the assailant's genitalia, buttocks, or breasts.
- b. Sexual Contact: Any non-consensual, intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth, or other orifice by a person upon another person, without consent and/or by physical force.

Sexual Harassment: Any prohibited behavior defined under the LHU Sexual Harassment Policy.

Sexual Exploitation: Taking non-consensual sexual advantage of another. Sexual exploitation includes, but is not limited to, prostituting another person, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over another person, the non-consensual recording, photographing, or transmitting of identifiable images of private sexual activity and/or intimate body parts (including genitalia, groin, breasts or buttocks), knowingly allowing another person to surreptitiously watch otherwise consensual sexual activity, engaging in non-consensual voyeurism, knowingly transmitting or exposing another student to sexually transmitted infection or diseases without the knowledge of the student, exposing one's genitals in non-consensual circumstances or inducing another to expose their genitals, and sexually based stalking and/or bullying.

Dating Violence, Domestic Violence, Stalking:

a. Dating Violence: Violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists will be gauged by the length, type, and frequency of interaction between the complainant and the respondent.

b. Domestic Violence: Misdemeanor and felony crimes of violence committed by the complainant's current or former spouse, or the complainant's current or former cohabitant who has been regarded as a spouse, or a person similarly situated under domestic or family violence laws, or a person with whom the victim shares a child in common, or anyone else against an individual protected under domestic or family violence laws.

c. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or other's safety; or (B) suffer substantial emotional distress.

C. Support for Victims of Sexual Misconduct

All University staff will take all reports of sexual misconduct seriously and treat the complainant with sensitivity and respect. The University recognizes that sexual misconduct is more than an assault on an individual's body, but is also an invasion on the individual's dignity and sense of self. Out of respect for the individual choices available to a sexual misconduct victim and to support her/his privacy needs after an incident, the University leaves the decision to file a student judicial report, a formal sexual harassment complaint, or criminal charges up to the individual. Resources for assistance may be discussed, but all members of the University community shall abstain from demanding that the victim either report, not report, or under-report sexual misconduct. The University reserves its right to investigate an incident using all available information from any source, and will cooperate with the efforts of campus, local, state and federal law enforcement agencies to apprehend individuals who may have committed acts of sexual misconduct.

Victims who report sexual misconduct to the University Title IX Coordinator or other University officials are to be informed by that office of their options of available support services (see Section G, below) and options for filing charges. University personnel are advised to refer sexual assault victims who come to their attention to the University Title IX Coordinator.

Health care, counseling and other support services are available for student victims. The University Title IX Coordinator or other University official[s] may assist victims other than students through referral to resources similar to those available for students (see Section G, below).

D. University Complaint System and Student Rights

A student victim has the right to file a written complaint pursuant to the University judicial process. To file a formal written complaint, the victim should go to or call the University Title IX Coordinator or other University official or a judicial officer. At the Clearfield Campus, the student victim should go to or call the office of the Director of Clearfield Campus. The victim will have the right to file or not to file a complaint. The following rights of a complainant in sexual based misconduct will be afforded in all University student judicial procedures:

- 1 Receive consideration for amnesty for conduct violations (e.g. alcohol policy) related to the same incident in question;
- 2 Provide input on whether or not to move forward with Student Code of Conduct charges and/or participate in a hearing;

- 3 Have every effort made to respect a student's privacy;
- 4 Contact supportive agencies such as a rape crisis center;
- 5 Be free from retaliation, intimidation or harassment by the alleged respondent or others;
- 6 Request a change of living arrangements, transportation or work arrangements, academic schedules and/or other schedules and/or those of the respondent, if reasonably available;
- 7 Have a "no contact" and /or "stay away" directive issued to one or both parties of a complaint by the Dean of Student & Residence Life, Title IX Coordinator, or Public Safety;
- 8 Select an Advisor of Choice who may be a member of the University community or a private attorney to accompany him/her through all University student conduct processes;
- 9 Protection against discussion of non-relevant, past sexual history during the hearing;
- 10 Have the option to remain physically present during the entire student conduct hearing and participate fully in the hearing, including the opportunity to present evidence and witnesses;
- 11 Have the option to provide testimony from a remote on-campus location;
- 12 Be informed simultaneously, in writing, of the outcome of the hearing, the potential for appeal by either party, the final disposition of appeal, if applicable, and when the results become final;
- 13 Have the case be decided by the preponderance of evidence (i.e. is it more likely than not the sexual offense occurred); and/or
- 14 Make up any academic work missed while participating in student conduct or criminal proceedings related to the incident in question.

Any complaints of sexual misconduct against University employees should be addressed to the University's Office of Human Resources or Public Safety for review and appropriate action.

Any complaints of sexual misconduct against visitors should be addressed to the LHU Public Safety Department for review and appropriate action.

E. Pursuing Criminal Charges

Every victim of sexual misconduct maintains the personal right to file criminal charges with the appropriate local law enforcement agency in addition to filing an incident report within the University. The University makes known these rights and will reasonably assist students in such filings when requested. For more information about pursuing a criminal charge, individuals may call the University Police 570-484-2278, the University Title IX Coordinator 570-484-2014, or the University Student & Residence Life Office 570-484-2317, or contact the Clinton County Women's Center at 570-748-9509 or the Clearfield Branch Office of Passages, Inc. at 1-800-793-3620. Ultimately, the decision to report the crime or make a complaint is up to the individual complainant. A victim who delays in filing a charge may jeopardize an investigation. Should a criminal complaint be filed, it will be helpful for the complainant to provide the police with all relevant details and available evidence. Forensic evidence that supports a legal case against an assailant should be collected as soon as possible, preferably within a few hours (see Section F, "Health Care After Sexual

Violence," below). Victims are advised not to bathe, douche, shower or change clothes prior to the examination, in order to preserve evidence.

F. Health Care After Sexual Violence

Victims of sexual violence are encouraged to seek health care services such as those offered by the University Health Services during hours of operation and, at night and on weekends, at the Lock Haven Hospital Emergency Room or the Clearfield Hospital Emergency Room. Victims may have the assistance of advocates provided by the Clinton County Women's Center or the Clearfield Office of Passages, Inc. who will come to the University Health Services or the Emergency Room at the hospital. As appropriate, medical services include being examined for physical injury and/or disease, being made aware of the risk of pregnancy and, if considering criminal action, collecting physical evidence that supports a legal case against an assailant. Such evidence should be collected as soon as possible, preferably within a few hours (see Section E, "Pursuing Criminal Charges," above).

G. Student Support Services

Emergency and follow-up services to student victims of sexual misconduct are available. These services include, but are not limited to, the following:

LHU Title IX Coordinator^{§111}_{SEP} will provide information on all aspects of the University response and University procedures for coordinating a sexual misconduct investigation to the complainant as well as the respondent. The Title IX Coordinator can also provide for a change of living arrangements, transportation or work arrangements, academic schedules and/or other schedules and/or those of the respondent, if reasonably available. 570-484-2014.

LHU Health Services will provide emergency medical treatment as necessary; and medical follow-up as needed. 570-484-2276.

LHU University Police^{§111}_{SEP} will provide investigation of reported cases of sexual misconduct by interviewing the victim and collecting on-site evidence; and follow-up investigation for possible prosecution. 570-484-2278.

*If an individual is a victim of sexual misconduct off-campus within the City of Lock Haven, the Lock Haven Police 570-893-5911 or the Pennsylvania State Police 570-726-6000 will provide these services.

LHU Counseling Center will provide face-to-face counseling and follow-up support for the victim.

LHU Student & Residence Life will provide administrative disciplinary review of the sexual misconduct, and when judged appropriate, issue a temporary sanction to endeavor assurance of a victim's safety. 570-484-2317.

Clinton County Women's Center (an affiliated off-campus agency) provides 24-hour access to Counselor/Advocates for crisis intervention; in-person and/or telephone counseling and follow-up support for victims and secondary victims; support during medical examination, police investigation and legal proceedings; and referral services. 570-748-9509.

The LHU HOPE Center provides educational programs to promote awareness of sexual violence. The office is located in the lower level of Ulmer Hall, call 570-484-2111.

The Clearfield Campus (an affiliated off-campus agency) has access to Passages, Inc., located on 90 Beaver Drive in Dubois, PA. A hotline for services can be reached at 800-793-3620 or at the Clearfield satellite office at 814- 371-9677. Students requiring assistance need to contact the Director of the Clearfield Campus and or the Clearfield Hospital Emergency Room, located at 809 Turnpike Avenue in Clearfield, or call 814-768-2499.

H. Educational Information and Programs

Information and programs concerning sexual misconduct, its nature and prevention, are coordinated by the Title IX Advocacy Group along with the Counseling Center for students, and by the Office of Human Resources for employees. Such interventions may include mandatory sexual violence prevention workshops for all incoming students, posters and flyers posted in living units and University buildings, advertisements in The Eagle Eye and presentations/workshops in classes, living units and other relevant settings.

With no intention to blame the complainant, and with recognition that only those who commit sexual violence are responsible for those actions, students are encouraged to take a proactive approach for their own safety by following these common sense measures:

- Be mindful of alcohol consumption as it affects your behavior and the behavior of others.
- If you have limits, make them known as early as possible.
- Avoid walking in poorly lighted areas whether on campus or in the community, including parking lots.
- When walking to your car, have the car keys ready.
- Tell a sexual aggressor "NO" clearly and firmly.

- Listen to your gut instinct and if you feel uncomfortable or threatened in any way, leave immediately, and seek safety with friends.
- Take care of your friends and ask that they take care of you.
- Utilize yellow emergency phones located in each parking lot, near the entrance to all campus residence halls and on each residence hall floor to contact Public Safety at 570-484-2278 or call the campus emergency line at 711 or 911 in Clearfield.

I. Protocols for Confidentiality and University Reporting

LHU understands the amount of strength and courage that is required to come forward and disclose sexual misconduct. The University takes your right to privacy seriously. Because the safety of our students, faculty, and staff is of our utmost concern, we are not always able to grant complete confidentiality in sexual misconduct cases, however, we will, to the extent possible, do our best to protect your privacy while meeting the University’s legal obligation.

J. Summary

In summary, the University makes a reinforced good faith effort through security measures, education, and policy to reduce the prevalence of sexual misconduct. University practices and intentions notwithstanding, the potential arises in any environment for problems such as sexual misconduct to occur. It is the University’s intention in these instances to treat all involved parties respectfully and within the bounds of law.

This Statement may be amended by the University as necessary to conform to future changes in state and federal law.

SEXUAL HARASSMENT POLICY AND COMPLAINT PROCEDURES

I. Sexual Harassment Policy Statement

It is the policy of Lock Haven University to prohibit sexual harassment. Lock Haven University is committed to providing a learning and working environment that enhances the dignity and worth of every member of our community. To this end, the community must be free of sexual harassment.

All employees, students, contractors and vendors are to comply with federal laws, state laws, regulations, and policies that relate to sexual harassment. The coverage of this policy extends to visitors on Lock Haven University campuses.

It must be understood that the University will take action to prevent sexual harassment. Any employee of the University found to be in violation of this policy will be subject to appropriate disciplinary action up to and including discharge. Students will be referred to the Office of Student and Residence Life for appropriate disposition up to and including dismissal from the University. Contracts of vendors are subject to all remedies.

II. Legal Authority

Harassment on the basis of sex is a violation of Title VII of the U.S. Civil Rights Act of 1964, 42 U.S.C §2000e et seq., Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq., the Pennsylvania Human Relations Act, 43 P.S. §951 et seq., and the Pennsylvania Fair Educational Opportunities Act, 24 P.S. §5001et seq.

III. Definitions

Complainant: The person who is alleging the occurrence of sexual harassment.

Dating violence: Violence by a person who is or has been in a romantic or intimate relationship with the complainant. Whether such a relationship exists will be gauged by the length, type, and frequency of interaction between the complainant and respondent.

Domestic violence: Misdemeanor and felony crimes of violence committed by:

- 1 The complainant's current or former spouse; or
- 2 The complainant's current or former cohabitant who has been regarded as a spouse; or
- 3 A person similarly situated under domestic or family violence laws; or
- 4 A person with whom the victim shares a child in common; or
- 5 Anyone else against an individual protected under domestic or family violence laws.

Respondent: The person whose actions are alleged to have violated the sexual harassment policy.

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature and acts of sexual violence. Sexual harassment occurs when:

- 1 Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or a student's academic status or treatment; or
- 2 Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- 3 Such conduct has the effect of unreasonably interfering with: 1) an individual's work performance or creating an intimidating, hostile, or offensive work environment; or 2) an individual's academic performance, participation in extracurricular activities, or creating an intimidating, hostile, or offensive educational environment.

Sexual harassment of students: This includes any form of sexual harassment, including acts of sexual violence, which include but are not limited to, rape, sexual assault, sexual battery, and sexual coercion. This is a form of sex discrimination prohibited by Title IX and includes physical social acts:

- 1 Against a person's will; or
- 2 Where a person is incapable of giving consent as a result of his/her use of drugs or alcohol; or
- 3 Where an individual is unable to give consent due to an intellectual or other disability.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

IV. Reporting Sexual Violence, Domestic Violence, and Stalking

This section of the policy applies **only if** the complainant is a student or minor **and if** the alleged respondent is a student, employee, contractor, or vendor.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Violence Against Women Act prohibits sexual harassment, including sexual violence, domestic violence, dating violence and stalking and requires a prompt and equitable resolution of complaints. Acts of sexual violence, domestic violence, dating violence and stalking should be referred to the Lock Haven University Department of Public Safety and the Title IX Coordinator. Complainants are encouraged, but not required to file a report with the Department of Public Safety and/or any other law enforcement agency. Lock Haven University Department of Public Safety employees should notify complainants of their right to file an administrative Title IX sex discrimination complaint with the University in addition to, and independent of, the criminal complaint. The University's Title IX investigation is separate from any law enforcement investigation, and a law enforcement investigation does not relieve the University of its independent Title IX obligation to investigate a complaint. Complainants should take every precaution to preserve evidence as proof of sexual violence, domestic violence, dating violence, and stalking offenses.

Note: If the complainant is a student making allegations against another student, the matter will be referred to the Dean of Student and Residence Life or his/her designee.

Contacts for reporting at LHU Main Campus, Clearfield Campus, Coudersport Hospital and on-line students:

Title IX Coordinator, Ms. Deana Hill
Associate Vice President of Human Resources
East Campus, Room J204
Ph: 570-484-2014 Email: dhill@lockhaven.edu

Deputy Title IX Coordinator, Ms. Sherry Moore
Assistant Director of Human Resources for Compliance
East Campus, Room J100
Ph: 570-484-2153 Email: snm152@lockhaven.edu

Lock Haven University Department of Public Safety
Director, Mr. Paul Altieri
32 Glenn Road
Ph: 570-484-2278 Email: paltieri@lockhaven.edu

Dean of Student and Residence Life, Dr. Dwayne Allison
219 Ulmer Hall
Ph: 570-484-2317 Email: DAllison@lockhaven.edu

All contacts for external law enforcement agencies can be found in Appendix A.

V. Related Unprofessional Conduct and Consensual Relationships

This section of the policy **applies only** to a relationship between an employee and another employee **or** an employee and a student.

The University’s mission is predicated on professionalism in interpersonal relationships. Since professional relationships are paramount to the mission and goals of the University, it is essential to establish a standard of expected conduct in these relationships. Personal relationships should not conflict with an individual’s work or educational experience. A University employee with professional responsibility or supervision of another who has real or potential power and authority over that individual in a variety of roles including, but not limited to, supervisor, mentor/advisor, professor, coach, etc., shall not abuse that power. Amorous and sexual relationships between a student and an individual with any professional responsibility for that student are presumed to be exploitive and may constitute unprofessional conduct. The consensual nature of such a relationship does not necessarily constitute a defense to a charge of sexual harassment or related unprofessional conduct.

Amorous or sexual relations between a faculty member or coach and a currently enrolled student of that faculty member or coach are presumed to be exploitive and constitute unprofessional conduct. This also applies to amorous or sexual relations between a graduate student/assistant and an undergraduate student when the graduate student/assistant has a supervisory academic responsibility for the undergraduate.

This policy also covers employee/employee consensual relationships. Due to the inherently unequal nature of a relationship in which one party supervises, advises or evaluates the other, the apparent consensual status of an amorous relationship between such parties is suspect even when both parties have given voluntary consent. In such a situation, it is the ethical and professional responsibility of the person in the position of power to relinquish decisions regarding the subordinate and to remove him/herself from the supervisory role.

Therefore, any employee, faculty member, or coach in a supervisory role who enters into an amorous or sexual relationship with another employee or student enters into that relationship with risk. These persons will be subject to scrutiny if a complaint of sexual harassment is leveled against the “supervisory person” by the “subordinate person” or if a third party brings a complaint.

VI. Duty to Report Alleged Violations

All members of the University community must report any violations that may be subject to this policy. Any employee who is aware of any violation of this policy must report the alleged violation to the Associate Vice President of Human Resources/Title IX Coordinator or the Associate Director of Human Resources and Social Equity/Deputy Title IX Coordinator. Failure to report allegations of sexual harassment or sexual violence may result in disciplinary action, up to and including termination. It is the obligation of each student, faculty, and staff member to adhere to this policy as well as visitors, contractors or vendors who come to campus.

VII. Confidentiality

In the interest of maintaining confidentiality, only parties (i.e. complainant, respondent, witnesses, etc.) will be included in the investigation. Details of the complaint, as well as the names of the individuals associated with the investigation, will be disclosed only when it is necessary in order to maintain and protect the rights of any party involved or as otherwise required by law or a collective bargaining agreement. The University will take reasonable measures to protect the confidentiality of any evidence obtained during investigations pursuant to this policy. However, the University cannot and does not guarantee that confidentiality will be maintained.

VIII. Non Retaliation

The complainant and any other individual who participated in an investigation shall not be subjected to any form of retaliation from the Respondent or any other individual as a result of filing a complaint, providing witness testimony, reporting an occurrence of sexual harassment to which he/she was a witness, or protesting an act forbidden by this policy.

A separate investigation will be conducted concerning the retaliation. Any individual who has been found to have retaliated against any individual involved in the investigation will be subject to discipline up to and including discharge from University employment or dismissal from the University if a student.

IX. Procedure – Complaints against an Employee, Student, Contractor, or Vendor Employee Complaint

Procedure: This section provides the procedure for an employee to file a complaint against an employee, student, contractor, or vendor.

All complaints (with the exception of a complaint against the President, the Associate Vice President for Human Resources, or the Assistant Director of Human Resources for Compliance) shall be filed with the Assistant Director of Human Resources for Compliance.

All complaints against the President, the Associate Vice President of Human Resources, and/or the Assistant Director of Human Resources for Compliance shall be filed with the Pennsylvania State System of Higher Education, Office of the Chancellor, Dixon University Center, 2986 N. 2nd Street, Harrisburg, PA 17110, 717-720-4000.

The complainant may be accompanied by a support person when coming to meet with the Assistant Director of Human Resources for Compliance to file a complaint. The complainant will meet with the Assistant Director of Human Resources for Compliance for the purpose of providing details concerning the alleged violations of this policy. The Assistant Director of Human Resources for Compliance will secure details concerning the allegations from the complainant, either verbally or in writing.

The Assistant Director of Human Resources for Compliance will provide information to the complainant for possible informal resolution of the complaint after securing details of the allegations from the complainant. This will occur only if it is determined that exploring informal resolution is appropriate after evaluating the complaint. An informal resolution may include the possibility of a meeting between the complainant and respondent to discuss an informal resolution of the matter. Importantly, if the matter is resolved informally, an investigation will not be conducted. **Note: Allegations of sexual assault cannot be handled through any informal resolution process.**

Any complaint that cannot or should not be resolved informally will be forwarded to the President and/or his/her designee to determine if an investigation should be conducted. If an investigation is conducted, it shall be done within a reasonable period of time. If the complainant is a student, then the investigation and disposition shall generally be completed within sixty (60) calendar days unless circumstances prevent the completion of an investigation or disposition. The investigation may include, but is not limited to, the interviewing of the respondent and witnesses and reviewing relevant information and documents. At the conclusion of the investigation, a report will be forwarded to the President or his/her designee to determine what, if any action, will take place. The President has final authority over the matter. An investigation will be conducted in accordance with the terms of any applicable collective bargaining agreement.

If the complainant is a student, both the complainant and the respondent will be provided simultaneous written notice of the outcome of the complaint and informed about any remedial action(s) taken by the university. If any disposition is subsequently altered, both parties will be provided simultaneous written notice of the alteration.

This section provides the procedure for a student to file a complaint against an employee, student, contractor, or vendor.

A complaint of a student making allegations against another student will be immediately referred to the Dean of Student and Residence Life. All other student complaints should be filed with the Title IX Coordinator and/or the Deputy Title IX Coordinator (see page 3 for contact information).

The complainant may be accompanied by an advisor when coming to meet with the Title IX Coordinator and/or the Deputy Title IX Coordinator to file a complaint. The complainant will meet with the Title IX Coordinator and/or Deputy Title IX Coordinator for the purpose of providing details concerning the alleged violations of this policy, either verbally or in writing. The complainant will be asked to identify any relevant witnesses and/or information pertinent to the complaint. The complainant will be informed of the right to file a criminal complaint, independent of the administrative complaint process, with the LHU Department of Public Safety or any other police agency. The complainant is informed that privacy shall be maintained but total confidentiality cannot be maintained as the University has an obligation to act upon the complaint. The complainant is provided a list of resources for counselling services.

After receipt of the complaint, the University will take immediate and appropriate action within a reasonable period of time to process and impartially investigate or determine what occurred. Investigation of complaints under this section shall generally be completed within sixty (60) calendar days unless circumstances prevent the completion of an investigation or disposition. The respondent shall be provided an opportunity to respond to the complaint. The complainant is not required to meet face to face with the respondent as part of the investigatory process.

At the conclusion of the investigation or determination of what occurred, the complainant and the respondent are provided simultaneous written notice of the outcome of the complaint and informed about any remedial action(s) taken by the University. If an appeal results in an alteration of the remedial action, the complainant and the respondent are provided simultaneous written notice of the alteration.

X. Standard of Proof

Any complaint under this policy must be proven by a preponderance of the evidence. The preponderance of the evidence standard means that the complainant must prove facts necessary to support the complaint and the evidence presented convinces the fact-finder that a fact(s) sought to be proved is/are more likely true than not.

XI. False Charges/Complaints

Should it be determined that any person knowingly filed a false complaint or made false charges he/she may be subject to disciplinary action, up to and including discharge of employment. If the individual is a student, he/she shall be referred to the Dean of Student & Residence Life for appropriate action up to and including dismissal from the University.

XII. Dissemination of Policy

This policy is displayed on the University’s website by clicking on the Social Equity tab at the bottom of the home page. A hardcopy of this policy is available at the following locations: the Office of the Associate Vice President of Human Resources, the Office of the Assistant Director of Human Resources for Compliance, the Office of the Dean of Student and Residence Life, the Department of Public Safety, the LHU Health Center, the LHU Counseling Department, the Office of the Director of the Clearfield Branch Campus, the Office of the LHU Physician Assistant Program at the Dixon University Center, and the Office of the LHU Physician Assistant Program at Charles Cole Memorial Hospital in Coudersport. This policy is published in the LHU student handbook and the LHU employee handbook.

XIII. Training

New employees will be required to participate in a sexual harassment training program within sixty (60) calendars days of appointment. Employees will be required to participate in a sexual harassment training program on a yearly basis. New students will receive sexual harassment training as part of the student orientation program.

XIV. External Complaint Options

Pennsylvania Human Relations Commission

- **Pittsburgh Regional Office**
301 Fifth Avenue
Suite 309, Piatt Place
Pittsburgh, PA 15222
412-565-5395 - 412-565-5711 TTY Users
- **Harrisburg Regional Office**
333 Market Street, 8th Floor
Harrisburg, PA 17126-0333
717-787-9780 - 717-787-7279 TTY Users

Equal Employment Opportunity Commission

- **Pittsburgh District Office**
William S. Moorhead Federal Building
1000 Liberty Avenue, Suite 1112
Pittsburgh, PA 15222
1-800-669-4000 - 1-412-395-5904 TTY Users
- **Philadelphia District Office**
801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
1-800-669-4000 1-800-669-6820 TTY Users
U.S. Department of Education

Appendix A: Resources

<p>Lock Haven University Title IX Coordinator/Associate Vice President of Human Resources Ms. Deana Hill 570-484-2014 Email: dhill@lockhaven.edu Room J-204, East Campus at Lock Haven University</p>	<p>Lock Haven University Dean of Student and Residence Life Dr. Dwayne Allison 570-484-2317 Email: dallison@lockhaven.edu 219 Ulmer Hall at Lock Haven University</p>
<p>Lock Haven University Title IX Deputy Coordinator/Assistant Director Human Resources Ms. Sherry Moore 570-484-2153 Email: snm152@lockhaven.edu Room J-100, East Campus at Lock Haven University</p>	<p>Lock Haven University Counseling Services 570-484-2479 124 Ulmer Hall at Lock Haven University</p>
<p>H.O.P.E. Center - Students at LHU Main Campus 570-484-2111 Suite 100, Ulmer Hall at Lock Haven University</p>	<p>Clinton County Women’s Center - Students at LHU Main Campus 570-748-9509 34 W. Main Street, Lock Haven, PA</p>
<p>PASSAGES, Inc. - Students at Clearfield Campus 814-371-9677 90 Beaver Drive, 212d, DuBois, PA</p>	<p>A Way Out - Students at Cole Memorial Hospital 877-334-3136 P.O. Box 447, Coudersport, PA</p>
<p>Lock Haven University Public Safety Department, Paul Altieri, Director 570-484-2278 32 Glenn Road, Lock Haven, PA</p>	<p>YWCA Greater Harrisburg - Students at Dixon University Center 800-654-1211 1101 Market Street, Harrisburg, PA</p>
<p>City of Lock Haven Police Department 570-893-5900 20 E. Church Street, Lock Haven, PA</p>	<p>Lawrence Township Police Department – Clearfield Campus 814-765-1648 1215 Hall Street, Hyde, PA</p>
<p>Harrisburg City Police Department - Dixon University Center 717-255-3131 123 Walnut Street, Harrisburg, PA</p>	<p>Coudersport Police Department 814-274-8970 201 S. West Street, Coudersport, PA</p>
<p>Pennsylvania State Police – Clinton County 570-726-6000 113 Boyd Lane, Mill Hall, PA</p>	<p>Pennsylvania State Police – Clearfield County 814-857-3800 147 Doe Hill Road, Woodland, PA</p>
<p>Pennsylvania State Police – Dauphin County 717-671-7500 8000 Bretz Drive, Harrisburg, PA</p>	<p>Pennsylvania State Police – Potter County 814-274-8690 3140 East Second Street, Coudersport, PA</p>

PROCEDURES FOR TITLE IX COMPLAINTS OF STUDENT AGAINST STUDENT

Investigating and Resolving Complaints of Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence Committed by Students Against Students Under the Sexual Harassment and Complaint Procedures Policy

I. INTRODUCTION

Lock Haven University (University) is committed to providing a safe and nondiscriminatory environment for all members of the University community. The University prohibits sexual assault, sexual exploitation, domestic violence, dating violence, stalking, sexual harassment, and gender based harassment (together, “Sexual Misconduct”). These forms of Sexual Misconduct are defined in the University’s Sexual Harassment and Complaint Procedures (Policy) and the statement on Sexual Misconduct.

These PROCEDURES FOR COMPLAINTS AGAINST STUDENTS (Procedures) explain the process the University will follow when it receives a report alleging sexual misconduct by a student. The University will use these Procedures to investigate and adjudicate any such allegations and to impose disciplinary sanctions against students found responsible for violating the Policy.

II. REPORTING

Faculty, staff, and student employees who become aware of an incident of sexual misconduct involving a student must *immediately* report the incident to the University. The University encourages anyone who experiences or becomes aware of an incident to report it to the University through the following reporting options:

A Complainant may choose to make a report to the University to pursue resolution under these Procedures and may also choose to make a report to law enforcement. A Complainant may pursue either or both of these options at the same time. As set forth in the Policy, a Complainant who wishes to pursue criminal action in addition to, or instead of, making a report under these Procedures should contact law enforcement directly:

- 911 (for emergencies)
- Lock Haven University Public Safety (570) 484-2278
- Lock Haven City Police (570) 748-2936

The University also offers access to confidential resources for individuals who are unsure about whether to report sexual misconduct or are seeking counseling or other emotional support in addition to (or without) making a report to the University.

Complainants are entitled to receive information, assistance, and a broad range of support and interim measures regardless of whether they choose to pursue criminal and/or University disciplinary resolution of sexual misconduct. The LHU Student Handbook outlines these resources and interim measures and describes how to request them.

III. EXPECTATIONS OF COMPLAINANTS AND RESPONDENTS

Complainants and Respondents can expect:

- A. Prompt and equitable resolution of allegations of sexual misconduct;
- B. Confidentiality in accordance with the Policy and any legal requirements;
- C. Reasonably available interim measures, as described in these Procedures and in the Student Handbook;
- D. Protection from retaliation for making a good faith report of sexual misconduct or participating in any proceeding under the Policy or these Procedures;

- E. The responsibility to refrain from retaliation directed against any person for making a good faith report of Sexual Misconduct or participating in any proceeding under the Policy or these Procedures;
- F. The responsibility to provide truthful information in connection with any report, investigation, or resolution of Sexual Misconduct under the Policy or these Procedures;
- G. The opportunity to articulate concerns or issues about proceedings under the Policy and these Procedures;
- H. Timely notice of any meeting or proceeding at which the party's presence is requested by these Procedures;
- I. The opportunity to choose an advisor, including the right to have that advisor attend any meeting or proceeding at which the party's presence is requested by these Procedures;
- J. Written notice of an investigation, including notice of potential Policy violations and the nature of the alleged sexual misconduct;
- K. The opportunity to challenge upon notice the Investigator or any member of the Title IX Judicial Board for bias and/or conflict of interest;
- L. The opportunity to offer information, present evidence, and identify witnesses during an investigation;
- M. The opportunity to be heard, orally and/or in writing, during the course of participating in any proceeding under the Policy or these Procedures;
- N. Timely and equal access to any information that will be used during informal or formal resolution proceedings and related meetings;
- O. Reasonable time to prepare any response contemplated by the Procedures;
- P. Written notice of any extension of timeframes for cause; and
- Q. Written notice of the outcome of any formal resolution proceedings, including the determination of a Policy violation, imposition of any sanction(s), and the findings of fact for each.

IV. INITIAL ASSESSMENT

Upon receipt of a report of sexual misconduct committed by a student, the Title IX Coordinator will conduct an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report. In this initial assessment, the Title IX Coordinator, or designee, will:

- A. Assess the Complainant's safety and well-being and offer the University's immediate support and assistance;
- B. Inform the Complainant of the right to seek medical treatment, and explain the importance of obtaining and preserving forensic and other evidence;
- C. Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order;
- D. Inform the Complainant about University and community resources, the right to seek appropriate and available interim measures, and how to request those resources and measures;
- E. Inform the Complainant of the right to seek informal resolution (where available) or formal resolution under these Procedures; ascertain the Complainant's expressed preference (if the Complainant has, at the time of the initial assessment, expressed a preference) for pursuing informal resolution, formal resolution, or neither; and discuss with the Complainant any concerns or barriers to participating in any University investigation and resolution under these Procedures. Allegations of sexual violence cannot be handled through any informal resolution process;
- F. Explain the University's prohibition against retaliation and that the University will take prompt action in response to any act of retaliation;
- G. Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident;

- H. Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), contact the appropriate child protective service agency; and
- I. Communicate with appropriate University officials to determine whether the report triggers any Clery Act obligations, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations.

The Title IX Coordinator or designee will ensure that the Complainant receives a written explanation of all available resources and options and is offered the opportunity to meet to discuss those resources and options. When a decision is reached to initiate an investigation or to take any other action under these Procedures that impacts a Respondent (including the imposition of interim measures), the Title IX Coordinator will ensure that the Respondent is notified, receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options.

V. ACTIONS AND NOTICES FOLLOWING INITIAL ASSESSMENT

A. UNIVERSITY ACTIONS FOLLOWING INITIAL ASSESSMENT BY THE TITLE IX COORDINATOR

If the Complainant requests to be anonymous, with no personally identifying information to be shared with the Respondent, chooses not to pursue an investigation, and/or requests no further action be taken, the University will seek to honor the preferences of the Complainant wherever possible and in consideration of the University's responsibility to maintain a safe and non-discriminatory environment. In all cases, the initial report will be documented and retained by the University in accordance with applicable law.

- 1 **Where the Complainant wishes to pursue formal resolution.** In every case in which the Complainant reports sexual misconduct and requests an investigation and to pursue the student judicial process, the Title IX Coordinator will promptly initiate a formal resolution under these Procedures.
- 2 **Where the Complainant requests anonymity, that an investigation not be pursued, and/or that no disciplinary action is taken.** A Complainant may request that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken.

The Title IX Coordinator will consider whether factors exist that prohibit anonymity and compel the University to investigate the allegation. These factors include whether there is an increased risk of the alleged Respondent committing additional acts of sexual violence or other violence (e.g., whether there have been other sexual violence complaints about the same alleged Respondent; whether the alleged Respondent has a history of arrests or records from a prior school indicating a history of violence; whether the alleged Respondent threatened further sexual violence or other violence against the student or others; and whether the sexual violence was committed by multiple Respondents). These factors also include circumstances that suggest there is an increased risk of future acts of sexual violence under similar circumstances (e.g., whether the student's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group). Other factors that should be considered in assessing a student's request for confidentiality include whether the sexual violence was perpetrated with a weapon; the age of the student subjected to the sexual violence; and whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence).

The University will take requests for confidentiality seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. For example, if the University has credible information that the alleged Respondent has committed one or more prior rapes, the balance of factors would compel the University to investigate the allegation of sexual violence, and if appropriate, pursue disciplinary action in a manner that may require disclosure of the student's identity to the alleged Respondent. If the University determines that it must disclose a student's identity to an alleged Respondent, the University will inform the student prior to making this disclosure. In these cases, it is also especially important for the University to take whatever interim measures are necessary to protect the student and ensure the safety of other

students. In the event the student requests that the University inform the Respondent or that the student asked the University not to investigate or seek discipline, the school should honor this request and inform the alleged Respondent that the University made the decision to go forward.

On the other hand, if, for example, the University has no credible information about prior sexual violence committed by the alleged Respondent and the alleged sexual violence was not perpetrated with a weapon or accompanied by threats to repeat the sexual violence against the Complainant or others or part of a larger pattern at a given location or by a particular group, the balance of factors would likely compel the University to respect the student's request for confidentiality. In this case, the University will still take all reasonable steps to respond to the complaint consistent with the student's confidentiality request and determine whether interim measures are appropriate or necessary.

a. Determination that a Complainant's request(s) can be honored. Where the Title IX Coordinator determines that a Complainant's request(s) (that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) can be honored, the University may nevertheless take other appropriate steps designed to eliminate the reported conduct, prevent its recurrence, and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate interim measures to the Complainant, providing targeted training or prevention programs, and/or providing or imposing other remedies tailored to the circumstances as a form of informal resolution.

At any time, the Complainant may choose to pursue informal resolution (if available) or formal resolution under these procedures, except allegations of sexual violence cannot be handled through any informal resolution process. The Title IX Coordinator also may request that a report be re-opened and pursued under these procedures if any new or additional information becomes available.

b. Determination that a Complainant's request(s) cannot^(SEP) be honored. Where the Title IX Coordinator has determined that a Complainant's request(s) (that personally-identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken) cannot^(SEP) be honored (i.e., because honoring the Complainant's request(s) would impede the University's ability to ensure the health and safety of the Complainant and other members of the University community), the Title IX Coordinator will take any appropriate University actions, which may include, without limitation, (i) causing the Dean of Student and Residence Life to impose a no-contact directive or an interim disciplinary suspension on the Respondent; (ii) initiating an investigation and formal resolution under these procedures; and/or (iii) arranging, imposing, or extending any other appropriate remedial and/or protective measures.

Where the Title IX Coordinator has determined that the University must proceed with an investigation despite a Complainant's request to the contrary, the Title IX Coordinator will make reasonable efforts to protect the privacy of the Complainant. However, actions that may be required as part of the University's investigation will involve speaking with the Respondent and others who may have relevant information, in which case the Complainant's identity may have to be disclosed. In such cases, the Title IX Coordinator will notify the Complainant that the University intends to proceed with an investigation, but that the Complainant is not required to participate in the investigation or in any other actions undertaken by the University.

Where a Complainant declines to participate in an investigation, the University's ability to meaningfully investigate and respond to a report may be limited. In such cases, the Title IX Coordinator may pursue the report if it is possible to do so without the Complainant's participation in the investigation or resolution (e.g., where there is other relevant evidence of the sexual misconduct, such as recordings from security cameras, corroborating reports from other witnesses, physical evidence, or any evidence showing that the Respondent made statements of admission or otherwise accepted responsibility for the Sexual Misconduct). In the absence of such other evidence, however, the University will only be able to respond to the report in limited and general ways (i.e., through the provision of interim measures, targeted training or prevention programs, or other remedies tailored to the circumstances).

B. NOTICE TO COMPLAINANT AND RESPONDENT OF UNIVERSITY ACTIONS

The Title IX Coordinator will promptly inform the Complainant of any action(s) undertaken by the University to respond to a health or safety threat to the Complainant or the University community, including the decision to proceed with an investigation. The Title IX Coordinator also will promptly inform the Respondent of any action(s) (including any interim measures) that will directly impact the Respondent, and provide an opportunity for the Respondent to respond to such action(s). The Title IX Coordinator retains the discretion to impose and/or modify any interim measures based on all available information. Interim measures will remain in effect until the resolution of the complaint. A Complainant or Respondent may challenge interim measures or other actions, or failure to impose interim measures or take other actions, by contacting the Title IX Coordinator to address any concerns.

C. NOTICE OF POTENTIAL UNIVERSITY ACTIONS AGAINST STUDENT GROUPS OR ORGANIZATIONS.

If, upon completion of the investigative report, the Title IX Coordinator determines that a report of sexual misconduct reveals involvement of, or a pattern of behavior by, a particular student group or organization (e.g., agency group, special status organization, fraternity, sorority, contracted independent organization, club sport, and/or athletic team), the Title IX Coordinator will impose any appropriate interim measures contemplated by these Procedures (e.g., training and/or prevention programs targeted to student members of the group or organization). The Title IX Coordinator will also consult with relevant University officials regarding any appropriate University action directed at the Student group or organization, including, but not limited to, modification, suspension or termination of the Student group's or organization's agreement or status with the University.

VI. UNIVERSITY RESOLUTION

These Procedures offer two forms of resolution of reports of Sexual Misconduct: (1) Formal Resolution, which involves an investigation, and review and sanction (if applicable) by a Title IX Judicial Board, and (2) Informal Resolution which includes a variety of informal options for resolving complaints. Informal Resolution is not available for complaints of sexual violence.

A. FORMAL RESOLUTION

Formal resolution is commenced when:

- A Complainant reports that a student has engaged in one or more instances of sexual misconduct;
 - Informal resolution does not resolve a reported incident of sexual misconduct, and at Title IX Coordinator's discretion, an investigation of the report of sexual misconduct is required; or
 - The Title IX Coordinator has determined, based upon a review of the totality of the circumstances, that investigation of the reported conduct is necessary to ensure the health and safety of the Complainant and/or other members of the University community, notwithstanding the Complainant's request that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no disciplinary action be taken.
- 1 **Investigation.** Whenever formal resolution is commenced, the Title IX Coordinator will designate one or more investigators from the University and/or an experienced external investigator to conduct a prompt, thorough, fair, and impartial investigation. All investigators will receive annual training on issues related to sexual harassment, sexual assault, dating violence, domestic violence, stalking, trauma informed interviewing, and on how to conduct an investigation. The University's resolution process shall be fair and impartial, provide parties with notice and a meaningful opportunity to be heard, and protect the safety of Complainants, Respondents, and the University community while promoting accountability.
- a) **Notice of Investigation.** The Complainant and the Respondent will be notified in writing of the commencement of an investigation. Such notice will (1) identify the Complainant and the Respondent; (2) specify the date, time (if known), location, and nature of the alleged Sexual Misconduct; (3) identify potential Policy violation(s); (4) identify the Investigator(s); (5) include information about the parties' respective expectations under the Policy and

these Procedures; (6) explain the prohibition against retaliation; (7) instruct the parties to preserve any potentially relevant evidence in any format; and (8) provide a copy of the Policy and these Procedures.

- b) Other Forms of Discriminatory and/or Harassing Conduct. If a report of Sexual Misconduct also implicates other forms of discriminatory and/or harassing conduct prohibited by the University's Nondiscrimination Policy and Complaint Procedure and any other violation(s) the alleged violations may be appropriately investigated together without unduly delaying the resolution of the report of Sexual Misconduct.
- c) Participation by the Parties. The investigation is a neutral fact-gathering process. Neither party is required to participate in the investigation nor any form of resolution under these Procedures. Absent participation by either party, a decision will be made based on the facts as they are presented.
- d) Overview of Investigation. During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, and to identify witnesses who may have relevant information. The Investigator will notify and seek to meet separately with the Complainant, the Respondent, and relevant third-party witnesses, and will gather other relevant and available evidence and information including, without limitation, electronic or other records of communications between the parties or witnesses (via voice-mail, text message, email, and social media sites), photographs (including those stored on computers and smartphones), and medical records (subject to the consent of the applicable party).
- e) Advisor of Choice. Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The Advisor of Choice may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. Each party may be accompanied by their respective advisor at any meeting or proceeding related to the investigation and resolution of a report under these Procedures. While each advisor may provide support and advice to the party at any meeting and/or proceeding, the advisor may not speak on behalf of the party or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.
- f) Prior or Subsequent Conduct. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, or motive. For example, evidence of a pattern of sexual misconduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the sexual misconduct under investigation. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Sexual Misconduct. Such prior or subsequent conduct may also constitute a violation of the Student Code of Conduct, in which case it may subject the Respondent to additional sanctions. The Investigator will determine the relevance of this information and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.
- g) Prior Sexual History. The sexual history of a Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a Policy violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether consent was sought and given during the incident in question. However, even in the context of a relationship, consent to one sexual act does not, by itself, constitute consent to another sexual act, and consent on one occasion does not, by itself, constitute consent on a subsequent occasion. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the report. The

Investigator will determine the relevance of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

- h) **Relevance.** The Investigator has the discretion to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, the investigator will not consider statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait.
 - i) **Site Visit(s).** The investigator may visit relevant sites or locations and record observations through written, photographic, or other means.
 - j) **Expert Consultation(s).** The investigator may consult medical, forensic, technological or other experts when expertise on a topic is needed in order to achieve a fuller understanding of the issues under investigation.
 - k) **Coordination with Law Enforcement.** The investigator will contact any law enforcement agency that is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the Investigator may delay the University investigation temporarily while an external law enforcement agency is gathering evidence. The investigator will promptly resume the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.
 - l) **Investigative Report.** The Investigator will prepare an Investigative Report. The Investigator will deliver the Investigative Report to the Title IX Coordinator. The Title IX Coordinator will notify both parties, simultaneously, that the Investigative Report is complete and available for review.
- 2 **Acceptance of Responsibility.** The Respondent may, at any time, elect to resolve the Formal Resolution process by accepting responsibility for the Sexual Misconduct, in which case the Title IX Coordinator will refer the matter to the Title IX Judicial Board to determine the appropriate sanction(s).
- 3 **The Title IX Judicial Board.** The Title IX Coordinator will appoint a standing pool of trained members of the University community and, at the discretion of the Title IX Coordinator, external professionals with experience adjudicating cases of Sexual Misconduct. The Title IX Coordinator will select (a) a minimum of three (3) members from this pool to serve on the Title IX Judicial Board, and (b) an additional non-voting Hearing Chair. The Title IX Judicial Board will review the investigative report and all supporting evidence. All persons serving on any Title IX Judicial Board (or as the Hearing Chair) must be impartial and free from actual bias or conflict of interest.
- a) **Notice and Timing of Hearing.** The Complainant and Respondent shall be provided written notification of the time, place, date of the hearing, and the names and titles of Judicial Board members who may serve at the hearing. Sufficient notice is defined as at least five (5) business days from the date of the Hearing Notification Letter, subject to extension for cause at the discretion of the Title IX Judicial Board Hearing Chair. An extension must be requested within two (2) business days of the receipt of the Hearing Notification Letter. Notice of any granted extension, including the reason for the extension, will be shared with the parties in writing.
 - b) **Postponement of Hearing.** Permission to postpone a hearing may be granted provided that the request to do so is based on a compelling emergency and communicated to the Title IX Judicial Board Hearing Chair prior to the time of the hearing.
 - c) **Hearing Format:** The hearing is an opportunity for the Complainant and Respondent to address the Title IX Judicial Board about issues relevant to the incident. Although the Title IX Judicial Board Hearing Chair

has the discretion to determine the specific hearing format, a typical hearing may follow these steps: presentation of charges, brief opening statements by the University investigator, Complainant, and Respondent, questioning of the University presenter/investigator, Complainant, Respondent, and witnesses, by the Title IX Judicial Board, University presenter/investigator, Complainant, and Respondent, and brief closing statements by the University presenter/investigator, Complainant, and Respondent. The Complainant and Respondent may not directly question each other, although they may submit, in writing, questions to the Title IX Judicial Board Hearing Chair, who then may choose to pose appropriate and relevant submitted questions to the Complainant or Respondent. Any information in the investigative report and supplemental statements submitted in response to the investigative report may be addressed during the hearing.

- d) Participation in Hearing.
 - i. Parties. Both the Complainant and the Respondent have a right to be present at the hearing. Either party may request alternative methods for participating in the hearing that do not require physical proximity to the other party, including participating through electronic means. This request should be submitted to the Title IX Judicial Board Hearing Chair at least two (2) business days prior to the hearing.

If, despite being notified of the date, time, and location of the hearing, either party is not in attendance, the hearing may proceed and applicable sanctions may be imposed. Neither party is required to participate in the hearing in order for the hearing to proceed.

- ii. Investigator or other witnesses. The Title IX Judicial Board may request the presence of any witness that it deems relevant. The parties may also request the presence of any witness relevant to the determination by the Title IX Judicial Board. The Title IX Judicial Board has absolute discretion to determine which witnesses are relevant to its determination and may decline to hear from witnesses where it concludes that the information is not necessary for its review.
 - iii. Advisor of Choice. Both the Complainant and the Respondent have the right to be accompanied at the hearing by an advisor of their choosing. The advisor may be anyone, including an attorney, who is not otherwise a party or witness to the complaint. While the advisor may provide support and advice to a party at the hearing, the advisor may not speak on behalf of the party or otherwise participate in, or in any manner disrupt, the hearing. The University reserves the right to remove any individual whose actions are disruptive to the proceedings.
- e) Determination by the Title IX Judicial Board. The Title IX Judicial Board will make a determination within 10 business days following the conclusion of the hearing.

If the Title IX Judicial Board finds that there is sufficient evidence to support a finding of responsibility by a Preponderance of the Evidence, it will then determine, by majority vote, the appropriate sanction(s) for the Sexual Misconduct.

If the Title IX Judicial Board finds the Respondent not responsible as charged for the Sexual Misconduct, the complaint will be considered closed barring any appeal to the Title IX Coordinator. The Title IX Coordinator will review any interim accommodations to determine if the accommodations will remain in effect.

- f) Sanctions. The Policy prohibits a broad range of conduct, all of which is serious in nature. The propriety of any particular sanction is reviewed on an individual basis based on the unique facts and circumstances as

found by the Title IX Judicial Board. In keeping with the University's commitment to foster an environment that is safe, inclusive, and free from discrimination and harassment, the Policy provides the Title IX Judicial Board with wide latitude in the imposition of sanctions tailored to the Complainant and University community, and accountability by the Respondent. The imposition of sanctions is designed to eliminate Sexual Misconduct, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and legal obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components. Some conduct, however, is so egregious in nature, harmful to the individuals involved or so deleterious to the educational process that it requires severe sanctions, including suspension or dismissal from the University. Sanctions may include any of the sanctions that are available for violations of the Student Code of Conduct, including:

- **Disciplinary Warning:** This written action is taken when the individual's conduct or involvement merits an official admonition.
- **Disciplinary Probation:** Exclusion from participation in privileged or extracurricular activities for a defined period of time.
- **Creative Discipline:** The objective of this sanction is education and rehabilitation.
- **Suspension of Privilege:** An individual or group will lose privileges that allow him/her/them to participate in specific activities, use specific facilities, or exercise specific privileges.
- **Residence Hall/Suites/Apartment Complex Reassignment or removal:** This action is an involuntary reassignment to or removal from on-campus housing. Removal from the residence halls is for a designated period of time. Usually, student is given forty-eight hours to remove all belongings from an assigned space. This may include restricted visitation privileges.
- **Suspension of Group Recognition:** This action consists of the withdrawal for stated periods of time all or part of the official recognition of a group found in violation of University regulations. Such action may include conditions for reinstatement of recognition. Total removal or recognition shall result in complete suspension of the activity of the group. The President shall be notified of this sanction.
- **Revocation of Group Recognition:** This action is permanent cancellation of the official University recognition and privileges of a group found in violation of University regulation. This action shall result in complete suspension of the group. The President shall be notified of this sanction.
- **Restitution Fines:** The student or organization may be required to make payment to the University or to another specified person(s) or group(s) for damages incurred as a result of a violation of any provision of the Student Code of conduct. Restitution Fines may include an administrative fee for processing.
- **Interim Suspension:** The President or his/her designee may suspend a student for an interim period pending full disciplinary proceedings whenever there is evidence that the continued presence of the student on the University campus poses a substantial threat to the safety and/or well-being of any person or persons, University property, or the property of others. An interim suspension may become effective immediately without any prior notice.

During an interim suspension, the student will be barred from all or part of the University's premises. Any student under interim suspension who returns to the portion of campus to which he/she was barred without permission from the President or his/her designee will be subject to dismissal and/or arrest for trespassing. The President shall be notified of this sanction.

At the time the student is notified of the interim suspension, it will be determined whether or not the student may attend classes.

- **Suspension:** This action is one of involuntary separation of the student from the University for a designated period of time. After this period of time, the student is eligible to return. The Title IX Judicial Board may establish additional requirements which must be fulfilled to their satisfaction, prior to reinstatement. The student shall not participate in any University sponsored activity and may be barred from University premises during suspension. The President shall be notified of this sanction.

- **Dismissal:** This action is one of the involuntary and permanent separation from the University. Recommendation to the President of termination of student status for an indefinite period. The student will also be barred from University activities and premises. The President shall be notified of this sanction.

Once the Title IX Judicial Board has determined that there is sufficient evidence, by a Preponderance of the Evidence, to support a finding of responsibility under the Policy, any one or more sanctions may be imposed. In determining the appropriate sanction(s), the Title IX Judicial Board will be guided by a number of considerations, including:

- The severity, persistence or pervasiveness of the Sexual Misconduct;
- The nature or violence (if applicable) of the Sexual Misconduct;
- The impact of the Sexual Misconduct on the Complainant;
- The impact or implications of the Sexual Misconduct within the University community;
- Prior misconduct by the Respondent, including the Respondent’s relevant prior disciplinary history, at the University or elsewhere, and any criminal convictions;
- Whether the Respondent has accepted responsibility for the Prohibited Conduct;
- The maintenance of a safe, nondiscriminatory and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling factors.

Sanctions are effective immediately unless otherwise specified by the Title IX Judicial Board.

g) Final Outcome Letter: The Title IX Judicial Board Chair will simultaneously issue a written decision (the “Title IX hearing outcome letter”) to both the Complainant and the Respondent, with a copy to the Title IX Coordinator, within ten (10) business days following the Title IX Judicial Board Hearing (this timeframe may be extended by the Chair for cause). The Title IX hearing outcome letter will set forth the violations of the Policy for which the hearing was held, the supporting findings of fact, the Title IX Judicial Board’s conclusion for each violation of the Policy for which the Respondent was found responsible or not responsible, and the sanction(s) (if applicable) imposed against the Respondent. The Title IX hearing outcome letter will also include information about the Appeal Process.

h) Timeframe. The period from commencement of an investigation through resolution (finding and sanction, if any) shall generally not exceed (60) calendar days unless circumstances prevent otherwise.

i) Release of Documents. Under federal privacy laws, the Investigative Report, statements of one party that are shared with the other party in the resolution process, and any documents prepared by the University, including documents by or for the Title IX Judicial Board in advance of the Hearing, constitute education records which may not be disclosed outside of the proceedings, except as may be required or authorized by law. The University does not, however, impose any restrictions on the parties regarding re-disclosure of the incident, their participation in proceedings under these Procedures, or the hearing outcome letter.

B. INFORMAL RESOLUTION

The Complainant may seek informal resolution in lieu of a formal resolution. However, informal resolution is not appropriate for cases involving sexual violence. The University, however, has the discretion to determine whether the nature of the reported conduct is appropriate for informal resolution, to determine the type of informal resolution that may be appropriate in a specific case, and to refer a complaint for formal resolution at any time.

Participation in the informal resolution process is voluntary by both parties. The University will not compel a Complainant or Respondent to engage in informal resolution, will not compel a Complainant to directly confront the Respondent, and will allow a Complainant or Respondent to withdraw from informal resolution at any time. The University may decline the request for informal resolution in any particular case and may terminate an ongoing informal resolution process at any time. Pursuing informal resolution does not preclude later use of formal resolution if the informal resolution fails to achieve a resolution acceptable to the parties and the University is not achieved. Where the Complainant or the Respondent withdraws from informal resolution or informal resolution is otherwise terminated for any reason, any statements or disclosures made by the parties during the course of the Informal Resolution may be considered in a subsequent investigation and Formal Resolution.

With any form of informal resolution, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). The parties may be accompanied by their respective advisor at any meeting or proceeding held as part of informal resolution. While the advisor may provide support and advice to the parties at any meeting and/or proceeding, the advisor may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings.

Informal Resolution may include:

- **Resolution with the Assistance of a Third Party:** A Complainant may seek assistance in informally resolving a report of Sexual Misconduct from the Title IX Coordinator, who can arrange to have a trained representative facilitate a meeting or meetings between the parties. The availability of this form of informal resolution, and any resolution reached through such form of informal resolution, is subject to the agreement of the Title IX Coordinator, the Complainant, and the Respondent. This form of informal resolution may not be used where the allegation involves sexual violence.
- **Interventions and Remedies:** Informal resolution agreements may involve a host of interventions and remedies, such as actions designed to maximize the Complainant's access to educational, extracurricular, and/or University employment activities; increased monitoring, supervision, and/or security at locations or activities where the Sexual Misconduct occurred or is likely to reoccur; targeted or broad-based educational programming or training for relevant individuals or groups; academic and/or University housing modifications for student Complainants; workplace modifications for employee Complainants; one or more of the restorative remedies or other sanctions described in these Procedures; and/or any other remedial or protective measures that can be tailored to the involved individuals to achieve the goals of the Policy.

Any form of informal resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to the University, the Complainant, and the Respondent is reached through Informal Resolution, the terms of the agreement are implemented and the matter is resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further action is necessary, or if Complainant or Respondent fails to comply with the terms of the informal resolution, the matter may be referred for an investigation and formal resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution and shall generally be completed within sixty (60) calendar days.

C. APPEALS PROCESS

A formal appeal of a decision by the Title IX Judicial Board must be submitted in writing to the Title IX Judicial Board Chair within five (5) business days of the receipt of the outcome of the hearing. Upon receipt of any appeal, the Title IX Judicial Board Chair will immediately forward all information to the Provost who shall serve as the Appellate Administrator. An appeal can be made by either the Respondent or the Complainant. Failure to submit the appeal in writing within the allotted time will render the original decision final.

An appeal must be based upon one or more of the following conditions:

- 1 Procedural error(s) in interpretation of University regulations were so substantial as to effectively deny the student a fair hearing;
- 2 New and significant evidence, which could not have been discovered by diligent preparation for presentation at the initial hearing, is now available; or
- 3 Lack of evidence (based on the Preponderance of Evidence Standard) in the record to support the outcome.

The Provost or designee will limit their review to the record of fact at the time of the written appeal. The Provost shall have the authority to:

- 1 Uphold the decision of the Title IX Judicial Board;
- 2 Amend the decision of the Title IX Judicial Board without a hearing; or
- 3 Grant a new hearing with the Title IX Judicial Board.

The Provost or designee shall respond to the initial request for an appeal within twenty (20) business days. If a new hearing is granted, the Title IX Judicial Board will schedule the hearing within fifteen (15) business days of the Provost's decision, and the appealing student(s) or organization will receive notification of the time, place and date. The new hearing shall be limited to the condition upon which the hearing was granted. An official record of the appeal hearing will be maintained. The Title IX Judicial Board shall respond in writing within twenty (20) business days.

D. RECORDS RETENTION

The University shall retain all records relating to a report of Sexual Misconduct for a period of twelve years after the date the report was received, or if the complainant was a minor at the time of the complaint for a period of twelve (12) years after the minor turns 18 years of age.

E. DEFINITIONS

Complainant: The person who is alleging the occurrence of a Title IX violation

Respondent: The person whose actions are alleged to have violated Title IX.

Title IX Judicial Board: A judicial organization of at least three (3) members with authorization to hear incidents that involve Title IX violations that may result in discipline up to and including dismissal from the University.

Title IX Judicial Board Hearing Officer: A Residence Hall Director, a Dean or designee.

Title IX Judicial Hearing Board Chair: A trained University faculty/staff member who is responsible for the overall implementation of procedures and insures that participants receive the fairness and due process rights granted them.

Preponderance of the Evidence: The preponderance of the evidence standard means that the complainant must prove facts necessary to support the complaint and the evidence presented convinces the fact-finder that a fact(s) sought to be proved is/are more likely true than not.

These Procedures are based, in part, on the University of Virginia's Procedures for Reports Against Students, which were issued by the University of Virginia in July 2015 as part of a Resolution Agreement between the University of Virginia and the United States Department of Education, Office for Civil Rights (OCR), OCR Docket No. 11-11-6001. The OCR reviewed these Procedures for Reports Against Students and specifically found these Procedures compliant with Title IX requirements and part of an "easily accessible and user-friendly system for the prompt and equitable resolution of reports alleging sexual harassment and sexual violence . . ." University of Virginia Resolution Agreement, OCR Docket No. 11-11-6001, Section II, B.

FALL 2018 ACADEMIC, FINANCIAL, and HOUSING CALENDAR

Subject to Change

8-22-18	New Student Move-In Day #1
8-23-18	New Student Move-In Day #2
8-24-18 8-25-18	New Student Orientations
8-24-18	Returning Student Move-In Day
8-26-18	Founder's Day Convocation at 1:00 pm.
8-27-18	Classes begin at 8:00 AM
	Fall 2018 student bill payments due
8-29-18	Last day to add first half semester course
	Last day to drop a first half semester course (does not appear on academic record)
9-3-18	Labor Day - No Classes
9-4-18	Last day to add full semester course
	Last day to drop a full semester course (does not appear on academic record)
9-10-18	Last day to submit satisfactory academic progress appeals for fall 2018 aid reinstatement
9-12-18	Last day for <u>students</u> to withdraw from <u>first half semester course</u> with a "W" grade using myHaven; after this date and through 9/28 a first half semester course withdrawal is done by the instructor
9-17-18	Constitution Day Observance (Classes meet on regular schedule) (for more information : http://usgovinfo.about.com/blconstday.htm - Contact: Dr. Stanley Berard)
9-18-18	Last day to exercise pass/fail option
9-21-18	Last Day to apply for December 2018 Graduation
	Deadline to change Incompletes from the Spring 2018 semester and 2018 summer sessions
9-28-18	Last day for <u>students</u> to withdraw from a <u>full semester course</u> with a "W" grade using myHaven; after this date and through 11/2, a full semester course withdrawal is done by the instructor.
	Last day for <u>instructors</u> to withdraw a student from a <u>first half semester course</u> with a "W" grade using myHaven
10-8-18	Fall Holiday – No Classes
10-9-18	Classes resume at 8:00 AM; follow Monday's schedule
10-16-18	End of first half semester courses
10-17-18	Start of second half semester courses
10-19-18	Last day to add a second half semester course
	Last day to drop a second half semester course
10-22-18	Mid-term grades due from faculty
10-29-18	Last day that Title IV eligibility will be recalculated due to withdrawal from the term
11-2-18	Last day for <u>students</u> to withdraw from a <u>second half semester course</u> with a "W" grade using myHaven; after this date and through 11/19 a second half semester course withdrawal is done by the instructor
	Last day for <u>instructors</u> to withdraw a student from a <u>full semester course</u> with a "W" grade using myHaven
11-17-18	Optional inclement weather make-up day (<i>instructors determine use</i>)
11-20-18	Last day for <u>instructors</u> to withdraw a student from a <u>second half semester course</u> with a "W" grade using myHaven
	Residence Halls close at 6 PM
11-21-18	Thanksgiving Holiday Starts – No Classes (11-21-18 to 11-23-18)
11-25-18	Residence Hall reopen at 12 PM
11-26-18	Classes resume at 8:00 AM
12-10-18 to 12-14-18	Special class schedule/ exam period
12-14-18	Last day of classes
	Residence Halls close at 6 PM
12-18-18	All grades due by 3:00 PM; Semester closes

SPRING 2019 ACADEMIC, FINANCIAL, and HOUSING CALENDAR

Subject to Change

1-20-19	Move-In Day (Residence Halls)
1-22-19	Classes begin at 8:00 AM
1-22-19	Spring 2019 student bill payments due & Last day to submit satisfactory academic progress appeals for spring 2019 aid reinstatement
1-24-19	Last day to add first half semester course and Last day to drop first half semester course (does not appear on academic record)
1-29-19	Last day to add full semester course and Last day to drop a full semester course (does not appear on academic record)
TBA	Martin Luther King, Jr. Celebration (modified class schedule)
2-7-19	Last day for <u>students</u> to withdraw from a <u>first half semester course</u> with a "W" grade using myHaven; after this date and through February 22, a first-half-semester course withdrawal is done by the instructor
2-10-19	Last day to apply for May 2019 and August 2019 Graduation
2-12-19	Last day to exercise pass/fail option
2-15-19	Incompletes from the Fall 2018 semester and Winter Intersession 2018 should be completed
2-22-19	Last day for <u>students</u> to withdraw from a <u>full semester course</u> with a "W" grade using myHaven; after this date and through April 5, a full semester course withdrawal is done by the instructor
	Last day for <u>instructors</u> to withdraw a student from a <u>first half semester course</u> with a "W" grade using myHaven
3-2-19	Optional inclement weather make-up day (<i>instructors determine use</i>)
3-8-19	Residence Halls close at 6 PM
3-15-18	2019-20 FAFSA Priority Filing Deadline – ensures consideration for all available sources of Federal Student Aid
3-17-19	Residence Halls reopen at noon
3-18-19	Classes resume at 8:00 AM End of first half semester courses
3-19-19	Start of second half semester courses
3-21-19	Last day to add a second half semester course and Last day to drop a second half semester
See Descrip.	Last day that Title IV eligibility will be recalculated due to withdrawal from the term (FA18 term – 10-29-18 SP19 term 3-31-19)
3-22-19	Mid-term grades due from faculty at end of day
4-4-19	Last day for <u>students</u> to withdraw from a <u>second half semester course</u> with a "W" grade using myHaven; after this date and through April 19, a second-half semester course withdrawal is done by the instructor
4-5-19	Last day for <u>instructors</u> to withdraw a student from a <u>full semester course</u> with a "W" grade using myHaven
4-13-19	Optional inclement weather make-up day (<i>instructors determine use</i>)
TBA	Celebration of Scholarship Day (follow Friday's class schedule)
TBA	Follow Wednesday's class schedule
4-19-19	Last day for <u>instructors</u> to withdraw a student from a <u>second half semester course</u> with a "W" grade
5-6-19	Regular class day (final exams begin on Tuesday)
5-7-19	Special class schedule/ exam period (5-7-19 to 5-10-19)
5-10-19	Last day of classes
5-10-19	Residence Halls close at 6 PM
5-10-19	Commencement – Graduate Program Students (Master's Degrees) at 7pm
5-11-19	Commencement – Undergraduate Program Students (Associate and Bachelor Degrees) at 10 am
5-14-19	All grades due by 3:00 PM; Semester closes

