

Letter from the Dean of Students

Dear Susquehanna Student,

I would like to introduce you to our Student Handbook for 2011—12. The Code of Student Conduct, found within the *Student Handbook*, is critical in providing a sense of order and responsibility for the Susquehanna community. I hope you will read this document carefully. It is your responsibility to be familiar with the standards of conduct; ignorance is not an acceptable response if you violate a policy. The *Student Handbook* does not constitute the whole of university policy concerning students. The *Course Catalog* is an equally important reference for policies and expectations.

Best wishes for the year ahead! I hope you will take advantage of every opportunity to enhance your Susquehanna experience. We are committed to your learning and want you to maximize your time in college. Susquehanna surrounds you with opportunities to challenge your intellect and to meet people with backgrounds and interests different from your own. Get involved! Through SGA, SAC, student organizations, The Center for Civic Engagement, athletic teams, musical ensembles, publication staffs, etc., you have an opportunity and a responsibility to influence the student culture and experience at SU.

Sincerely,

Philip E. Winger

Vice President for Student Life and Dean of Students

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SUSQUEHANNA UNIVERSITY MISSION AND GUIDING VALUES

Susquehanna University's mission is to educate its "undergraduate students for productive, creative, and reflective lives of achievement, leadership, and service in a diverse and interconnected world." Its members freely associate themselves with the institution and in doing so affirm their commitment to valuing a living and learning environment that emphasizes the following guiding values.

Susquehanna University is:

- A selective, residential, national liberal arts college focused on an undergraduate education integrating the liberal arts and preparation for professions and careers
- A learning community that values diversity; intellectual collaboration among faculty and students; scholarship and research; health in mind, body and spirit; and learning in and out of the classroom
- A working community that recognizes its faculty and staff as its greatest resource, values cooperation, and expects ethical behavior and mutual respect from all its members
- A responsible community committed to financial stability, good stewardship, and a pragmatic and ambitious approach to its work
- A valuable resource serving the local community and region, while engaging in the larger world through strong urban and international connections
- A physically attractive setting for reflection and learning
- A community that expresses its Lutheran heritage through the free and open exploration of ideas, commitment to service, development of individual talents, and the welcoming of individuals of all backgrounds and beliefs

As a community, Susquehanna strives to recognize these values as a guide in its practices and policies. Within this framework, it is essential to recognize the many perspectives and multiple points of view that our various community members represent. We each have the responsibility to hold one another to a high standard of integrity, challenging our peers and addressing any infringements in a manner that is both constructive and conducive to maintaining the dignity of each individual. By choosing to be a member of Susquehanna University, students will also observe the following rights and responsibilities as influenced by the institution's Guiding Values.

Students' Rights

- As stated in Susquehanna University's *Statement on Ethical Living*¹ (approved by the Board of Trustees on May 14, 2007), the right to "freedom from belittling, harassment, exploitation, violence, and any other harm"
- The right to advocate for oneself and others by participating in self-governing organizations which provide a means for using democratic processes to solve problems
- The right to participate in discussion, inquiry, and expression which represents the scholarly nature of an academic community
- The right to due process as outlined in the Hearing Board Procedures (Part 34) of the Code of Student Conduct
- Freedom from unreasonable access to one's residence, intellectual and personal property, and university records

Students' Responsibilities

- As stated in Susquehanna University's *Statement on Ethical Living*¹, the responsibility "to treat all individuals with dignity regardless of their values or origins"
- The responsibility for knowledge and observance of established university policies and other information presented in official university publications or electronic resources
- The responsibility for assuming the consequence of one's own actions and holding oneself and other accountable for the Code of Student Conduct
- The responsibility to honor and allow for free discussion, both in and out of the classroom, which represents the scholarly nature of an academic community
- As stated in the university's non-discrimination policy, students have the responsibility to ensure that no student organization, constitution, or other organizational document includes discriminatory clauses pertaining to "race, color, religion, national or ethnic origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, veteran status or any other legally protected status"

Revised July, 2009

CODE OF STUDENT CONDUCT

Acknowledgements

This code and its annotations are adapted from a Model Code prepared by Gary Pavela from the University of Maryland. (July 2008) The code was reviewed and revised during the summer of 2011.

Purpose of the Student Conduct System

1. As an educational institution, Susquehanna University seeks to encourage the intellectual and personal growth of its students as scholars and citizens. Therefore, Susquehanna is committed to student engagement in achievement, leadership and service both in and out of the classroom. Choosing to join the Susquehanna University community requires each member to recognize and adhere to a code emphasizing personal responsibility, awareness of how one's actions affect the community, and one's personal growth both inside and outside of the classroom. As positive community relations and personal responsibility continue to be valued off campus, the university campus should not be viewed as a sanctuary where its citizens avoid responsibility to observe civil law.

This Code of Student Conduct seeks to promote these qualities, both as a means to individual fulfillment and to guide Susquehanna students in "productive, creative, and reflective lives of achievement, leadership, and service in a diverse and interconnected world." Thus, students are expected to exhibit high standards of behavior and concern for others. The university has established a Code of Student Conduct, as well as other rules and regulations, which individuals and student groups or organizations are expected to observe.

Procedural Protections

2. Student conduct standards at Susquehanna should not be equated to state or federal criminal codes. Even in cases involving suspension or expulsion, our aims include education and student development as well as a just punishment. Consequently, our processes—grounded in fundamental fairness—are focused on disciplined and courteous truth-seeking, not adversarial procedures. We conduct investigatory proceedings, conferences and hearings, not trials.

Students accused of Code of Student Conduct violations are entitled to the following standards of fundamental fairness:

- [a] To be informed of the charge and alleged misconduct upon which the charge is based;
- [b] An option to request that the Assistant Director of Residence Life for Student Conduct (Assistant Director for Student Conduct) or a designee resolve the case in an informal conference;
- [c] An opportunity to offer a relevant response;
- [d] An opportunity to call and question relevant witnesses;
- [e] Confidentiality, as defined by and in accordance with the terms of the federal Family Educational Rights and Privacy Act.
- [f] To request that any person conducting a disciplinary conference or serving as a hearing board member or conduct officer be disqualified on the ground of personal bias. See 34h under this code.
- [g] To be considered not responsible of the charge(s) until proven responsible by clear and convincing evidence.
- [h] To be advised by a person of their choice.

Authority for Student Discipline

3. Ultimate authority for the administration of student conduct policies is vested in the Board of Trustees of Susquehanna University. Disciplinary authority may be delegated to university administrators, faculty members, committees and organizations, as set forth in this code, or in other appropriate policies, rules or regulations adopted by the board.

Student Participation

4. Students are asked to assume positions of significant responsibility in the university conduct system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Board of Trustees and in the university administration.

Definitions

5. When used in this code:

- [a] The term "**aggravated violation**" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal university or university sponsored activities;
- [b] The term "**group**" means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization;
- [c] The terms "**institution**" and "**university**" mean Susquehanna University and all of its schools, divisions and programs (including programs for study away);
- [d] The term "**organization**" means a number of persons who have complied with university requirements for registration;
- [e] The term "**personal property**" refers to an individual's physical property or electronic property including electronic data or storage devices;
- [f] The term "**reckless**" means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal university or university sponsored activities;
- [g] The term "**student**" means any person who is taking or auditing classes at the university (on or off-campus) or is matriculated in any university program;
- [h] The term "**university premises**" means buildings or grounds owned, leased, operated, controlled or supervised by the university;
- [i] The term "**university sponsored activity**" means any activity on or off university premises that is initiated or supervised by the university;
- [j] The term "**weapon**" is defined in accordance with state law, and includes any object or substance designed to inflict a wound or cause injury. Examples include, but are not limited to firearms, BB guns, chemical weapons (mace, tear gas), stun guns, air rifles, air pistols, paintball guns, bowie knives, dirks daggers, slingshots, leaded canes, metal knife sharpeners, switchblade knives, knives over 5" long, blackjacks, metallic knuckles, razors and razor blades (except solely for personal shaving) and any sharp, pointed or edged instruments (except instructional supplies, unaltered nail files and clippers and tools used solely for instruction, maintenance or preparation of food);
- [k] The terms "**will**" or "**shall**" are used in the imperative sense;
- [l] The term "**complainant**" refers to the person presenting a case and charges against a respondent in a Student Conduct Board or University Conduct Board;
- [m] The term "**respondent**" refers to the student charged with violating one or more of the university's policies or state, federal or local law;
- [n] The term "**conduct officer**" refers to the individual conducting a Conduct Conference, overseeing a Student Conduct Board hearing or chairing/facilitating a University Conduct Board hearing;

- [o] The term **"paraprofessional staff"** refers to undergraduate residence hall staff (Head Residents and Resident Assistants) who may act on behalf of the Director of Residence Life & Civic Engagement or the Assistant Director of Residence Life for Student Conduct in the investigation of incidents, referring charges and settling minor disputes and offenses that occur in the residence halls;
- [p] The term **"university official"** refers to any individual who is employed by Susquehanna University as a professional administrator, faculty or staff member. In some instances, this may also refer to student workers / paraprofessional staff;
- [q] The term **"Conduct Conference"** refers to the process in which the facts of an alleged violation of the Code of Student Conduct are presented to the conduct officer (typically the Assistant Director of Residence Life for Student Conduct or a designee) to determine if a violation(s) took place and what sanction(s) are appropriate. This meeting is between the conduct officer and the charged student(s);
- [r] The term **"Informal Resolution Conference"** is an informal meeting scheduled with a student who has been charged for violating a policy determined to be low-level (typically Residence Life on-campus housing policies. See part 2 under the Additional Campus Policies Section of this Student Handbook) by the Assistant Director of Residence Life for Student Conduct or a designee. This meeting is between a paraprofessional staff and the charged student(s);
- [s] The term **"sanction"** refers to an outcome imposed for being found responsible for one or more violations of the Code of Student Conduct. Generally, sanctions are educational in nature and intended to modify the student's behavior and build an awareness of personal responsibility and community standards;
- [t] The term **"preponderance of evidence"** refers to the level of proof used to determine the outcome of a conference or hearing. This standard indicates that the evidence presented is 51% likely to be true. (This standard is lower than "beyond a reasonable doubt.");
- [u] The term **"fundamental fairness"** is a standard that protects an individual from arbitrary and unreasonable decisions and ensures due process through timeliness and equitable treatment;
- [v] **Family Educational Rights and Privacy Act (FERPA)** - A federal law passed in 1974 that defines educational records and indicates who, and under what circumstances, an individual may have access to educational records.

Interpretation of Regulations

6. The purpose of publishing student conduct regulations is to give students general notice of prohibited behavior. This code is not written with the specificity of a criminal statute.

Inherent Authority

7. The university reserves the right to take necessary and appropriate action to protect the safety, educational objectives and well-being of the campus community and its individual community members. Information that leads the Dean of Students or his designee to the determination that a student is at risk to harm him or herself or others will be considered when determining future action. Such action may include pursuing disciplinary action through the Student Conduct System for any student or group of students' violation of local, state or federal law—on or off-campus, including university-sponsored activities or study away opportunities—that affects the university's educational interests. These include upholding the university's initiatives to maintain positive town/gown relations and educate students on the importance of assuming the consequences of one's own actions.

Disciplinary Action while Criminal Charges Are Pending

8. Students may be accountable both to civil authorities and to the university for acts that constitute violations of law and of this code. Disciplinary action at the university will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Interim Suspension

9. In consultation with university officials, the Vice President for Student Life & Dean of Students or a designee may suspend a student from the university for an interim period pending disciplinary or criminal proceedings or medical evaluation. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the university poses a substantial and immediate threat to himself or herself, to others or to the stability and continuance of normal university functions.

10. A student suspended on an interim basis may be given an opportunity to address the Dean of Students or a designee within 48 hours from the effective date of suspension (in writing, over the phone or, in some instances, in person). A student may use this opportunity to address the following issues only. The Dean of Students may only repeal an Interim Suspension if 10a and 10b of this code are found to be favorable on the part of the student. Every effort will be made to expedite the process to minimize any possible negative impacts on the student.

[a] the reliability of the information concerning the student's conduct, including the matter of his or her identity;

[b] whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on university premises poses a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal university functions.

Standards of Classroom Behavior

11. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from a class or dismissal on disciplinary grounds must be preceded by a disciplinary conference or hearing, as set forth in Part 25 of this code.

Prohibited Conduct

12. The following misconduct would constitute a violation in which a **student or student organization** could be found responsible and held accountable through the Student Conduct System.

Students who knowingly act in concert to violate university regulations may be held jointly responsible for such violations.

- [a] Intentionally or recklessly endangering, threatening or causing physical harm to any person or intentionally or recklessly causing reasonable apprehension of such harm (please also see Anti-Hazing Rules and Regulations under Part 7, Student Organizations in the Additional Campus Policies section of this Student Handbook).
- [b] Sexual assault or sexual harassment, as defined in university policies on sexual assault and sexual harassment (Also see Part 13, Additional Campus Policies: "Sexual assault is defined as any incident where an individual is forced into any type of sexual contact against his/her will and without his/her consent" as well as Part 11 of Additional Campus Policies, the Student Grievance Procedure, SU's Anti-Harassment and Non-Discrimination Policy and Procedures, Definitions: "Sexual Harassment is any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.").
- [c] The attempt of a student, group of students or student organization to create an intimidating, hostile or offensive situation or to subject a person to unwanted and unsolicited attention. Please also see Part 11 of Additional Campus Policies, the Student Grievance Procedure, SU's Anti-Harassment and Non-Discrimination Policy and Procedures, under Part 2 for definitions and types of harassment.
- [d] In accordance with Susquehanna University's *Statement on Diversity and Inclusiveness*², any action that seeks to "marginalize individuals and groups because of such differences as gender identity or expression, sexual orientation, race, ethnicity, social class, marital and parental status, disability, age, religion, geography, and national origin" is prohibited. (Please also see Part 10 of Additional Campus Policies to reference the university's Bias Response and Education Team and students' options to seek guidance and resources under this program.)
- [e] Possession of a weapon (see the definition for "weapon" under Part 5j of this code).
- [f] Violations of the Code of Academic Honesty (see Part 48 of this code).
- [g] Intentionally or recklessly interfering with normal university or university -sponsored activities, including, but not limited to, studying, teaching, research and university administration, and fire, police and emergency services.
- [h] Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency, or tampering with fire equipment.
- [i] Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
- [j] Violating the university policies on possession or use of illegal drugs (see the Susquehanna University Drug Policy, Part 5 of Additional Campus Policies).
- [k] Violating the university policies on alcohol (See the Susquehanna University Alcohol Policy, Part 3 of Additional Campus Policies).

- [l] Intentionally furnishing false information to the university or, during a university investigation, withholding pertinent information.
- [m] Forgery, unauthorized alteration or unauthorized use of any university document or university or government-issued instrument of identification.
- [n] Intentionally and substantially interfering with the freedom of expression of others.
- [o] Theft and/or unauthorized access to or use of personal property, university property or services; knowing possession of stolen property.
- [p] Intentionally or recklessly destroying or damaging university property or the personal property of others.
- [q] Willfully disrespecting or failing to comply with the reasonable directions of law enforcement or university officials, including Public Safety officers and paraprofessional staff, who are acting in performance of their duties.
- [r] Contempt: acting in a manner that can reasonably be expected to disturb the academic pursuits or infringe on the privacy, rights, health, or safety of any individual on university premises or in accordance with the judgment of law enforcement officials. This includes, but is not limited to, displaying lewd, disorderly, or indecent behavior
- [s] Intentional violations of other published university regulations or policies filed in the Office of Student Conduct. Such regulations or policies may include but are not limited to the Information Technology Policy, Dining Service regulations, Garret Sports and Fitness Complex rules, Residence Life On-Campus Housing policies, policies from the Cross Cultural Department, and the Department of Public Safety's parking policy, as well as those regulations relating to hazing, entry and use of university facilities and regulations governing student organizations. (Please see *Additional Campus Policies* in the Student Handbook. Note that this handbook is not an exhaustive guide of campus policies.)
- [t] Assembly for the purpose of creating a riot or engaging in riotous, destructive or disorderly behavior interfering with the normal operation of the university or community.
- [u] The refusal to vacate a building, sidewalk, driveway or private facility being used by the university for a student or department-sponsored activity when directed to do so by an authorized university official.

Sanctions

13. **Sanctions** that may be imposed in accordance with this code may be applied to individual students, groups or student organizations. Failure to complete sanctions by their assigned due date and/or according to instruction may result in additional fines and/or a Dean's hold on the ability to register for classes with the registrar. A request for the Dean's hold to be lifted will be issued once sanctions are completed as originally instructed. Sanctions include:
- [a] **Warning:** notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action. This warning will be filed in the Student Life Office and remain on record for up to seven years.
 - [b] **Censure:** a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action, including disciplinary probation. Notice of this action will be filed in the Student Life Office.
 - [c] **Restriction or Revocation of Privileges:** the recommendation to withdraw a privilege, use of a service, participation in a program, event or activity for a specific period of time. The loss of privilege may prohibit a student or student organization from being released to live off campus, or from participating in co-curricular or athletic activities where the student(s) represents the university. Restrictions include, but are not limited to, registering or taking part in organizational or university social activities, the use of a particular university facility, visitation privileges or parking privileges.
 - [d] **Disciplinary Probation:** a trial period during which a student must behave in a manner acceptable to the University. This period can include exclusion from participation in privileged or extra curricular institutional activities for a specified period of time. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation, or any other violation of this code during the period of probation, will normally result in suspension or expulsion from the university. Under the status of disciplinary probation, a student is encouraged to seek advice and counsel from appropriate university officials. Disciplinary probation status may also affect qualifications for some awards, prizes or financial aid, particularly those stipulating conduct acceptable to the university. Notice of this action will be filed in the Student Life Office.
 - [e] **Restitution:** repayment to the university or to an affected party for damages resulting from a violation of this code. Restitution can occur at any level.
 - [f] **Parental Notification:** a letter or phone call notifying a parent or guardian of a dependent student (at the time notification is made) that he or she has committed a violation of law or university policy pertaining to drugs or alcohol. (See Parental Notification Policy, Part 4 under Additional Campus Policies)
 - [g] **Fine:** fines or administrative fees may be imposed separately or in addition to any other sanction(s). The conduct officer or conduct board shall determine the amount of the fine. A fine requires a student or student organization to pay a sum of money. The fines listed below will be automatically assessed:

Fine Amount	Reason
\$25	Failure to attend a meeting / Conduct Conference
\$25	Corresponding fine typically associated with a level 1A
\$50	In addition to attending the Alcohol Skills Training Course; typically associated with a level 2A
\$50	Failure to attend or cancel within 24 hours a scheduled appointment or assessment with the Counseling Center
\$50	Failure to attend or cancel within 24 hours one or both of the Alcohol Skills Training Course classes
\$200	Failure to complete an assignment as sanctioned as the result of being found "responsible" in the Student Conduct System (This includes failing to meet a deadline)
\$5 or more	Failure to properly complete the break checkout form / closing procedures for residence hall rooms before vacating room for breaks
\$50 or more	Failure to vacate the residence halls on time or returning early from a break without permission
\$25 or more	Failure to attend hall meeting as advertised by a university official
\$25 or more	Fine for noise violation

[h] **Suspension:** exclusion from university premises, and other privileges or activities, as set forth in the suspension notice. Notice of this action will be filed in the Office of Student Conduct.

[i] **Expulsion:** permanent termination of student status and exclusion from university premises, privileges and activities including, but not limited to: receipt of Susquehanna University degree, registration, class attendance, residence in university-owned housing and use of university facilities. A student who has been expelled is not eligible for readmission. This action will be recorded in the student's file.

[j] **Other Sanctions:** other sanctions may be imposed instead of or in addition to those specified in sections (a) through (i) of this part. Service, research projects or educational programs or activities, including but not limited to, an educational seminar, a treatment program for alcohol or drug abuse or psychological assessments may also be assigned.

14. Violations of sections (a) through (h) in Part 12 of this code may result in expulsion from the university, unless specific and significant mitigating factors are present. Factors to be considered in mitigation shall be the present demeanor and past disciplinary record of the offender, as well as the nature of the offense and the severity of any damage, injury or harm resulting from it.

15. Violations of sections (i) through (o) in Part 12 of this code may result in suspension from the university, unless specific and significant mitigating factors as specified in Part 14 are present.

16. Repeated or aggravated violations of any section of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as may be appropriate.

17. Attempts to commit acts prohibited by this code may be punished to the same extent as completed violations.

18. Sanctions for organizations only:

[a] Termination of Recognition: an order terminating university recognition of a registered student organization for a specific or indefinite period of time.

19. Alcohol Violations Sanctioning Guidelines:

The sanctions below are guidelines and may be altered at the discretion of the conduct officer or conduct board or combined with sanctions listed elsewhere in the Code of Student Conduct. Harm to self, others or property is considered an aggravated violation and may increase a sanction level if found responsible. Sanctions may be modified based on the severity of the incident, the impact on the community and the student's Student Conduct history.

Sanction Level	Examples of Violations	Corresponding Sanction
Level 1A	Underage possession/consumption; in the presence of alcohol as an underage person; possession/consumption of an open container of alcohol in an area other than those designated; creating a disturbance while under the influence of alcohol	Disciplinary warning; educational program or activity; fine
Level 2A	Second offense of a Level 1A violation; aggravated Level 1A violation; possession of unauthorized alcohol paraphernalia/excessive quantity of alcohol; serving minors; allowing the consumption of alcohol by minors to take place in one's residence hall room; jeopardizing the safety of self or others	Censure; educational program or activity; Alcohol Skills Training Class; fine; personal assessment by the Coordinator for Health Education and Outreach; Parental Notification
Level 3A	Third offense of a Level 1A violation; Level 1A violation when Level 2A status has already been assigned; a grossly aggravated offense of a Level 2A violation	Disciplinary Probation; educational program or activity; fine; Personal Assessment by the Coordinator for Health Education and Outreach OR Recommendation to off-campus outpatient facilities for assessment and/or AOD program(s); Parental Notification
Level 4A	Inducing/forcing another to consume alcohol; any violation of the alcohol policy following placement on Level 3A status; an aggravated offense of a Level 3A violation; second offense of a level 2A violation when a 2A has already been assigned	Suspension; expulsion; recommendation to off-campus outpatient or inpatient facilities for assessment and/or AOD program(s)

20. Drug Violations Sanction Guidelines

The sanctions below are guidelines and may be altered at the discretion of the conduct officer or conduct board or combined with sanctions listed elsewhere in the Code of Student Conduct. Harm to self, others or property is considered an aggravated violation and may increase a sanction level if found responsible. Sanctions may be modified based on the severity of the incident, the impact on the community and the student's Student Conduct history.

Sanction Level	Examples of Violations	Corresponding Sanctions
Level 1D	Possession of drug paraphernalia without residue/evidence of drugs; persistent odor of marijuana smoke	Censure; educational program or activity; fine; personal assessment by the Coordinator for Health Education and Outreach; recommendations for additional AOD programs; parental notification
Level 2D	Possession of, use of or under the influence of a controlled substance; recreational use or under the influence of a legal mind-altering substance(s); second offense of a level 1D violation	Censure; disciplinary probation; suspension; expulsion; personal assessment by the Coordinator for Health Education and Outreach; intensive educational program or activity; fine; parental notification
Level 3D	Sale or distribution of a controlled substance; second offense of a level 2D violation; third offense of a level 1D violation	Interim suspension; suspension; expulsion

Standards of Due Process

21. Students subject to expulsion or suspension from the university will be entitled to a hearing before the University Conduct Board, as specified in Part 30 of this code. Students subject to lesser sanctions for non-academic misconduct will be entitled to an informal conference, as set forth in Part 28 of this code.

22. The purpose of campus disciplinary proceedings is to provide a fair evaluation of an respondent's responsibility for violating university regulations. Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to a student respondent or the university may result.

Case Referrals

23. Any person may refer a student or a student group or organization suspected of violating this code to the Assistant Director of Residence Life for Student Conduct or a designee.

24. Those referring cases are normally expected to serve as the complainant and to present relevant evidence in hearings or conferences. The complainant may request the assistance of an Advisor, as set forth in Part 36 of this code.

Conference and Hearing Board Referrals

25. The Assistant Director of Residence Life for Student Conduct or a designee will conduct a preliminary review to determine whether the alleged misconduct might result in expulsion or suspension from the university. Students not subject to suspension or expulsion will be entitled to an informal disciplinary conference with the Assistant Director of Residence Life for Student Conduct or a designee or a paraprofessional staff member as set forth in Part 28 of this code. A student(s) may be referred to paraprofessional staff for an Informal Resolution Conference, referred to a conduct officer (typically the Assistant Director of Residence Life for Student Conduct) for a Conduct Conference or referred to the Student Conduct Board for a hearing. Students who are subject to suspension or expulsion will be entitled to a hearing before the University Conduct Board, as set forth in Part 30 of this code.
26. Students referred for a hearing (either to the Student Conduct Board or University Conduct Board) by the Assistant Director of Residence Life for Student Conduct or a designee may elect to have their cases resolved in accordance with Part 28 of this code. Such an election must be in writing and received by the Assistant Director of Residence Life for Student Conduct at least 24 hours before the scheduled hearing, affirming that the student is aware a hearing is being waived and that the full range of sanctions may be imposed, including suspension or expulsion from the university.
27. The Assistant Director of Residence Life for Student Conduct or a designee may defer proceedings for alleged minor violations of this code for a period not to exceed 90 days. Pending charges may be withdrawn thereafter, in the discretion of the Coordinator or a designee.

Informal Resolution Conferences and Conduct Conferences

28. Students charged with non-academic offenses that may result in penalties less than expulsion or suspension are subject to an informal disciplinary conference: either an Informal Resolution Conference with paraprofessional staff or a Conduct Conference, with the Assistant Director of Residence Life for Student Conduct or a designee. Students who fail to attend their Informal Resolution Conference or Conduct Conference will be issued a fine and have the outcome of their meeting decided without the benefit of their input. The following procedural protections are provided to respondents in disciplinary conferences:
- [a] written notice via the student's Susquehanna e-mail account of the specific charges at least three business days prior to the scheduled conference;
 - [b] reasonable access to the case file prior to and during the conference. The case file consists of materials which would be considered "educational records," pursuant to the Family Educational Rights and Privacy Act of 1974; personal notes of university staff members or complainants are not included.

[c] an opportunity to respond to the evidence and to call relevant and necessary witnesses.

[d] a right to be accompanied by an advisor, as provided in Part 36 of this code.

Student Conduct Board

29a. There shall be a Student Conduct Board, appointed in accordance with procedures established by the Student Government Association and approved by the President. The board shall consist of a group of trained students who review cases in which the facts of alleged violation are presented in an effort to determine if a violation(s) took place and what appropriate sanction(s) should be assigned. The Assistant Director of Residence Life for Student Conduct shall be responsible for training and providing administrative support to the Student Conduct Board.

To view the entire Student Conduct Board constitution (Jurisdiction, membership, bylaws, etc.), please see part 49 of this Code.

[b] A decision by the Student Conduct Board is a recommendation to the Assistant Director of Student Conduct. Respondents will be provided with copies of the board's decision through their Susquehanna e-mail address and/or campus mailbox in the Degenstein Campus Center or by certified mail to the last address provided by the student the university and will be given five business days to provide written comments to the Assistant Director of Residence Life for Student Conduct before a final decision is made. The Respondent will receive notification of the final decision and any applicable sanctions via Susquehanna e-mail and/or campus mail.

[c] In pleading "responsible" for engaging in prohibited conduct or other campus policies, respondents take responsibility for violating the entirety of the policy as outlined in the hearing notification provided by the Assistant Director of Residence Life for Student Conduct or his/her designee. Taking responsibility means stipulating to the facts of the case.

[d] The imposition of sanctions will be deferred during the pendency of the Assistant Director of Residence Life for Student Conduct or his/her designee's review.

University Conduct Board

30a. There shall be a University Conduct Board. The board shall consist of five members (three students and two faculty or staff members). A quorum shall consist of three members (with at least one student present). The University Conduct Board reviews cases in which the facts of an alleged violation are presented in an effort to determine if a violation(s) took place and what appropriate sanction(s) should be assigned. Students who are subject to suspension or expulsion will be entitled to a hearing before the University Conduct Board. The Assistant Director of Student Conduct shall be responsible for training and providing administrative support to the University Conduct Board.

[b] In pleading "responsible" for violating prohibited conduct or other campus policies, respondents take responsibility for violating the entirety of the policy as outlined in the hearing notification provided by the Assistant Director of Residence Life for Student Conduct or his/her designee.

[c] The imposition of sanctions will be deferred during the pendency of the Assistant Director of Residence Life for Student Conduct or his/her designee's review.

31. An ad hoc hearing board may be established by the Assistant Director of Student Conduct or a designee whenever the regular hearing board is not constituted, is unable to obtain a quorum or is otherwise unable to hear a case. An ad hoc hearing board shall be composed of three members, including at least one student.
32. Both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Dean of Students. Respondents will be provided with copies of the board's decision through their Susquehanna e-mail address and/or campus mailbox in the Degenstein Campus Center or by certified mail to the last address provided by the student the university and will be given five business days to provide written comments to the Dean of Students before a final decision is made. The Respondent will receive notification of the final decision and any applicable sanctions via Susquehanna e-mail and/or campus mail.
33. Members of the Student Conduct Board or University Conduct Board who are charged with a violation of this code or with a criminal offense may be suspended from their positions by the Assistant Director of Residence Life for Student Conduct during the pendency of the charges against them. Members found responsible of any such violation or offense may be disqualified from any further participation in the University Student Conduct System.

Hearing Board Procedures

34. The following procedural guidelines shall be applicable in hearings conducted by The Student Conduct Board and the University Conduct Board:
 - [a] The Assistant Director of Residence Life for Student Conduct will perform in the capacity of the conduct officer or appoint a conduct officer. The conduct officer, who may be chosen from outside the university, shall conduct the hearing. He or she may participate in board deliberations and discussions but shall not vote. During Student Conduct Boards, a Student Life staff member, typically the Assistant Director of Residence Life for Student Conduct, will serve in the capacity of overseeing the hearing proceedings.
 - [b] The Assistant Director of Residence Life for Student Conduct or a designee shall give students who are charged with violating the Code of Student Conduct notice of the hearing date and the specific charges against them at least five business days in advance. Notice shall be sent through the students' Susquehanna University e-mail address and to their campus mailbox in the Degenstein Campus Center or by certified mail to the last address provided by the student to the university. Respondents shall be accorded reasonable access to the case file, which will be retained in the Office of Student Life.
 - [c] The conduct officer may subpoena relevant witnesses, after consultation with the Assistant Director of Residence Life for Student Conduct or a designee. Subpoenas will be sent through the individuals' Susquehanna University e-mail address. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal university activities, as determined by the President of the University or a designee.

- [d] Respondents who fail to appear after proper notice will be deemed to have pled "not responsible" to the charges pending against them. A hearing may be conducted in their absence.
- [e] Hearings will be closed to the public, except for the immediate members of the complainant and respondent's family. An open hearing may be held, in the discretion of the conduct officer, if requested by the respondent.
- [f] The conduct officer shall exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing may be excluded by the conduct officer.
- [g] Hearings shall be recorded or transcribed.
- [h] Any party may challenge a hearing board member or the conduct officer on the ground of personal bias. After a private discussion before the beginning of the hearing between the complainant or respondent and the conduct officer, board members may be disqualified by the conduct officer. As long as a quorum is met (three members with at least one student) the hearing can continue. In some instances, the hearing may be postponed to a later date. The conduct officer may be disqualified by the Assistant Director of Residence Life for Student Conduct.
- [i] Witnesses shall be asked to affirm that their testimony is truthful and may be subject to charges of violating this code by intentionally providing false information to the university.
- [j] Prospective witnesses, other than the complainant and the respondent, may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses and the public shall be excluded during board deliberations, which shall not be recorded or transcribed.
- [k] The charges against the respondent must be established by a preponderance of evidence.
- [l] Formal rules of evidence shall not be applicable in disciplinary proceedings conducted pursuant to this code. The conduct officer shall give effect to the rules of confidentiality and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- [m] Complainants and respondents (not their advisors) will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
- [n] Board members may ask questions of the parties and all witnesses. They may also take judicial notice of matters which would be within the general experience of university students and faculty members.
- [o] Hearings shall be followed by a supplemental proceeding in which either party may submit relevant evidence or make relevant statements concerning the appropriate sanction to be imposed if a finding of "responsible" should occur. The supplemental proceeding will occur immediately following the initial hearing. The past disciplinary record of the respondent will only be supplied to the board during deliberations following the supplemental proceedings after a determination of "responsible" or "not responsible" is decided upon by a majority vote of the board.

- [p] Any determination of responsibility will be supported by brief written findings that will be placed in the case file and made available to the respondent before a final decision is rendered by the Dean of Student Life (University Conduct Board) or Assistant Director of Residence Life for Student Conduct (Student Conduct Board).
- [q] A decision by the University Conduct Board is a recommendation to the Dean of Students. A decision by the Student Conduct Board is a recommendation to the Assistant Director of Residence Life for Student Conduct. Respondents will be provided copies of the board decision through their campus mailbox in the Degenstein Campus Center or by certified mail to the last address provided by the student to the university as well as campus email and will be given five business days to provide written comments to the Dean of Students or Assistant Director for Student Conduct before a final decision is made. The respondent will receive notification of the final decision and any applicable sanctions via campus e-mail and/or mail.
- [r] The imposition of sanctions will be deferred during the pendency of the Dean of Student or Assistant Director's review, unless, in the discretion of the Dean of Students, the continued presence of the student on the campus poses a substantial threat to his or her self, to others or to the stability and continuance of normal university functions.

Mediation

35. Mediation may be encouraged as an alternative means to resolve most disciplinary cases. The Assistant Director of Residence Life for Student Conduct or a designee may choose to inform complainants and respondents in writing about the availability of mediation resources, including resources offered by state or local agencies. The Assistant Director, in the exercise of his or her discretion, may decline to process a complaint until the parties in a non-academic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the Assistant Director of Residence Life for Student Conduct.

Advisors

36. Complainants and respondents may be assisted by an advisor. Advisors cannot be an attorney, unless he or she is the parent/legal guardian of the student. Even if accompanied by an advisor, a respondent must respond to inquiries from the presiding conduct officer and the hearing board.

A list of advisors formally trained on the Conduct System and the university's educational objectives will be provided to respondents upon notification of a hearing. Students may select an advisor of their choice. The role of an advisor will be limited to:

- [a] Suggesting relevant questions for the complainant or respondent to ask which the presiding officer may direct to a witness.
- [b] Providing confidential advice to the complainant or respondent.
- [c] In consideration of the limited role of an advisor, and of the compelling interest of the university to expeditiously conclude the matter, the work of the hearing board will not—as a general practice—be delayed due to the unavailability of an advisor.

Student Groups and Organizations

37. Student groups and organizations may be charged with violations of this code.
38. A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.
39. The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Assistant Director of Residence Life for Student Conduct or a designee to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with the Assistant Director order shall be considered a violation of this code, both by the officers, leaders or spokesmen for the group or organization and by the group or organization itself.
40. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

Appeals

41. An agreement reached by paraprofessional staff and the charged student(s) in an Informal Resolution Conference will be final. If an agreement about the circumstances of the incident and applicable sanctions cannot be reached, the student(s) will be referred to the Assistant Director of Residence Life for Student Conduct. The decision of the Assistant Director of Residence Life for Student Conduct will be final.
42. A decision made by a hearing officer in a Conduct Conference may be appealed to the Director of Residence Life & Civic Engagement. For Conduct Conferences only, respondents may appeal on the grounds of the denial of a fair hearing, new evidence to present and/or an excessively harsh or severe penalty. Respondents will be given five business days from the receipt of an e-mail notification through their Susquehanna email account from the hearing officer with a decision to provide written comments to the Director of Residence Life & Civic Engagement before a final decision is made. The respondent will receive notification of the final decision via an email to his or her Susquehanna University e-mail account.

Student Files and Degrees Student File Encumbrances

43. In pending cases that could result in suspension or expulsion, a temporary encumbrance will normally be placed on a student's records by the Assistant Director of Residence Life for Student Conduct or a designee.

Disciplinary Files and Records

44. Case referrals will result in the development of a disciplinary file in the name of the respondent. A student's disciplinary file will indicate a finding of "not responsible" and shall not leave any student with a disciplinary record for that particular case. Voided files will normally be destroyed after one year.

45. The files of students found responsible of any charges against them will normally be retained as a disciplinary record for seven years from the date of a copy of the e-mail or letter providing notice of final disciplinary action.
46. Disciplinary records may be voided by the Assistant Director of Residence Life for Student Conduct or a designee for good cause, upon written petition. Factors to be considered in review of such petitions shall include:
- [a] The present demeanor of the student;
 - [b] The conduct of the student subsequent to the violation;
 - [c] The nature of the violation and the severity of any damage, injury or harm resulting from it.

Revocation of degrees

47. The university reserves the right to revoke an awarded degree for fraud in receipt of the degree or for serious disciplinary violations committed by a student prior to the student's graduation.

48. Academic Honesty Academic Life

Education is the primary reason for attending a college or university, and the academic life is central to the experience of a student at Susquehanna. As a general rule, the requirements of academic courses take precedence over all extra-curricular activities, although both are considered essential to a well-rounded educational experience. The aim for each student is a program of study appropriately challenging and demanding of his or her time, interest and attention.

Academic information and academic regulations of the university are contained in the University Catalog. Students are expected to become familiar with the contents of the Catalog and to use it as an academic guide. Replacement copies are available in the Office of Admissions.

- [a] **Academic Honesty:** Susquehanna recognizes honesty and integrity as being necessary to the academic function of the university. A violation involves cheating, plagiarism, academic negligence or dishonesty.

Plagiarism results when students neglect to acknowledge in footnotes, endnotes or other forms of documentation their use of the words and ideas of others. The failure to acknowledge and properly document your use of sources and materials, even if unintentional or innocent, amounts to representing as your own the work of someone else. When the words of another are used in student work, they must be both cited in some form of documentation, such as a footnote, and placed in quotation marks.

- [b] **University Records:** Students and organizations shall complete university records honestly. Neither shall alter nor cause to be altered any records, forms or documents used by the university, nor shall knowingly misuse such documents. Neither shall hinder nor mislead, or

attempt to hinder or mislead, a university official in the performance of his or her duty by providing false or misleading information.

[c] Jurisdiction

- i. A faculty member has original jurisdiction for all first time offenses involving cheating or plagiarism on tests, quizzes, papers, exams and all class assignments.
- ii. The Academic Honesty Judicial Board (AHJB) shall have appellate jurisdiction for any case in which the instructor has original jurisdiction.
- iii. The AHJB shall have original jurisdiction in all repeat offenses of academic dishonesty and in all cases where suspension/expulsion is a potential sanction.
- iv. When the AHJB is not in session, all cases will be adjudicated through an administrative resolution.

[d] Procedure when the instructor has original jurisdiction

- i. Prior to determining responsibility, the instructor will call the Student Life Office to check the records to determine whether the incidence is a repeat offense. If the student has a prior record of academic dishonesty, the case will be referred to the AHJB.
- ii. The faculty member shall make every effort to confer with the student before assessing responsibility.
- iii. The instructor will turn in a grade of "N" (no grade) for any individual whose case is unresolved at the end of the semester.
- iv. If the student is found responsible for academic dishonesty, the instructor shall determine the sanction in consultation with his or her department head.
- v. The instructor shall provide written notification to the student and the Dean of Students of the sanction imposed.
- vi. The student will have seven days from the date of receiving the written notice of the sanction to appeal the decision to the AHJB. Appeals can only be made on the grounds of new evidence to present, denial of a fair hearing or an unduly harsh sanction.

[e] Academic Honesty Judicial Board

i. Membership

- a. The AHJB shall be composed of four students from the Conduct Board and three faculty members elected by the faculty.
- b. The students shall serve for a term of one year with the opportunity to serve additional terms.
- c. The faculty shall be elected for three-year terms. The initial elections shall be all three members for one-, two- and three-year terms. Subsequently, one faculty member will be elected each year for a three-year term.
- d. The Dean of Student Life shall serve as an ex officio, non-voting member and record keeper of the AHJB.

ii. Procedures

- a. The respondent is entitled to a minimum of two days notice of a hearing, a statement of the charges and a fair hearing.
- b. Hearings shall be closed.
- c. The instructor filing the charges will present the case at the hearing. Witnesses may be called for additional information.
- d. The respondent will present his or her case and may call witnesses.
- e. The respondent and instructor will be notified in writing of the decision of the AHJB.

iii. Appeals of AHJB Decisions

- a. Appeals of AHJB decisions can only be made on the grounds of new evidence to present, denial of a fair hearing or unduly harsh sanction.
- b. Appeals must be made within seven days of the date of notification of the AHJB's decision.
- c. The Vice President of Academic Affairs shall serve as the appeals officer.
- d. Final appeal jurisdiction in any case rests with the President of the University.

[f] Sanction Guidelines for Academic Dishonesty

Violation	Corresponding maximum sanction
Cheating or plagiarism on tests, quizzes, exams, papers or any class assignment	Failure in course
Unauthorized possession of tests, examinations or papers	Expulsion
The physical theft, duplication, unauthorized distribution or sale of tests, examinations or papers	Expulsion
Tampering with grades or grade books/attempting to alter in any way grades assigned by instructor	Expulsion
Other acts of academic dishonesty	Expulsion

Established by the Faculty and the Student Government Association December 1981. Last revised July 2003.

[49] Student Conduct Board Constitution

1. **Preamble**

Susquehanna University has long been established as an educational community. It strives to provide its students the best opportunities and environment in which to pursue a regimen of academic inquiry, personal growth and social and cultural awareness. As established in the Code of Student Conduct, "We each have the responsibility to hold one another to a high standard of integrity, challenging our peers and addressing any infringements in a manner that is both constructive and conducive to maintaining the dignity of each individual." In order to establish and preserve this environment, we, the students of Susquehanna University, do hereby establish and ordain this constitution of the Conduct Board of Susquehanna University, hereinafter referred to as the CB. It shall be the purpose of the CB to educate students on their rights and responsibilities as members of this academic community through a process of judicial review by their peers. It shall also provide a forum for the campus community through which problems can be discussed and alleviated, and to promote a better understanding of university policies and the differences which naturally occur between the citizens of a pluralistic society. In establishing this constitution, certain basic tenets shall be honored. Among them are:

1. The doctrine of "in loco parentis" (in the place of a parent) and the theory upon which that relationship is based have ceased to be viable. Susquehanna University and the CB aim to educate and hold students accountable as adults;

2. Because Susquehanna University is a private institution, the legal rights and obligations of the university vis-à-vis the student are primarily those of a contractual agreement;
3. Constitutional First Amendment freedoms shall not be abridged by the university;
4. The student conduct process at the university is primarily an educational rather than a legal function, however, students' rights to adequate notice of proceedings and adequate opportunity to be heard, among other rights as outlined under "Standards of Due Process" and "Hearing Board Procedures" under the Code of Student Conduct, shall be upheld;
5. Arbitrary or capricious action against the student by the university shall be prohibited. As outlined under "Hearing Board Procedures," "The charges against the respondent must be established by a preponderance of evidence evidence";
6. No action of the CB shall be in violation of any provision contained in the document "The Rights and Responsibilities of Students" adopted by the university's Board of Trustees (October 1976), the university Statement on Ethical Living (May 2007) or the university Statement on Diversity and Inclusiveness (May 2007), nor in violation of any provision contained in the University Bulletin or Student Handbook;
7. All searches and seizures must be conducted in accordance with the procedures outlined in the Student Handbook under Residence Life & Civic Engagement's "General Provisions for Student Occupancy";
8. No person shall be compelled to be witness against his or herself, nor shall any person be a respondent more than once for the same offense;
9. As outlined in the Code of Student Conduct, "Students may be accountable both to civil authorities and to the university for acts that constitute violations of law and of [the] Code." The student shall be considered not responsible until proven otherwise by a preponderance of the evidence, and the student has the right to receive the rationale of the decision of the CB;
10. In all cases the student has the right to question any witnesses against him or her and to have an advisor (Advisors cannot be an attorney, unless he or she is the parent/legal guardian of the student; his or her role is that of an advocate or advisor), for his or her support as he or she may choose;
11. Irrelevant or illegally obtained evidence shall be inadmissible in a CB hearing;
12. The willful withholding of any information pertinent to a case before the CB by a witness providing statements before the CB will be held as an offense against the CB. Any student witness believed to be withholding information from the CB may have charges brought against him or her;
13. Absence: If the respondent does not appear at the scheduled hearing for some reason other than an emergency, the hearing shall be held in the absence of the respondent;
14. Perjury: Perjury is considered a major offense and will be handled as such. The CB reserves the right at all times to reconsider any case involving perjury.

2. **Articles**

In establishing this constitution, the following articles are hereby enacted:

1. **Article I. Authority**

The CB derives its authority from the University's Board of Trustees through the aegis of the Dean of Student Life office and is recognized by the Student Government Association (SGA) as an agency of that body. The CB shall operate in accordance with the established rules of the university and the SGA.

2. **Article II. Jurisdiction**

The CB reviews intermediate cases in which students are not subject to suspension or expulsion. The CB shall also constitute the Parking Appeal Board that shall hear all appeals of traffic fines issued by Public Safety officers. CB members will also be involved in hearing cases of academic dishonesty. When the CB is not in session (exam weeks, vacation and during the summer), all cases will be adjudicated by an administrative hearing procedure.

3. **Article III. Membership**

The CB shall be composed of at least 12, but no more than 18 members, four, but no more than six from each of the senior, junior and sophomore classes. Each member shall serve a three-year term as long as he or she remains in good standing on the board.

4. **Article IV. Chairperson**

The most senior member of a given CB shall serve as chairperson for the Conduct Board. The chairpersons shall be chosen from the 12 to 18 members described above. The scheduled chairperson shall preside over designated hearings.

5. **Article V. Selection of Members**

During the first 30 days of the second semester of each academic year, the Advisor shall seek CB member nominations from the campus community as well as make campus-wide advertisements available to all first-year students announcing that applications are being accepted from any full-time student for positions on the CB. Applications must be submitted by the designated deadline. A committee composed of the Advisor, at least three current members of the CB and two SGA senators shall then process the applications and interview the candidates for the four to six rising sophomore class positions. The committee shall then present its final candidates before the Senate at a regular meeting, seeking Senate confirmation of the candidates. In the event that all of the candidates are not approved as a group, the Senate shall vote on each candidate separately. In the event that fewer than the required positions are filled due to lack of applicants or non-confirmation by the Senate, the committee shall then be charged with the task of selecting new candidates to present before the Senate until all positions are filled.

The newly confirmed members of the CB shall take office at the beginning of the fall term of the new academic year. However, during the rest of second semester, they shall participate in CB training, attend all CB meetings and sit in on all hearings as non-voting members of the CB. In the case of a temporary opening on the CB, due to a member studying abroad or any other leave of absence from the university, a pre-selected alternate or an SGA senator of the same academic class shall be appointed by the CB and approved by the SGA as an interim member of the CB.

6. **Article VI. Responsibility of Membership**

At the beginning of each semester, the advisor shall request the schedule of each member of the CB, including classes, music rehearsals, sporting events, work and any other personal engagements. One weeknight will be selected for each CB member to serve as the regular hearing night. The CB will then be divided into four hearing panels for rotation within each week in the semester, with exception to midterms and finals. Each hearing panel will have a chairperson assigned to it. Members are expected to be available for two hours on the given hearing night to adjudicate cases. If a member or chairperson of the CB is unable to attend his or her scheduled hearing panel, he or she must secure a substitute CB member from one of the other three hearing panels. Missing more than two hearings in a given semester may constitute grounds for removal from CB, as determined by the Chairpersons and the Advisor. Additionally, meetings of the entire board may be scheduled at a time that is agreeable to all members of the CB.

In the case of the loss of a member, the CB shall appoint a replacement, subject to the approval of the SGA. This replacement person must be of the same academic class as the person whose position has been vacated.

7. **Article VII. Advisor**

The Advisor to the CB shall be the university staff member who oversees the university Conduct System or his or her designee. The Advisor shall be responsible for training the CB members and making judgments on procedural matters.

8. **Article VIII. Quorum**

There must be at least four members present at all hearings and three members present at all Parking Appeal Board sessions to constitute a quorum.

9. **Article IX. Meetings**

The CB shall meet at a mutually agreed upon time as needed to transact business appropriate to the CB.

10. **Article X. Amendments & Bylaws**

This constitution may be amended by a 2/3 vote of the SGA Senate. Changes may originate from the SGA, the CB or the Dean of Student Life office. A set of bylaws governing the specific policies and procedures and ethics of the CB shall be developed by the CB. These bylaws and any subsequent changes to them must be approved by the SGA Senate.

Approved 1980, revised April, 1998, and last revised January 2011.

3. **Bylaws**

1. **Membership**

1. *All members must have a 2.5 or higher cumulative grade point average at the time of selection.*
2. *Members shall be appointed for a three-year term as long as they remain in good standing on the CB.*
3. *In addition to regularly scheduled meetings, the chairpersons or advisor may call special meetings at their discretion.*

2. **Ethics Code**

1. *Confidentiality about any and all information concerning individual cases handled by the CB will be maintained by the members.*
2. *When a conflict of interest exists, the CB member will remove himself or herself from considering that particular case.*

3. **Voting**

1. *If a decision cannot be reached by consensus, a vote will be taken and decisions shall be by majority vote of the members present.*
2. *Four members shall constitute a quorum, which shall be necessary to hear cases and to transact any business. In the absence of a CB member, the Advisor or his or her designee may serve as the chairperson with no vote.*
3. *All members shall have an equal vote.*
4. *The advisor shall have no vote.*

4. **Basis of Judgment**

1. *The CB will base its judgment of responsible or not responsible on the facts presented at the hearing. Circumstantial evidence is permitted, but shall not be the sole basis for determining the verdict.*
2. *The previous disciplinary record of the respondent will not be considered by the CB during discussions of responsibility.*

5. **Hearing Procedures** (A more detailed outline can be found in the Code of Student Conduct.)

1. *i. In the presence of the respondent, the CB is presented with the facts of the case by a complainant. Witnesses may be called. Written documentation related to the case is presented.*
2. *The respondent is then given the opportunity to present his or her case to the CB. The respondent may call witnesses to present statements on his or her behalf.*

3. *Hearings will be closed to the public, except for the immediate members of the complainant and respondent's family.*
 4. *Hearings shall be recorded or transcribed.*
 5. *A question and answer session will follow between the respondent and the CB.*
 6. *The respondent will leave. The CB will then discuss the case and make a determination of responsibility and recommendations for sanctioning, if applicable.*
- 6. Sanctions**
1. *Sanctions are those stipulated in the Code of Student Conduct.*
 2. *The previous disciplinary record of the respondent will be taken into consideration at the time a sanction is determined.*
- 7. Parking Appeal Board**
1. *The Parking Appeal Board is an appellate body and addresses all appeals of parking and traffic violations.*
 2. *Three members of the CB shall comprise the Parking Appeal Board. The CB shall select an Appeal Board chairperson.*
 3. *Members shall be appointed for one year, with the opportunity to serve additional terms as long as they are members of the CB.*
 4. *If a decision is not reached through consensus, decisions shall be reached by majority vote.*
 5. *The Parking Appeal Board may waive, reduce or deny appeals of traffic violations.*
 6. *The decisions of the Parking Appeal Board are final.*
- 8. Academic Honesty Judicial Board**
1. *Members of the Conduct Board will serve on the Academic Judicial Board as they are available and called upon by the Chair or designee.*

Passed by Student Government Association October 5, 1981, revised 4/98, revised 1/11.

ADDITIONAL CAMPUS POLICIES

Residence Life and Living On-Campus Policies

DEPARTMENT OF RESIDENCE LIFE AND CIVIC ENGAGEMENT

Group living offers a significant contribution to the total educational development of each student. Harmonious living, broadened horizons and increased human understanding are all desired goals of the residence experience. The residence hall program seeks to develop an atmosphere that stimulates growth, encourages individual responsibility in decision-making and provides for acceptance of others as persons of worth. Developing good citizenship, learning and accepting the meaning of responsibility and recognizing the rights of others are goals of residence living. **It is important to note that the Department of Residence Life holds a resident's right to sleep and study as the most important consideration when addressing policy violations and conflicts.**

Definitions:

Residence Hall: any on-campus structure where Susquehanna students are assigned to live (this includes apartments, University Avenue houses, townhouses and suites.)

Common Area: any area that is not a student's personal residence hall room (this includes hallways, bathrooms, stairwells, lounges and kitchens/kitchenettes, basements)

1. GENERAL PROVISION FOR STUDENT OCCUPANCY

[a] Residency Requirement

- i. It is the policy of Susquehanna University to offer full, equal and non-discriminatory assistance to all students without regard to their race, color, religion, nationality, gender and sexual orientation in both placement in university housing and in the furnishing of facilities and services in connection with that housing.
- ii. **All full-time undergraduate students are required to live in university housing** except those who are: a) commuting from the homes of their parents or guardians; or b) married and residing with spouse and/or children; or c) over 23 years of age. Under certain conditions, the Director of Residence Life may grant requests for special permission to live off-campus.
- iii. All campus housing includes room and board. Liberty Alley residents are not automatically given a board plan but may purchase one by visiting the business office.
- iv. The university reserves the right to enforce any restrictions or regulations necessary for the general welfare of residents and/or the maintenance of its property.

[b] Period of Occupancy

- i. Students may not move into the residence halls prior to their opening on the Thursday before classes begin (for new first year students and transfer students **only**) or the Sunday before classes begin (for all upperclassmen) each semester. Students may request permission to move-in early or stay in the residence halls once the halls have closed by visiting the Residence Life page after logging on to the Susquehanna University website. Permission is granted on a limited basis.
- ii. The residence halls close for fall, Thanksgiving, winter, spring and Easter breaks as well as for the summer. Students are expected to vacate the halls by the appointed closing time and return no earlier than the official reopening. **The Department of Residence Life reserves the right to issue a fine to students who do not vacate the halls on time or return early from a break without permission.**

- iii. At the end of each semester, students are expected to leave within 24 hours of their last final exam unless their last exam occurs on the last day of finals. In this case, they must leave by the time the halls close. Extensions on assignments given by professors do not imply that a student may continue to live on campus during a break. The student is still responsible for making a formal request according to the request policies and deadlines
- iv. For health and safety purposes, before vacating the residence hall room for breaks, students must complete all tasks as described on the break checkout form. Students are responsible for acquiring this form from the Department of Residence Life and posting it on the outside of their residence hall room door. The Department of Residence Life reserves the right to issue a fine for items not completed on the checkout form.
- v. The university reserves the right to close all residence halls during stated vacation periods. Personal belongings may remain in student rooms during the academic year vacation periods. The university, however, cannot be held liable directly or indirectly for loss of, or damage to, the personal property of individuals. All personal items must be removed from university premises at the end of a student's occupancy of a room. The university does not provide storage for personal belongings.

[c] **Termination of Contract**

- i. As stated above, **enrollment at Susquehanna University implies a binding room and board contract.** Termination of the room and/or board contract may be permitted for the following reasons: change of residence status to commuter or married student; absence from campus because of an internship or student teaching; semester-long study away program; a leave of absence; withdrawal from the university; completion of a degree program. When overcrowded conditions exist in the residence system, permission to terminate this contract may be granted by special approval provided that such release would not create a permanent vacancy.
- ii. Termination of the contract as stated above will cancel charges for the remaining semesters of the contract. No refund will be granted for partial semester occupancy.
- iii. Termination of the Board Contract is permitted only for medical reasons. The student must provide a complete outlined diet to the Director of Food Service who will then make a recommendation to the Director of Residence Life. The Director will make a final decision.
- iv. The university reserves the right to void a housing contract in the event a student's course load falls below the full-time credit requirement.
- v. Any student is subject to dismissal from the university and/or the residence halls for misconduct or violation of university regulations. The university reserves the right to terminate the housing contract and take possession of a room whenever the violation of regulations warrants such termination or whenever the room is vacated or the connection of the student with the university is terminated. Where the termination of a lease results from disciplinary action no refund is allowable. The university also reserves the right to reassign the occupants or terminate the lease when in the university's judgment it is in the best interest of the residence system.

[d] **Residence Life Staff and Policies**

The Director of Residence Life and his or her professional staff and paraprofessional staff members supervise residential living. These staff members serve the residents as resource persons, seeking to establish an atmosphere conducive to learning. They are available to assist students with their social, personal or academic concerns. They are responsible for enforcing university regulations and are authorized to refer offenders for disciplinary action. In addition to the general rules and regulations outlined in the Code of Student Conduct, specific policies governing resident students are listed below. Students, as tenants, are entitled to reasonable privacy in university residence rooms.

[e] **Entrance to Student Rooms**

- i. **Inspections and Maintenance Visits:** The university makes periodic inspections of, and maintenance visits to, all university residence hall rooms for reasons of health, safety and maintenance. The university reserves the right to enter rooms at any time for the purpose of making these inspections and maintenance visits.
- ii. **Searches and Seizure:** A room may be searched and items seized if there is reasonable cause to believe that a student(s) is using his or her room for a purpose in violation of federal, state or local law or of university regulations. The Dean of Students or a designee must authorize all room searches, except those conducted by law enforcement officers. University officials shall give the student(s) involved the opportunity to be present during the search unless the student(s) is unavailable. The student(s) involved will be informed of the purpose of the search and whether any material is found to be in violation of federal, state or local laws and/or university regulation, or both.
- iii. **Emergencies:** Rooms may be entered without authorization in the event of an emergency, i.e., a situation in which a person's health or well being is threatened and/or personal or university property is thought to be in immediate danger.

[f] **Room Assignments and Changes**

The Director of Residence Life or a designee is responsible for making room assignments in residence halls and determining the occupancy of any room.

Students residing in university residencies are not permitted to move to an off-campus location, facilitate a room change to another building or within the same building or in any other way change their domicile without prior permission from the Director of Residence Life. Students shall not take roommates other than those assigned or approved by the Director of Residence Life. If during the academic year the Director of Residence Life approves a room change, a key exchange will be made at the Residence Life Office. Students who change rooms without permission will be subject to a fine and/or Student Conduct action, and may be required to return to their original room assignment.

The university reserves the right to assign another student to a partial vacancy or to require a student to move from a partial vacancy to another room.

In order to accommodate all students applying for space, it may be necessary to assign students to temporary accommodations. Withdrawals and cancellations will permit these students to be transferred to permanent rooms. When vacancies in permanent rooms occur, temporary spaces must be vacated, upon request of the Department of Residence Life.

This contract is personal and may not be transferred or assigned to another person. Space may not be sold, loaned or sublet.

[g] **Damage**

By virtue of living in a residence hall, each resident is a member of a community. Along with that membership comes many responsibilities. It is expected that residents will treat the physical space in which they live with respect, doing no intentional harm to university property and reporting harmful acts of others. In keeping with this philosophy, residents are held responsible for damage to residence halls in excess of "fair wear and tear." To provide maximum equity the following procedure is followed:

- i. **Initial Room Check:** At the beginning of each school year, both the Facilities Management staff and the Resident Assistants complete an inventory of each residence hall room. This is to ensure that each room is clean, that all items in the room are functioning properly and that all necessary furniture is present. Residents are then responsible for verifying the good condition of their room upon arrival. If an item is not in good condition, the resident must contact a RA and ask that a work order be filed with Facilities Management. If the condition is not rectified, the resident may be charged for the cost of repair upon vacating the room.
- ii. **Closing Room Check:** The Office of Facilities Management will make a closing room check at the end of the academic year. Any damage to walls, woodwork, furniture, floors, window treatment, windows and screens, etc., not reported at the time of original occupancy will be corrected and the cost will be charged to resident(s) of the room. Rooms are to be left in the original condition, with trash disposed of and floors swept.
- iii. **Community Damage:** Cost of damage done to common areas will be assessed to all residents of the area or living unit in question, should the responsible party or parties be unknown. This is in keeping with the philosophy that residents are members of a community and therefore should make an effort to police activity within that area. If a resident witnesses another student damaging university property, it behooves the resident to report the incident so the responsible party bears the cost of the damage rather than the community members.

[h] **Maintenance of Student Rooms**

- i. The Office of Facilities Management is responsible for completing maintenance in all university premises. Students should contact a RA, a Head Resident or the Department of Residence Life to report maintenance needs. A work order will then be sent to Facilities Management.
- ii. Residents are expected to also participate in the maintenance of the residence halls. Broken or malfunctioning items within student rooms should be reported immediately so they can be fixed. In the event that a report is made but the condition persists, residents are expected to notify the Department of Residence Life until the situation is rectified or information is received indicating that the problem cannot be fixed.
- iii. Periodically, the Office of Facilities Management or Health Center may require that students complete a task or alter their routine in order to aid in the accomplishment of a maintenance procedure. For instance, students may be asked to move certain items of furniture in their rooms so that filters can be replaced or use an alternative door to the residence hall while a lock is being changed. Students are required to comply with these requests in the same manner as any official request from a university official.

[i] **Off-Campus Expectations**

For information on Off-Campus expectations, including tips for finding an apartment in the Selinsgrove Borough, what to do before signing a lease, Selinsgrove Borough Ordinances and other information, please see the Off-Campus Handbook <http://www.susqu.edu/studentlife/28919.asp>.

2. ON-CAMPUS HOUSING POLICIES

[a] Activities (Hall Sports):

For reasons of safety and maintaining courtesy hours within the residence halls, sports and other related activities are not permitted to be played anywhere within any residence hall (this includes personal residence hall rooms). This includes but is not limited to hockey, skateboarding, soccer, Frisbee throwing, water fights, snowball fights, bouncing balls, running, weight lifting and the use of other exercise equipment.

[b] Animals:

Animals (with the exception of small fish in a 20 gallon or less tank and service dogs) are not permitted to be in the residence halls with the exception of live-on faculty and staff pets as outlined by the Pet Agreement. Students and guests to campus with animals on university premises must have them leashed and under control at all times and may not enter any campus building, including residence halls.

[c] Bicycles:

- i. Storage of bicycles is not permitted inside a residence hall except in sanctioned bicycle storage areas located in some buildings. Please see the Department of Residence Life to obtain a list of storage rooms and a key to access the storage room closest to your residence hall.
- ii. Students must remove bicycles from campus at the end of academic terms in which they are enrolled as a student. When returning a room key, the storage room key must also be returned to the Department of Residence Life. The university reserves the right to remove any bicycle in violation of this policy and will bill and/or fine the owner for the cost of the labor involved.

[d] Cleanliness:

Residential spaces must be kept in a clean and orderly condition at all times. Custodial service is provided for all common areas only. Cleaning of student rooms is the responsibility of the individual occupants. Cleaning supplies and tools must be supplied by the student. Custodial services may determine a common area to be unclean; they have the right to remove and discard of personal items left in common areas at any time. This includes personal items that are left in bathrooms; personal items should be stored in a resident's personal residence hall room at all times. Because of communal living, if it comes to the attention of a university official that a residence hall room poses a health or safety risk, the resident(s) of the room may be asked to rectify the situation as instructed.

[e] Decoration Policy:

Students may personalize their residence hall room but may not make structural changes to the areas. Restrictions include:

- i. No part of the room, suite or house may be painted. Borders and/or wallpaper are also prohibited.
- ii. To hang items on walls, use only poster putty or removable hooks (3M™ Command™ or similar products). Repairs to walls will be charged back to the residents of the room.
- iii. Standing any kind of object or container on outside windows, ledges, porches or roofs is prohibited. No alcohol containers or related items may be displayed in/on windowsills.

- iv. Empty alcohol bottles / cans and paraphernalia are not permitted in rooms where an occupant is under 21. (i.e. Empty alcohol bottles as vases, filled with fluorescent fluid, alcohol boxes hung on walls, etc.)
- v. Dartboards and bars are not permitted in residence hall rooms or university-owned houses.
- vi. If students provide their own window covering, they must do so without damaging or altering the room. Susquehanna's in-window shades or pull blinds must remain in the window and be shut during breaks.
- vii. Facilities Management and Residence Life reserve the right to restrict or prohibit outdoor decorations.

[f] Dining Services / Evert Dining Room

All students residing in university-owned living facilities (with the exception of Liberty Alley Apartments) during the regular school year or during summer sessions are required to have meals at the dining hall in the Degenstein Campus Center. The university ID card, properly validated, is the meal ticket intended for the student's use only. Students on the board plan who fail to bring their ID for entrance to the cafeteria may obtain a temporary ID card from the ARAMARK office for a one-dollar fee. Individuals cannot remove food from the Evert Dining room. Good conduct, good manners, proper dress and footwear are required of students in all dining venues. Persons who behave in an inappropriate manner in the dining hall are subject to disciplinary action under the Code of Student Conduct. Non-board plan students wishing to charge meals may do so with prior approval from the ARAMARK Director of Food Service.

[g] Fire Safety Restrictions:

- i. **Fire Safety:** Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in university buildings as a safeguard for lives and property. Tampering with fire bells or alarms, pull stations, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited.
- ii. Fire pits are not permitted on university premises.
- iii. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by a university official.
- iv. The Department of Public Safety conducts regular fire drills in the residence halls. Students receive instructions for their specific living unit at the beginning of the academic year.
- v. No fabric may be hung from ceilings or draped over doorways.
- vi. Halogen lamps are prohibited.
- vii. Miniature decoration lights (i.e. Christmas lights, novelty lights) cannot be attached to room fixtures using metal fasteners (white adhesive putty is recommended) or used in any other manner contrary to manufacturers' recommendations.
- viii. Outside decorations, may be displayed if they are a part of a university-sponsored event. Facilities Management and Residence Life reserve the right to restrict outside decorations and the right to stipulate when the decorations should be removed.
- ix. All candles (new or burnt wick), open flames and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
- x. Placement of furniture cannot block easy exit from the room.
- xi. The possession or use of fireworks on university premises is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation.
- xii. **Electrical Appliances:** Reflecting fire safety and electrical concerns, residents are limited in the use of electric appliances and cooking devices. Prohibited items include, but are not limited to, personal grills, air-conditioners, microwave ovens, portable heating units of

any kind and dehumidifiers (unless provided by Facilities Management) and refrigerators over 5 cubic feet.

- i. Some kitchen appliances, including hot plates, toasters, coffee machines, hot plates, electric frying pans, broilers and griddles, may be stored and used in kitchens / kitchenette areas of residence halls at the owners own risk. Kitchen appliances may not be stored or used in personal residence hall rooms. Appliances should be unplugged and restored immediately after use.
- xiii. **Extension Cords:** Extension cords must be suitably sized for the appliance or device they are supplying. Common household extension cords are generally not suitable for powering appliances or devices that use a lot of electricity. Overloading extension cords causes them to heat to a point that could melt their covering and cause a fire. Another frequently found related issue is running extension cords under rugs, carpets or furniture, which allows them to heat up to unsafe levels. Generally speaking, an extension cord that is used to power an appliance must be replaced by a suitable hardwired outlet within reach of an appliance's factory installed cord.

Household electrical extension cords may not be used on campus. These cords are only two prong cords and do not have a grounding safety prong on them. Unless 3-prong outlets are not available in a room on campus, only three prong extension cords, power strips or surge protectors may be used for all appliances or electronics.

[h] **Furnishings:**

- i. Room furnishings (i.e. beds, mattresses, chairs, desks, dressers, screens, closet doors) may not be removed from the room or dismantled or altered in any way. Having lounge/common area furniture in personal residence rooms is also prohibited.
- ii. Beds may be raised no more than 12 inches off the ground. Cinder blocks (lying horizontally) or store-bought risers are permitted; however, if at any time a university official deems a riser unsafe, the student must remove it. Beds placed on desks, radiators, windowsills, etc., constitute a safety violation.
- iii. Self-constructed lofts are prohibited.

[i] **Guests:**

- i. Within the residence halls at Susquehanna University, a "guest" is defined as any individual who is found in a residence hall or residence hall room who is not officially assigned to live there by the Department of Residence Life and Civic Engagement.
- ii. A roommate must be consulted and give consent prior to inviting a guest to stay overnight in the residence halls. The rights of a student to privacy, quiet, etc. are paramount and take precedence over the desire of a roommate to have guests in the room. An individual may be an overnight guest in a residence hall for a maximum of two nights in any given two-week period. A person may not be an overnight guest of more than one resident per two-week period. In addition, a host may not have more than one guest in a two-week period.

iii. **Guest Pass Policy:**

Individuals who will be staying with a current Susquehanna University student as an overnight guest must carry a Guest Pass on their person during the entirety of their stay on Susquehanna's campus.

Guest Passes must be obtained in the Public Safety Office (open 24 hours a day: (570) 372 - 4444, or ext: 4444 from any campus phone) in the Degenstein Campus Center. A pass must be obtained upon arriving to campus.

Guests must provide the following information:

- A cell phone number
- The name of the Susquehanna University student host and his or her cell phone number
- The building and room number of the host's on-campus residence
- A name of an emergency contact and his or her number (i.e. parent or legal guardian)
- The reason for the visit (this should include the particular department who invited the guest to campus - i.e. field hockey recruit, prospective student from Admissions, Music Department recruit, etc.)
- The name of the Coordinating Administrator and his or her contact number (if the guest is a prospective student)
- The dates of the visit.

Guests may also be asked to provide this information to the administrator responsible for coordinating their visit. If a Guest Pass is given to a guest by a Coordinating Administrator, the guest does not need to go to Public Safety to obtain another pass.

Guests are obligated to spend the night in their host's residence hall room unless previously instructed by an administrator or coach.

Hosts (Susquehanna University students) are responsible for the conduct of their guests on university premises and at functions sponsored by the university or any student organization. Hosts may be held responsible for their guest's behavior. All guests are subject to university regulations.

Should a guest be found without his or her Guest Pass or violating university policy, he or she may be arrested by the Selinsgrove Borough Police for trespassing or asked to leave campus.
- Last Revised July 12, 2010

[j] **Keys:**

Each student receives a key to his or her room and a key to the exterior door of the residence hall in the case of halls that are not outfitted with an electronic locking mechanism. Students must sign for keys, which are issued by a Residence Life Staff member. Upon termination of residency, the keys must be returned and a staff member must acknowledge its return. Lost, stolen or missing keys must be reported to the Department of Residence Life within 24 hours of the student becoming aware of the loss. Students who lose or do not return a room key, exterior door key or bike key will be charged for changing of locks and replacements of new keys. Residence Life staff reserves the right to change a room or exterior door key upon receiving information that a key is missing. Keys issued by the university may not be duplicated in any fashion. Copying keys will result in disciplinary action in the Student Conduct System. Students may not loan a key assigned to them to any other person. Students may not be in possession of a key that is not assigned to them. Students are always responsible for the key(s) they are assigned.

[k] **Laundry Facilities:**

Laundry units consisting of a washer/drier set are available to students based on the number of occupants in a residence hall/residential area (with exception to the Avenue Houses and Liberty Alley apartments). Damage to units will be charged to the residents of the residence hall or residential area should the responsible party or parties be unknown. Students are expected to remove clothing from machines at the completion of a laundry cycle and use the machines in the purpose for which they were intended.

[l] **Noise Level:**

With the understanding that noise travels from community to community within the residence halls ("up and down" and "side to side"), students are expected to respect the right of others to live, study and sleep in a quiet environment at all times. Therefore, residents are expected to use discretion where noise is concerned and refrain from activities that have the potential to create excessive noise or a disruptive environment for others.

Quiet Hours: As a guideline, in traditional-style residence halls, noise should not be heard from one door away when the door is closed. For all other residence halls, noise should not be heard outside of one's personal residence hall room with the door closed. Please note that Quiet Hours may be extended during midterm and final exams and any other time as determined by a university official.

Quiet hours occur from:
10 p.m. – 8 a.m. Sunday through Thursday
Midnight – 10 a.m. Friday and Saturday

Courtesy Hours: As a guideline, in traditional-style residence halls, noise should not be heard from three doors away when the door is closed. For all other residence halls, noise should not be heard outside of one's apartment/suite/townhouse/house when the door to the living area is closed.

Courtesy hours are in affect 24 hours a day.

Excessive Noise: any noise deemed disruptive to the ability to sleep and study by other students.

Excessive noise is prohibited at all times. Sound should be kept on a low volume at all times. This includes but is not limited to talking voices, electronic devices and instruments. Residents reserve the right and are encouraged to politely enforce courtesy hours with one another in an entire residence hall.

Speakers may not be placed on windowsills and/or directed outside.

[m] **Personal Property:**

Students are responsible for the care and safety of their own personal property. The university cannot be held liable directly or indirectly for loss of, or damage to, the personal property of individuals. Students are urged to confirm whether their personal property is covered under their parents' or guardians homeowners' insurance policy and to make arrangements for additional insurance coverage if necessary.

[n] **Sanitation:**

Failure to maintain a student or student organization's facilities or property or surrounding property so as to prevent a potential danger to the health and safety of members of the university community is prohibited.

[o] **Smoking:**

All campus buildings (including residence halls) are completely smoke-free. Those who smoke outside of campus buildings are asked to stay more than 25 feet from an entrance or window and are asked to use the ashtrays that are located outside building entrances for the disposal of cigarettes and cigars.

[p] **Solicitation/Fundraising:**

The solicitation of sales, services, memberships or gifts on campus, including residence halls, without the permission of the Director of Residence Life or a designee is prohibited. No fundraising activity may involve the solicitation/completion of a credit card application.

[q] **Student Identification:**

Students are required to carry their Susquehanna identification card and upon request of authorized university personnel, including Residence Life staff, library staff, dining hall staff and Public Safety staff, students must present their identification cards. Students may not forge, alter or loan their ID to others. Students may not loan their Student identification card to another person and students may not be in possession of an identification card that belongs to another person.

[r] **Summer Session**

During the time between the end of spring semester and the start of fall semester, also known as summer session or summer term, students are still bound by the policies outlined in the Student Handbook and Code of Student Conduct. This is applicable to any student (regardless of the academic institution they are permanently enrolled in) who is working, researching, interning, volunteering, taking classes or involved in any other activity at Susquehanna.

Summer Session may also employ additional policies in conjunction with standard Student Handbook regulations that are unique to the activities a student may be participating in. Students should inquire directly with the department or supervisor overseeing them to familiarize themselves with any such policies.

[s] **Unauthorized Entry or Use of Facilities:**

No student, group of students or student organization shall make or attempt to make unauthorized use of any university building, office, property or other facility. Upon appropriate notice by university officials, authorization for the use of university facilities and premises may be withdrawn or otherwise restricted. Examples include, but are not limited to: being on top of buildings (including Greek houses and residence halls); unauthorized entrance or use of University Avenue house attics, basements and second floor porches; sleeping in common areas of residence halls, having more than one individual in a shower stall at a time, or defacing university property (spray painting, using sidewalk chalk, etc.). Throwing anything from windows or doorways of university facilities is prohibited. Also see part b, part 9 under Additional Campus Policies, Office of Student Activities.

[t] **Avenue Housing Standards:**

Living in a University Avenue house is considered a privilege. Residents of the Avenue enjoy a much higher degree of autonomy, the use of family-style kitchens, more private restrooms and access to yards and porches.

Because the houses were originally built as single-family homes, great care must be taken to ensure they remain in good condition. The responsibility for maintaining the houses, a process that can be considered *stewardship*, lies both with the university and the students that occupy the houses. Furthermore, while University Avenue is a part of our campus, it is also a well-traveled street within the community of Selinsgrove. Thus, it is important that this area be well-kept for the sake of our neighbors and the impression the university makes within the borough.

To this end, the purpose of the Avenue Housing Standards document is to clearly outline and define expectations for residents of University Avenue houses and to promote consistency within those facilities. These policies are in addition to those found in the Code of Student Conduct and any other policy document relating to student housing on campus.

Please contact a Residence Life professional staff member for a list of policies residents assigned to live in a University Avenue House are expected to follow.

[u] **Group Housing Standards:**

Group housing includes housing that is designed to house three or more individuals in a suite, apartment or townhouse.

Any violation of the standards will result in action taken by the staff of Student Life and/or Facilities Management, with any applicable notice being directed to the organization and/or individuals that inhabit the space in question. This may include, but is not limited to, documentation for violation of university policy, assessment of fines or cleaning/disposal fees and loss of the privilege of living in the space.

Notice of violations may come from the Department of Residence Life (including resident assistants), the Office of Facilities Management (including housekeeping staff) or the Department of Public Safety.

This is considered to be a living document and therefore, may be added to or augmented at any time when conditions warrant it.

i. **Bathrooms:**

- The existing campus policy for bathrooms will be enforced. This means NO storage of personal items/toiletries will be allowed in the bathrooms, unless there is an existing/purposeful cabinet or shelf provided.
- Items left in other locations, especially those impeding proper cleaning, will be discarded without notice. Other areas include, but are not limited to, the tops/counters of vanities, in showers/tubs, added hooks/racks, etc.

ii. **Billings/Damages:**

- Bedroom damages will be billed to the individual resident(s) of that room.
- Common area damages will be billed to all building residents.
- From there, it is the responsibility of the group housing residents to reconcile damages that were caused by other members of their organization. Non-residents must come forward and report responsibility to the Department of Residence Life in order to have the charges removed from the accounts of the

residents. This must be done before the end of each semester when the billings are posted to student accounts. If the person responsible does not come forward before the billing, he or she will need to privately reimburse the house residents for the amount that was billed to their accounts.

iii. **Exterior of houses:**

- Porches and yards of Avenue houses must remain free and clear of all furniture, trash, recycling, equipment and any other miscellaneous items.
- Any item found on the porch/yard areas for an extended period of time will be discarded upon inspection.
- Nothing that is conspicuous or in bad taste will be permitted on the visible exterior of the house at any time. This includes, but is not limited to, porches, yards, driveways and windows.
 - Patio furniture is permitted from August 30 until November 1 and from April 1 until May 15. It must be pre-approved by the Associate Director of Facilities Management before being placed outside. Houses can be asked at anytime to remove approved or unapproved patio furniture.
- Organizations wishing to have identifying letters visible from the outside of their house must provide their own letters. Letters must be submitted to the Office of Facilities Management for approval and installation.

iv. **Furniture:**

- Bedroom furniture will be provided by the university.
- Common area furniture will be provided by SU. Additional furniture (two chairs or one couch) can be self-provided *as long as it meets fire and safety inspection standards*. At any time, university staff may deem the amount of furniture excessive and officially request that items be removed.
- All personal items, including furniture must be removed from the space at the end of the spring semester.

v. **General Condition:**

- It is expected that all areas of group housing common areas, both interior and exterior, will be maintained in a clean, orderly fashion. If, at any time, a house is found to be in violation of this, the residents may receive an official request to rectify the situation. Failure to comply with the request will be considered a violation of university policy.

vi. **Kitchenettes:**

- A refrigerator, microwave and sink may be provided by the university.
- Any other small appliances must be provided by the residents and removed at the end of the academic year. The university may choose to limit the number of self-provided appliances at any time.

Alcohol and Other Drug Policies

3. SUSQUEHANNA UNIVERSITY ALCOHOL POLICY

The university, by this policy, assumes no culpability for the behavior of any individual student with respect to his or her use or non-use of alcoholic beverages or for the results or consequences of his or her conduct and hereby disclaims such responsibility. In accordance with the intentions of the Higher Education Amendments of 1998, Susquehanna University reserves the right to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

- [a] Persons who are 21 years of age or older may possess, for their own use, and/or consume alcoholic beverages only in the privacy of their own rooms or the privacy of a residence hall room of other 21 year olds. All persons assigned to live in a residence hall room must be 21 years of age or older for the room to contain alcohol. Alcohol may not be stored or consumed in common areas of residence halls. Students who are under the age of 21 may not be present in residence hall rooms where there is alcohol. (Student Organizations may host "Bring Your Own Beverage" (BYOB) events following the guidelines in part L, section 9 of Additional Campus Policies.)
- [b] In accordance with federal, state and local law, supplying alcohol to persons under the age of 21 is a violation of university policy.
- [c] Excessive amounts of alcohol are prohibited (including but not limited to kegs, beer balls, other large common sources), as are activities or drinking games that encourage rapid consumption of alcohol. Drinking paraphernalia will be confiscated and disposed of if found as part of a documented incident.
- [d] Any student who appears at a university function or on campus in an intoxicated condition or who creates a disturbance by reason of excessive drinking on or off campus (e.g., behavior which disturbs others or causes embarrassment, personal injury or property damage) or who attempts to force or induce another person to drink against his or her expressed desire or breaches or attempts to breach or induce a breach of the Laws of the Commonwealth of Pennsylvania or the ordinances of the Borough of Selinsgrove in regard to alcoholic beverages, will be subject to university disciplinary action.
- [e] Beverages containing grain alcohol are not permitted on campus.
- [f] In accordance with university policy, student activities allocations may not be used for the purchase of alcoholic beverages.
- [g] **Summary of Federal, State and Local Law**
Pennsylvania law provides that any person less than 21 years of age who attempts to purchase, purchases, possesses, knowingly or intentionally transports, or consumes or transports any liquor, malt or brewed beverages within Pennsylvania is subject to a fine of not less than \$300 and will lose his or her driver's license for a minimum of 90 days. In addition, any person 21 years of age or older who intentionally or knowingly sells or gives any alcoholic beverages to any person under 21 years of age commits a misdemeanor of the third degree. Such persons are subject to a fine of not less than \$1,000 for the first violation and a fine of \$2,500 for each subsequent violation, and may also face imprisonment. It is unlawful to purchase alcoholic beverages from other than a state store or licensed source; misrepresent one's age to obtain alcoholic beverages; and transport liquor that was not purchased according to Pennsylvania Law. Section 491 of the Liquor Code states in part,

“It shall be unlawful for any person, by himself or by an employee or agent, to expose or keep for sale, or directly or indirectly, or upon pretense or upon any device, to sell or offer to sell any liquor within this Commonwealth, except in accordance with the provisions of this Act and the regulations of the Liquor Control Board.”

If alcoholic beverages are furnished in conjunction with any other service or product for which a fee is paid, a sale of liquor or beer has taken place. If an unlicensed sale is made, whether direct or indirect as described above, the Pennsylvania Liquor Control Board officers, or any other police officers, may arrest the seller(s) and, in addition to confiscating the alcoholic beverages, may also seize any vehicle or equipment used in the illegal activity. This restriction applies regardless of the age of the buyer and/or the seller. By ordinance, Selinsgrove Borough forbids a minor to have in his or her possession or under his or her control any malt or brewed beverage, liquor, wine or any other alcoholic beverages. Persons who do so are subject to fine or imprisonment. Under the existing law of the Commonwealth of Pennsylvania, organizations and/or individuals who furnish intoxicants to persons under 21 years of age can be held civilly liable for any property damages, bodily injury or death caused by the intoxication of such underage persons. In addition, a licensed organization furnishing intoxicants to a visibly intoxicated person and/or any person under 21 years of age can be civilly liable for any property damages, bodily injuries or death caused by the intoxication of such person. The university, however, under the aforesaid existing law, assumes no such civil liability.

For the most accurate and up-to-date information on federal, state, and local laws, please see the Pennsylvania Liquor Control Board www.lcb.state.pa.us/ or the Pennsylvania Crimes Code.

4. B.Y.O.B. CLOSED/PRIVATE EVENTS OVERVIEW:

The university has adopted the following guidelines, in an effort to promote safety and adherence to state law and local ordinances at organization-sponsored events at Susquehanna University where alcohol will be served. These guidelines apply to all university student organizations and supplement all existing policies regarding alcohol at the university.

An organization that plans to have a closed/private Bring Your Own Beverage (B.Y.O.B.) event must meet the following requirements:

[a] Alcohol Control

- i. All events shall comply with the Susquehanna University rules and regulations as set forth in this Student Handbook.
- ii. Distribution of alcohol using a delivery system that provides large quantities of product (e.g. kegs, beer balls, mass mixtures of alcohol) is prohibited. The only acceptable means of distributing alcohol is described below.
- iii. No alcoholic beverages may be purchased using organization funds, nor may individual purchase/provide alcoholic beverages on behalf of the organization.
- iv. Alcohol may be brought to an event by individuals who are both:
 - 21 years old or older and,
 - Invited individuals who are on the event guest list (including members of the host organization).
- v. The maximum amount that a person of legal age may bring to a party is limited as follows:

- Four 12-ounce beers or
 - Four 12-ounce containers of bottled beverage of no more than 6% alcohol content.
 - All containers must be sealed. Any container that has been opened will not be accepted.
 - A person may receive and be in possession of only one beverage at a time.
 - Alcoholic beverages may not be served until the official starting time of the event.
- vi. A designated "bar area" must be delineated where alcohol is to be served and consumed. This area is limited to guests 21 years of age or older.

Closed and Private Events

[b] Scheduling of Closed/Private Events

- i. For events where alcohol will be present, the host organization must have appropriate Host Liquor Liability Insurance. (Please contact the Director of Student Activities for more information.)
- ii. The number of closed parties permitted each semester is based on the organization's demonstrated ability to effectively manage its social events.
- iii. Closed/private events may not be held during midterm examination periods, reading days and final examination periods.
- iv. Proper registration with the Director of Student Activities must be filed by 2 p.m., the Tuesday prior to the function. Once the function has been authorized, the guest list must be turned in by at least 2 p.m. on the last business day before the event.
- v. The number of guests is determined by the fire code for the selected venue. You must contact the Director of Student Activities to determine the number of guests permitted.
- vi. Events where alcohol will be present may not be advertised.
- vii. Party Hours:
 - Authorized parties will be scheduled for no more than four hours on Friday or Saturday evenings.
 - Starting times for functions will be 10 p.m. unless a change is authorized by the Director of Student Activities.

[c] Management of Closed/Private Events

- i. All guest lists are to be available at the door for the duration of the function.
- ii. Individual organizations are responsible for assembling a TIPS (Training for Intervention Procedures) team who will manage the operations of the event, composed of members who have had TIPS training authorized or provided through the Office of Student Activities. The TIPS team will ensure compliance with alcohol and occupancy restrictions. Each organization is expected to abide by the event management policies set forth by its national/international organizations (if applicable).
- iii. Hosts of such events are responsible for the actions and safety of their guests and must be aware of the liabilities assumed in serving alcohol to others and the liabilities assumed in providing a location or event where alcohol will be consumed.

[d] Submitting an outline: In addition to adhering to the requirements above, the host organization must also submit an outline of how they plan to address the following issues:

- i. Notification to guests that they have been invited to the function. This notification should include the time and place of the event, and when and where to bring alcohol (if appropriate).

- ii. Description of the bar area at the event, how it will be managed and how alcohol will be distributed. Alcohol may be distributed and consumed in the bar area only. Only persons who are 21 years old or older and who have wristbands issued for the event may be present in the bar area.
- iii. Non-alcoholic beverages and food proportionate to the number of guests must be provided during the event.
- iv. Outline of how the function organizers and the TIPS team will provide oversight of the function to promote the adherence to the university policies and event restrictions.
- v. Outline of how you will orchestrate the cool down period and shut down the event.

5. SUSQUEHANNA UNIVERSITY DRUG POLICY

[a] The university prohibits the use or possession of illegal drugs and drug paraphernalia. Students found to be involved in possession, use, distribution or transportation of illegal drugs and/or paraphernalia, on or off campus, will be subject to disciplinary action. Drug paraphernalia will be confiscated and disposed of if found as part of a documented incident. Persistent odor of marijuana smoke, the recreational use of legal mind-altering substances, which can include synthetic marijuana, and disorderly conduct resulting from drug use will be addressed through the university Student Conduct System. In all such cases not contained herein, the laws of the State of Pennsylvania and the United States should be followed.

[b] Students may not use or be in possession of prescription drugs not prescribed to them. Students may not distribute any prescription drugs prescribed to them to others.

[c] **Summary of Federal, State and Local Law**

It is a violation of federal, state and local laws to use, manufacture, sell or distribute any controlled substance. Additionally, it is against state and local laws to have drug paraphernalia in your possession for use, intended use or sale. Specified penalties range from fines, imprisonment or both, to the federally mandated penalties depending on the offense. In Pennsylvania, all drug violations come under the Controlled Substance, Drug, Device and Cosmetic Act. All controlled substances are listed in Section 4 (Schedules of Controlled Substances). Section 13a (Prohibited Acts; Penalties) lists the 35 prohibited acts; 13b lists the specific penalties for any violation. Some examples of prohibited acts and penalties are:

- i. Possession with intent to use and/or sell drug paraphernalia. Upon conviction, an individual may be sentenced to imprisonment not exceeding one year, pay a fine not exceeding \$25,000 or both.
- ii. Possession of a controlled substance classified in Schedule I, II or III is considered a felony offense, and upon conviction an individual shall be sentenced to imprisonment not exceeding five years, pay a fine not exceeding \$15,000 or both.
- iii. Conviction for possession of a controlled substance classified in Schedule IV may result in imprisonment of up to three years, a fine up to \$10,000 or both.
- iv. Conviction for possession of a controlled substance classified in Schedule V may result in imprisonment of up to one year, a fine up to \$5,000 or both.

For the most accurate and up-to-date information on federal, state, and local laws, please see the Pennsylvania Crimes Code.

6. RESOURCES FOR ALCOHOL AND DRUG ABUSE

The mental and physical health problems associated with abuse of alcoholic beverages are well documented. Accidents related to abusive drinking are one of the major causes of death of young adults. 50% of all fatal automobile accidents are alcohol related. Even a single night of abusive drinking can cause severe health problems. Chronic abusive drinking can result in liver disease, heart disease, ulcers, diseases of the nervous system, changes in blood chemistry and many other medical problems too numerous to list. Abusive drinking interferes with the body's use of many nutrients, vitamins and other necessary medications. Perhaps the most harmful potential effect of abuse is chemical dependency, estimated to affect 10% of the population. The "skid row" type of alcoholic represents only 3 to 5% of the alcoholic population. The rest are employed, have homes and families and struggle to maintain a "normal" life. Each person afflicted with an active form of this disease also negatively affects family members and all persons who care about them. The university encourages you to seek help if you suspect that drinking is harming you or a person close to you.

[a] Drug Abuse and Health

There are extensive risks to mental and physical health associated with the use or abuse of mind-altering drugs. Sedative drugs have a high overdose potential and are physically addictive. Stimulant drugs are psychologically addictive and frequently induce psychotic states in the abuser. Cocaine is perhaps the most psychologically addictive drug known. Hallucinogens distort reality and can affect memory. Opiates are very physically addictive and have a high overdose potential. The abuse of virtually any drug interferes with memory and learning. Dependency is possible with almost any drug and causes complete disruption of the person's life. Drugs need not be directly mind altering nor illegal to be threatening to the welfare of an abuser. Steroids used to enhance athletic performance or build body mass have dangerous side effects including mood swings, outbursts of aggression and violence and irregular heart rhythms with the possibility of cardiac arrest. The abuse of prescription drugs can result in all of the problems associated with the abuse of controlled substances. Susquehanna University believes that all drug abuse is contradictory to the goals of the university and the health and welfare of its students and employees. Any individual desiring additional information about the effects and risks of drug abuse may contact the University Counseling Center or the Employee Assistance Program. The university encourages all persons experiencing problems with drugs, either through personal use or the use of a person close to you, to seek help through the Counseling Center or the Employee Assistance Program.

[b] Drug-Free Workplace Policy

The Drug-Free Workplace Act of 1988 requires every employer that receives federal contracts or grants, including Susquehanna University, to certify that it will provide a drug-free workplace by:

- i. publishing a drug-free workplace policy,
- ii. establishing a drug-free awareness program, and
- iii. taking certain actions regarding employees convicted of drug violations in the workplace.

Accordingly, the university has published this statement to notify all employees of its drug-free workplace policy. All employees are required to abide by the terms of this policy statement as a condition of employment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at the workplace is prohibited. Any employee determined to have violated this prohibition may be subject to disciplinary action up

to and including discharge from employment. The university recognizes that drug abuse in the workplace poses potential health, safety and security problems, and it has implemented a drug-free awareness program to inform employees of the problems of drug abuse and the availability of counseling and other assistance. The university's drug-free awareness program is described in the following statement. Any employee engaged in the performance of work under a federal grant or contract, including federal financial aid funds, who is convicted of a violation of a criminal drug statute occurring in the workplace must notify the university of the conviction within five days of such conviction. Notification of conviction is a condition of employment for any employee performing work under a federal grant or contract. Non-faculty employees must notify their supervisor of any such violation. The supervisor will notify the Assistant to the President. Faculty members must notify their Dean of any such conviction. The Dean will notify the Vice President for Academic Affairs. Within 10 days of receipt of notice of a conviction for violation of a criminal drug statute occurring in the workplace, the university is required to notify the contracting agency of the conviction. The university will, within 30 days of notice of such a conviction, take or initiate appropriate disciplinary action with respect to any employee who is so convicted (up to and including discharge from employment) or will require satisfactory participation in a drug abuse assistance or rehabilitation program. Questions concerning this policy may be addressed to the Director of Human Resources.

[c] Drug-Free Awareness Program

New employees of Susquehanna University will be informed of the university's drug-free policies through literature given at the time of their initial orientation. Continuing employees will be given informational fliers distributed periodically through campus mail. In addition, health education posters will be placed at appropriate locations throughout university facilities. Educational programs sponsored by the Employee Assistance Program are open to all university employees and may include relevant information on the dangers of using drugs.

[d] Drug-Free Schools and Communities Act Requirements and Policy

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education to provide a written certification that it has adopted and implemented a program to prevent the unlawful possession, use of or distribution of illicit drugs and alcohol by its students and employees on its property or as part of its activities. Institutions that fail to provide such certification become ineligible to receive federal funds or any other form of federal financial assistance, including federally funded or guaranteed student loan programs. This act extends the requirements of the Drug-Free Workplace Act and requires the annual distribution of the following to each student and employee:

- i. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on the institution's property or as any part of the institution's activities. The unlawful possession, use or distribution of drugs and alcohol by students and employees on Susquehanna University property or as any part of Susquehanna's activities is prohibited. Complete copies of Susquehanna's alcoholic beverages policy and drug policy are printed in the Student Handbook that is updated annually and distributed to all students, faculty and administrative staff. In addition, both policies are printed in the Faculty Handbook and the Personnel Policies Manual.
- ii. A description of the applicable legal sanctions under local, state and federal law for unlawful possession, use or distribution of illicit drugs and alcohol: The alcoholic beverages and drug policy located in the Code of Student Conduct provide a summary of local, state and federal law.

- iii. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. Section VI and VII of this section contain this information.
- iv. A description of any drug and alcohol counseling and treatment or rehabilitation programs that are available to students and employees: Susquehanna recognizes that help is frequently necessary to deal with the many problems associated with alcohol and drug abuse and/or dependency. The University Counseling Center staff can provide assistance to any student of the university who requests it. Services available include drug and alcohol education, assessment, individual counseling, group counseling and referral to community-based services. The Employee Assistance Program (EAP) offers referral services to any employee of the university who requests it. Services available in the surrounding area include assessment; detoxification; residential treatment; group, individual and family counseling; and case management. A complete list of community services is available through the Counseling Center or the Employee Assistance Program. All services of the Counseling Center and the Employee Assistance Program are delivered confidentially. The university encourages all students and employees to seek help immediately when they experience any problem associated with drug or alcohol abuse. The Counseling Center is located on the second floor of 606 University Avenue. The Employee Assistance Program can be contacted at 1-800-252-4555.

A clear statement that the institution will impose sanctions on students and employees (consistent with local, state and federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. The Sanctions section of the Code of Student Conduct describes the sanctions applicable to students. With respect to employees, the university takes or initiates appropriate disciplinary action as specified in the Drug-Free Workplace Policy, the Personnel Policies Manual and the Faculty Handbook. The unlawful possession, use or distribution of drugs and alcohol by employees on Susquehanna University property, or as any part of Susquehanna's activities, is considered a major act of misconduct and may be determined to warrant a recommendation for immediate dismissal and referral for prosecution. Students and/or employees may be required to complete an appropriate rehabilitation program as a condition of continuing at or returning to the university. The act further requires that the university conduct a biennial review of this policy to: 1) determine its effectiveness and implement any necessary changes and 2) ensure that the disciplinary sanctions described are consistently enforced. Records related to compliance with this act must be maintained for a minimum of three years after the fiscal year in which the record was created.

Policies for Student Organizations

7. STUDENT ORGANIZATIONS

[a] **Recognition:** In order to become a recognized organization eligible to receive funds from the Student Government Association and to hold meetings in campus facilities, new groups must:

- i. Conduct an open all-campus meeting inviting participation,
- ii. Hold at least one organizational meeting,
- iii. Draft and approve a constitution,
- iv. Obtain the signatures of at least five full-time students interested in joining the club,
- v. Elect a president and treasurer and obtain a faculty or staff advisor.
- vi. Submit all of this information to the Student Government Association for approval by the Senate.
- vii. After receiving approval, the organization must register with the Office of Student Activities. Constitutions from clubs must state the purpose for the organization, the

reasons such a group would be beneficial to the campus community and how the group will contribute to the educational mission of Susquehanna. No group may discriminate on the basis of race, color, religion, national or ethnic origin, age, sexual orientation or gender, and a non-discrimination clause must appear in the Constitution. Members of clubs such as the outdoors club, rugby club, etc. may be asked to sign a waiver of liability form before participating in club activities.

NOTE: The recognition of Greek social organizations is addressed in the Fraternal Organization Recognition Document (FORD), a copy of which can be obtained from the Student Activities Coordinator.

For further specific information regarding the formation and recognition of campus organizations, check SGA guidelines or see the Director of Student Activities.

[b] **Hazing**

Initiation Practices Policy/Statement on Anti-Hazing **ALL** organizations, clubs, teams or groups of students that either, (1) require an initiation process or (2) are perceived as functioning as an organized entity, must abide by the following rules and regulations when (1) developing a program by which persons become members of the organization or (2) interacting with other individuals—group members or otherwise.

The university believes that an effective group is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority and loyalty to the principles of higher education. While social behavior cannot be legislated, a group of individuals without morally sound precepts and practices is not a constructive influence on the university community.

Any perceived group has a solemn obligation in the development of its associated members. This responsibility extends alike to the host organization (if applicable), parents and others who make possible the education of these members for good citizenship, as well as the university of which the group is a part.

Despite the fact that much progress has been made, one of the most damaging instruments to groups of students is the employment of a program or activity that includes hazing. This unproductive, ridiculous and hazardous 'tradition' has no rightful place in any university setting.

The university defines hazing as any activity or situation intentionally or unintentionally created, with or without consent, whether on or off university premises, which (1) endangers the mental or physical health of the participants, (2) produces physical discomfort, (3) subjects the individual to embarrassment, harassment or ridicule or (4) creates excessive fatigue or physical or psychological shocks to the individual.

[c] **Anti-Hazing Rules and Regulations:**

- i. All group activities will be non-alcoholic in nature for new, current and alumni members who are involved, with the exception of pre-authorized, carefully regulated B.Y.O.B. events, which follow the B.Y.O.B. policy.
- ii. No person shall engage in an activity that involves compelling a person to remain at a certain place or transporting someone without his or her knowledge or consent.
- iii. Chairings, "poling," "pledge walks" or other similar "traditional" activities, involving any person (new, associate member, member, affiliate, guest), are not permitted at any time.
- iv. No member-related activity shall be required of any person (new, associate, member, affiliate, guest) between the hours of 11 p.m. and 8 a.m.

- v. In cases where member-related activities are carried out in a campus residence hall or house, the Residence Life staff responsible for that particular building/area must be made aware of the activity prior to the event. (This can be done via Event Registration Forms on MySU.)
- vi. A recognized organization/club/team must submit a member program/calendar to the university upon request.
- vii. Any willful destruction or removal of public or private property is prohibited.
- viii. Member-related activities should be kept within properly reserved space, and generally should not be conducted in "public," unless of a service/volunteer nature.
- ix. All associate/member activities must end two weeks prior to the final exam period.
- x. Actions and activities which are explicitly prohibited include but are not limited to the following:
 - Activities interfering with scholastic activities or participation in other university events;
 - Total nudity at any time or dress which is inconsistent with weather conditions;
 - Dropping food into mouths or the forced consumption of any food, alcohol, drug or other substance;
 - Paddle swatting, beating, whipping, branding or any brutality of a physical nature;
 - Waking individuals during the night, therefore depriving the individual of sleep and causing less than eight continuous hours of sleep any given night;
 - Creating excessive fatigue, requiring calisthenics, physical or psychological shocks, quests, treasure hunts or scavenger hunts;
 - Kidnapping, transportation or stranding of individuals (e.g., "road trips");
 - Assigning activities that would be illegal, or might be morally offensive to the individual, including pranks such as stealing, "panty raids" or harassment of another organization;
 - Assigning a task of servitude, including errands, clean-up activities, etc.;
 - Partaking in verbal abuse of any kind including "line-ups" and berating individuals;
 - Requiring members to publicly wear apparel that is conspicuous and not normally in good taste, including the carrying of items such as paddles, canes, etc.;
 - Engaging in public stunts and buffoonery;
 - Forcing exclusion from social contact;
 - Forcing conduct that could adversely affect the mental health or dignity of the individual.
 - For purposes of definition, any activity described in this policy upon which the initiation or admission into, affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.
 - In Pennsylvania, any person who causes, participates in or willingly allows hazing can be charged with a third degree misdemeanor.

[d] **Organizational Shared Responsibility:** All organizations, clubs, teams or groups of students who are perceived as functioning as an organized entity, will be held responsible for the behavior of their affiliates (including current students, alumni or guests), particularly when their actions evolve from or are in any way related to their association with or activities of that group. Affiliates of a group or perceived group who act in concert to violate university or state regulations may be given joint responsibility for such violations. Affiliates of a group or perceived group that condone or encourage behavior that violates university or state regulations may be given joint responsibility for such violations.

[e] **Organizational Governance and Membership:** Students are expected to know and abide by the regulations governing student organizations/groups including, but not limited to, groups recognized by the Student Government Association (SGA), Greek Organizations, athletic teams/clubs and national honor societies/clubs. Failure to abide by these regulations may result in action through the Student Conduct System. Accepting membership into an organization that is currently not eligible to recruit new members, due to the group's suspension or withdrawal of recognition, is a violation, and any individual found responsible for such affiliation will be held accountable.

[f] **Program Guidelines for Student Activities**

i. **Contracts**

Susquehanna University does not accept financial responsibility for contracts negotiated by students individually or as representatives of student organizations. Any student organization contemplating a contractual agreement is urged to confer with the Director of Student Activities prior to finalizing and signing a contract.

ii. **Date Reservation**

All co-curricular activities must be scheduled on the master calendar in the Office of Events Management. This is necessary so that conflicts can be avoided in facility/resource usage. Because the University Calendar, the Calendar of Public Events, *The Crusader* and other publicity depend upon the Student Activities Office and the Office of Events Management for accurate information concerning co-curricular programs, it is essential that the information the office receives be as accurate and complete as possible. Programs will be scheduled in accordance with the following policies:

- All requests must be submitted in three working days prior to the event using the request form. For all student-sponsored social events, the names of two persons (preferably officers or program chairs and the advisor of the sponsoring organization) who assume responsibility for the event and will be present for the entire event must be listed on the scheduling form.
- All events held on campus must be sponsored by a recognized student organization or university department or the event will be treated as a non-university sponsored activity and contracted as such.
- Permission for events can be denied for just cause by the Director of Student Activities. Valid reasons may include conflicts with other activities, inappropriate nature of the event or other circumstances.
- The person who schedules the event is responsible for notifying the Student Activities Office and the Office of Events Management as soon as it is known that an event is to be canceled.
- The *Crusader* newspaper must receive all promotional information no later than Tuesday at 4 p.m. for the event to be included in that Friday's edition.
- A current activities calendar is available on the university Web site. Additions, changes and cancellations must be reported to the Student Activities Office and the Office of Events Management as soon as possible to avoid dissemination of incorrect information.
- Any scheduling conflicts, problems or questions should be referred to the Director of Student Activities who, in conjunction with the Office of Events Management who has final authority for all scheduling issues.

[g] **Funding Information**

- i. **General Information:** Student organizations are required to maintain their funds in university "agency" accounts through the university accounting system for

organizational expenses. There is no charge for processing transactions, writing checks, monthly statements, etc. All balances at year-end carry over into the following fiscal year. Monthly reports can be provided to the organization's Treasurer or faculty advisor by the Student Activities Coordinator. It is the organization's responsibility to understand the transactions that have been posted into their accounts and to inform the Student Activities Coordinator of any changes to the account(s), including the naming of a new treasurer.

- ii. **Purchasing Procedures:** Some local merchants will allow items to be charged to student organizations if the purchaser shows identification and signs a receiving document. The vendor should send the resulting bills directly to the organization's treasurer and not to the Business Office or Accounts Payable. Both the organization's treasurer and the faculty advisor must approve payment of the bill by signing a properly completed check request form, available on MySU.
- iii. **Check Requests:** Checks are prepared from properly completed and approved check request forms stapled to invoices or other supporting documentation. Required information includes the 5-digit agency account number and a 4-digit expense sub-code, the amount to be paid, check delivery/pick up options and approvals. Listings of appropriate expense sub-codes are available for reference in the Business Office and from the Student Activities Coordinator in the Campus Center. Properly completed requests received at Accounts Payable prior to 4 p.m. Tuesday will result in checks being available on Friday for pick up in the Business Office or mailing according to the instructions on the form. Please note that as a matter of policy, checks cannot be drawn on accounts with insufficient balances. Therefore, groups should be certain that appropriate funding has been credited into their agency account prior to the time they need expense checks. Funds can be deposited directly through the Business Office or transferred between agency accounts using a preprinted journal entry form, available on MySU. Note that these check request forms are not to be used for payments for services by those on the university payroll; as such payments must flow through the Payroll Office. Any questions regarding organizational accounts should be directed Student Activities Coordinator.

[h] Fundraising Regulations

Susquehanna University recognizes the need for officially recognized student organizations to raise funds to supplement what is allocated to them by SGA from the Student Activities fee. Individuals, businesses or groups not affiliated with Susquehanna University or Susquehanna groups which are not officially recognized are prohibited from selling products or services and from raising funds on-campus unless they have been contracted as an outside vendor for the DCC lower level display area.

The following is a set of guidelines for planning and implementing fund-raisers on campus:

- i. Student groups planning to engage in fund-raising efforts in which fellow students, faculty and staff are the persons from whom the funds are raised must register their activity with the Student Activities Office (via the event reservations form). Included in this category would be on-campus events for which admission is charged, the sale of goods or services and direct solicitation for worthy causes.
- ii. University organizations selling products need to adhere to these additional guidelines:
 - Items must be reasonably priced, represent a fair deal for purchase and be quality products.
 - Items must be in good taste and should not be messy, loud or offensive to the general public.

- If items directly compete with the Campus Bookstore or ARAMARK food service, clearance must be obtained from the supervisors of those operations.
 - Sale of items utilizing the name, logo or mascot of Susquehanna University must obtain additional permission by the Office of Communications.
 - Items that are prohibited on campus (i.e., drug paraphernalia, candles, incense, etc.) may not be sold or distributed.
 - No fund-raising activity may involve the solicitation/ completion of a credit card application. As a result of a vote by SGA in fall 1999, credit card vendors are not permitted to actively solicit on campus.
 - Student Organizations must register their fundraiser through the Event Registration form located on MySU. If approved, the fundraiser contact will receive a confirmation from the Student Activities Coordinator.
 - If necessary, organizations raising funds for charity are required to provide evidence to the Student Activities Office that the funds were received by the charitable organization at the conclusion of the event.
 - Limited storage space, for student organizations, is available in lockers near the 24-hour computer lab in DCC. Keys may be kept at the Information Desk for group members to check out as needed. Storage for group items may not be kept in the Student Activities Office unless authorized by the Director of Student Activities.
- iii. Locations for fundraisers:
- a. Degenstein Campus Center: Fundraisers are allowed in the vendor table/lower level display area upon receipt of an event confirmation form from the Office of Events Management and the approval of the Student Activities Office. Space is limited to no more than six display tables and the duration of a group's reservation of this space is at the discretion of the Office of Events Management.
 - b. Residence halls: No fundraising/soliciting may be conducted in the Residence Halls without written approval of the Department of Residence Life. Limitations may be applied to groups wishing to fund raise in the residence halls beyond those described in this policy.
 - c. Academic buildings: Fundraisers are not allowed in any building that is designated primarily as classroom space. The Academic Deans may grant exception to this rule as deemed appropriate.
 - d. Other campus facilities & grounds: Contact the Director of Student Activities for restrictions on other areas of campus beyond those listed above.
- iv. All recognized student groups must abide by these regulations. Organization representatives must meet with a member of the Student Activities staff to review these policies, if necessary. The organization representative and the organization's advisor may be required to sign a statement that holds them responsible for compliance with such guidelines. If these guidelines are violated in any way, the Director of Student Activities may deny future fund-raising privileges for that particular organization for a period not to exceed one year.

Policies for Campus Events and Advertising

8. GUEST SPEAKERS AND PROGRAM PHILOSOPHY

- i. **Philosophy:** Susquehanna University affirms open inquiry and free discussion as necessary provisions for freedom to learn and for educational development. Therefore, a recognized student organization or faculty or administrative unit may invite any speaker or performer to campus. With this freedom goes the responsibility to prepare adequately for the event so that it is conducted in a manner appropriate to the academic community.
- ii. **Guidelines:** All publicity must clearly identify any and all sponsors of the event. The sponsoring group should make clear to the public that the views expressed by their guest speaker(s) do not necessarily imply approval or endorsement either by the sponsoring group or by the university.

An opportunity should be provided for questions and statements of opposing views. Also, any speaker who is a guest of the university is entitled to a courteous hearing regardless of his or her position.

Appropriate scheduling arrangements must be made through the Office of Events Management and the Student Activities Office.

The sponsoring group has the responsibility for hospitality (i.e., housing, transportation, meals, entertainment) when a guest speaker or group is invited to campus. When an honorarium and expenses have been promised, a check for this amount should be ready before the guest leaves the campus.

As a matter of courtesy, the sponsoring group has the responsibility of notifying the President and/or the Academic Vice President and the Director of Student Activities of any guest speaker at the time of scheduling, and before final arrangements are completed.

9. FACILITY USAGE RESPONSIBILITIES

[a] Groups utilizing university facilities for program and meeting purposes are responsible for returning the space to its original condition after the program:

- Decorations and trash removed.
- Tray meal rubbish returned to dining hall.
- Floors clean if anything has been spilled.
- Furniture reset in original set-up.
- Windows closed.
- Lights out.

[b] Room Scheduling

All university buildings and facilities are available for general university, faculty or student use at times and in any ways that do not interfere with the curricular use for which the facility is provided. Any event, meeting or rehearsal that is not included in the regular class schedule must be reserved in advance through the Student Activities Office.

iii. **Decorations**

Campus facility users should consult the Director of Student Activities and/or the Coordinator of Events and Services for Student Activities before proceeding with any decorations related to short-term use of non-academic facilities. For safety reasons, only university staff may install electrical equipment, whenever and wherever needed, and they will see that these installations are removed and stored after each event. In addition, glitter is not permitted in any university facility, and all hung decorations must meet the Posting Policy guidelines.

[d] **Bulletin Boards and Display Cases**

Campus organizations and individual students are encouraged to use the bulletin boards located around the campus to publicize Student Activities and all members of the university community are urged to read these announcements. Certain bulletin boards are designated for specific purposes. A variety of focus areas are available in the east stairwells of the Degenstein Campus Center including: clubs and organizations, athletic notices, academic notices, Career Services, student alumni association, campus events and want ads. Posters should be placed only on bulletin boards or designated posting areas. Posters placed on walls, doors and windows will be removed/relocated. Please see the complete posting policy listed under point b of 8. Office of Student Activities. Each display should be limited to 10 days or less to allow maximum usage of the case throughout the year. The sponsoring group/department must be identified as a part of the display materials.

[e] **Lower Level Display Tables & Vendor Policy**

Display tables, located on the lower level of the Campus Center, must be reserved during the academic year by departments or organizations through the University Scheduler. Each table usage should be limited to one week or less to allow maximum usage of the tables throughout the year. The sponsoring group/department must be identified as a part of the display/sales table. Off-campus vendors may contract for the use of the display tables during the academic year through the University Scheduler. Vendors will be charged rental fees and must provide proof of insurance as part of the contract process except where the vendor is being sponsored by a student organization as a fundraiser for the student group. As a result of a vote by SGA in fall 1999, credit card vendors are no longer permitted to utilize the display tables and may not be used as a source for fundraising by campus groups. Merchandise which makes direct reference to alcohol and drug usage, items that make reference to suspended or former Greek organizations or any items that may be offensive to the general public may not be displayed. Items which are prohibited on campus (i.e. drug paraphernalia, candles, incense) as stated in this Student Handbook may not be sold by either on-campus groups or off-campus vendors.

[f] **Posting Policy:** The following rules and regulations govern the display of signs, posters, notices and banners affixed on university-owned or -operated property.

- i. A recognized student organization or university department must sponsor any promotional materials posted on campus. The sponsoring group must be identified on the posted material.
- ii. Items related to student government elections are presumed to be associated with SGA, however the individual candidate is personally responsible for their own postings.
- iii. Any written promotion for events sponsored by commercial establishments is forbidden unless authorized by the Dean of Student's office.

- iv. Promotional materials may be placed only on bulletin boards or designated posting areas. Signs or posters shall not be placed on any door or glass area of the university, including windows, doors or partitions and may not be affixed to wood-finished or painted surfaces of any kind. Materials may not be placed over existing postings.
- v. All items must indicate an event date or expiration date. Organizations or individuals are responsible for the removal of materials when they are outdated or no longer relevant.
- vi. Masking tape must be used to affix signs and posters. The use of thumbtacks or staples is permitted only on cork-type bulletin boards.
- vii. Any notices, publicity, etc., which are applied in such a way (i.e., paint, ink, chalk, spray fixative) so as to deface any campus building, sidewalk, lawn, tree or structure are prohibited.
- viii. Mass distribution of promotional materials through the campus mail system must meet the following requirements:
 - A request is made and approved by the mailroom supervisor.
 - The organization supplies helpers to stuff mailboxes.
 - The organization makes an effort to clean up any mess in the Campus Center corridors caused by the mass mailing.
- ix. The use of airdrops or placement of materials on windshields is prohibited.
- x. Unauthorized materials depicting or announcing activities at which alcohol is consumed are prohibited.
- xi. Commercial advertising may be placed only on the designated posting areas in the east stairwells of the Degenstein Campus Center with permission from the Director of Student Activities.
- xii. Non-commercial posters or notices are not to be removed from the bulletin boards or designated posting areas unless they are outdated, no longer relevant or there are multiple notices of the same event in the same location.

Resources to Report a Grievance

10. BIAS RESPONSE AND EDUCATION TEAM

Bias Incident: Acts or behavior motivated by the offender's bias against a race, religion, disability, ethnic/national origin, sexual orientation, gender, gender identity/expression or any other distinguishing characteristic. Bias acts occurs whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups.

[a] Purpose

Given the prevalence of bias/hate motivated incidents on university campuses and Susquehanna's commitment to be an "engaged, culturally inclusive campus", as set forth in the Statement on Diversity and Inclusiveness, the Bias Response and Education Team (BRET) was launched in the fall, 2009 as a resource for Susquehanna students.

The fundamental purpose of the BRET is to provide a structure for immediate counsel and assistance to those who are targets of or witness to bias. The team provides a safe space to communicate experiences, to consider the character and gravity of harassment or bias-based instances, to ensure comprehensive responses, and proactively address issues of difference, civility and respect. The BRET does not adjudicate student conduct code violations, affirmative action issues, or issues of state and federal law but can connect students to resources in each of these areas for appropriate resolutions.

[b] Membership

In order to create an atmosphere where students feel free to report bias incidents, the BRET will not be comprised of personnel who formally investigate bias related issues. The team consists of faculty, staff and students appointed by the Provost to three year rotating terms.

Current members are listed below. Contact information may be found on the Susquehanna University campus directory located under "Offices and Services" on the homepage.

Monika Bryson – *Administrative Assistant, Cross Cultural Programs*

Wanda Cordero-Ponce – *Associate Professor of Spanish*

Scott Hollenbach – *Events & Services Coordinator*

Eric Lassahn – *Director of Residence Life & Civic Engagement*

Caro Mercado – *Assistant Dean & Director of First Year Programs*

Nate Milne – *Assistant Football and Assistant Track Coach*

Peggy Peeler – *Professor of Biology*

Dee Richardson – *Associate Director of Admissions*

Dena Salerno (chair) – *Director of the Center for Diversity and Social Justice*

2011 – 2012 members

[c] Reporting Process

The members of the BRET will be listed publically in residence halls, campus literature and on the university website. A student can report an incident directly to a BRET member or via the web. Students who are targets of or witness to a bias incident are strongly encouraged to contact a member of the BRET as soon as possible.

If an incident is reported to other members of the campus community, including faculty and staff, the information should be immediately submitted to the BRET chair. Incidents will be

forwarded to appropriate investigative bodies and the BRET will convene to determine the educational response of the campus community.

- i. All reported bias incidents will be referred to the BRET. Reporting to the group is appropriate even if the person cannot be identified, or in circumstances where the person who experienced the bias incident does not desire to pursue campus disciplinary or criminal charges.
- ii. Acts that are biased or discriminatory may violate the policies in the Student Handbook, the Faculty Handbook (see appendix) or the Employee Handbook. In addition, some activities may violate state or federal laws. Therefore, the BRET response to reports will depend on the nature of the incident, the complainant's wishes as to how the matter should be handled, balanced by the campus community as a whole, the rights of the accused, and appropriate fiduciary legal responsibilities.
- iii. Reports of hate crime should be reported directly to Public Safety (ext: 4444) by the Coordinator of the Bias Response and Education Committee. If it is warranted, Public safety will collaborate with local law enforcement.
- iv. Faculty and staff should also submit complaints that are directly reported to them by students in order to compile accurate annual data and address systemic issues.

[d] **Educational Role in Fostering a Climate of Inclusion**

The BRET will be empowered to request support from various individuals, offices and departments on campus in designing and implementing programs as response to and prevention of bias.

Educational responses will provide support to the targeted individual/group, engender the support of allies and inform perpetrators of the values of the university that are contrary to acts of bias.

Educational responses can include email messages to campus community members informing them of an incident and reiterating campus values which support inclusion, all-campus forums, articles published in *The Crusader*, residence hall programs, and talking points for faculty sessions.

The BRET will also maintain a database of all reported bias incidents in order to identify systemic concerns and subsequent ways to address these issues.

For more information on BRET, please contact any member of BRET to review a complete copy of the Biased Response and Education Team Protocol.

Reviewed July, 2010

11. Student Grievance Procedure

Susquehanna University Anti-Harassment and Non-Discrimination Policy and Procedures

Central to the mission of Susquehanna University is the establishment and maintenance of an environment in which the dignity and worth of all individuals within the institutional community are respected. Therefore, it is the responsibility of each person on campus to respect the personal dignity of others and to demonstrate a basic spirit that precludes harassment and discrimination. While the university is committed to freedom of thought, discourse, and speech and the attainment of the highest quality of educational and academic pursuits, the university is compelled to establish this policy on behaviors that would interfere with these freedoms.

Harassment or discrimination in any context is reprehensible but of particular concern to an academic community in which students, faculty and staff must rely on bonds of intellectual trust and dependence. Therefore, harassment or discrimination will not be tolerated. Specifically, the university expressly prohibits any form of unlawful harassment of its employees or students based on age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status or any other basis protected by applicable federal, state or local laws. Those inflicting such behavior on others are subject to the full range of institutional disciplinary actions, up to and including termination from the university, but also any legal action that may accompany such acts.

A. Definitions

1) **Sexual Harassment** is any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational advancement, or evaluation, or
- Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation, or
- Such conduct, of a severe and pervasive manner, has the purpose or effect of interfering with an individual's work performance or educational experience; creates an intimidating, hostile, or offensive work/educational environment.
- Unwelcome behavior is if the individual did not solicit or invite conduct, and particularly if he or she indicates that s/he finds the conduct undesirable or offensive. Acquiescence or failure to complain does not mean that the conduct is welcome. However, if an individual actively participates in sexual banter or discussions without giving an indication that he or she does not like it, it will more than likely not meet the definition of "unwelcome."

Intent vs. Impact

It is the **impact** of the behavior, not the **intent** of the person who exhibited the behavior that determines whether or not sexual harassment has occurred. According to the law, actual intent is irrelevant. Courts have found a hostile environment exists if the victim believes the environment to be abusive and a reasonable person would find it to be an abusive environment.

2) **Harassment** - a person engages in harassment when, with the intent to harass, annoy, or alarm another person, he or she:

- Engages in inappropriate physical behavior including but not limited to striking, shoving, and kicking or otherwise subjects others to physical contact, or threatens to do the same; or
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose. Depending on its severity, a single act may constitute harassment.

a. **Racial Harassment** - Verbal or physical conduct that is directed at an individual because of his or her race, color, national origin or ethnicity, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

b. **Sexual Orientation Harassment** - Verbal or physical conduct that is directed at an individual because of his or her sexual orientation, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

c. **Gender Harassment** - Verbal or physical conduct that is directed at an individual because of his or her gender, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

d. **Gender Identity Harassment** - Verbal or physical conduct that is directed at an individual because of his or her gender identity, the degree to which a person identifies as male, female, or some combination, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

e. **Disability Harassment** - Verbal or physical conduct or a pattern of a lack of reasonable accommodation that is directed at an individual because of his or her mental or physical impairment, and that is sufficiently severe or pervasive so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

f. **Religious Harassment** - Verbal or physical conduct that is directed at an individual because of his or her religion and/or religious pertaining to religion and that is sufficiently severe or pervasive as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which unreasonably interferes with work or educational performance, or negatively affects an individual's employment or educational opportunities.

g. **Discrimination** - Actions based on race, color, religion, sex, age, national origin, ancestry, disability or veteran status, that are sufficiently severe or pervasive enough to have the effect of substantially interfering with one's employment or educational performance or creating an intimidating, hostile or offensive employment or educational environment. As federal law changes the more stringent protections will supersede these.

3) Harassment/Discrimination Grievance Procedures

a. Description of Process

If there is a grievance, you will need to contact, verbally or in writing, the Director of Human Resources and Risk Management or the Chief Diversity Officer who will explain the process and answer any questions you might have. Unsigned written or anonymous oral complaints will not be processed nor believed to have merit. All parties involved including peer supporter will be reminded to keep all information related to the complaint confidential.

The purpose of the informal complaint resolution is to encourage the reporting of complaints concerning harassment or discrimination and to facilitate satisfactory resolution of the complaint without undue anxiety and provocation for the parties involved. An individual making a harassment or discrimination complaint **does not** have to speak first with his or her supervisor or the person against whom the allegation has been made. However, he or she is encouraged to do so with the assistance of his or her peer supporter (who may be a university employee or another university student as outlined in the paragraph below) in the presence of the Director of Human Resources and Risk

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Director of Human Resources and
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Diversity Officer
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B. Informal Complaint Resolution

If a complainant so desires, he or she may waive the informal resolution process and proceed directly to a formal investigation. The CDO is designated as the office of referral for information and advice, unless the complaint is against a member of that office. In that case, the complainant should contact the Executive Vice President for Administration and Planning.

Students: In the event that a complaint is generated by a student, the CDO will refer the student to the Dean of Students, unless the complaint is against a member of that office. In that case, the complainant will be referred to the Provost.

If a complainant desires, when filing a complaint he or she may be accompanied by another university employee or another university student who may advise and assist the complainant throughout the resolution process. The peer supporter must be an individual from within the university community and can include, but is not limited to, a faculty or staff member, Director of Human Resources and Risk Management, or a member of the Department of Residence Life & Civic Engagement (Director, Associate Director, Assistant Director, or Coordinator).

The complainant (and the peer supporter) will discuss the complaint with the person against whom the allegation has been made in the presence of the CDO (or Dean of Students) in order to reach resolution of the complaint. (In the event that the person against whom the allegation has been made should be from the Office of the CDO or the Dean of Students, the complainant will discuss the complaint in the presence of the Executive Vice President for Administration and Planning or the Provost). However encouraged, there is no obligation on the part of the person against whom the allegation has been made to participate in the informal resolution process. If the complaint cannot be resolved informally, or step one is bypassed, the complainant may file a formal complaint.

All communications from the Office of the CDO or the Dean of Students will be confirmed in writing only to the extent that defines the dates and times of meetings, the individuals present and whether or not a resolution to the complaint was reached. None of these confirmatory documents will be a part of either person's personnel files and due process protection will be afforded both parties.

Personal legal counsel for either party may not be present during either informal or formal complaint resolution.

C. Formal Complaint Resolution

If the complaint cannot be resolved informally, or step one is bypassed, the complainant may file a formal complaint. Except as noted above when the person against whom the allegation has been made is in the Office of the CDO, the CDO will make formal complaint forms available to offices and departments across campus. Formal complaints will be investigated and resolved in accordance with the procedures outlined below.

1) **Complaints against a university employee** - Complaints against a university employee are filed with the Office of the CDO, which is responsible for initiating the formal resolution process. The CDO will conduct an investigation meeting or meetings.

In the event that the person against whom the allegation has been made is a Vice-President, the complainant will file with the Office of the CDO who will investigate and the Office of the President will make a final determination. Should the person against whom the allegation has been made be from the Office of the CDO, the Executive Vice-President for Administration and Planning will investigate and make a final determination.

Students: In the event that a complaint is generated by a student, the CDO will refer the student to the Dean of Students, unless the complaint is against a member of that office. In that case, the complainant will be referred to the Provost.

Individual investigation meetings will be conducted by the CDO or the Dean of students with both the complainant, the person against whom the allegation has been made, (with their respective peer supporter if they so desire), and any witnesses who could corroborate or clarify the facts in question.

Investigation meeting(s) will commence within ten working days following notification by the CDO or the Dean of Students to the person against whom the allegation has been made.

The CDO or the Dean of Students will then forward her or his report to the supervising vice-president of the person against whom the allegation has been made, or in the case of faculty, to the provost for review and resolution along with the evidence gathered during the investigation meeting(s). Any formal action to be taken against a party as a result of the factual findings in the submitted report will be taken in accordance with the applicable policy or the Code of Student Conduct.

2) **Complaints against students** - Complaints against students, generated either by a student or a university employee, should also be made to the Office of the CDO. A report will be forwarded to the Division of Student Life and action will be taken in accordance with The Code of Conduct and "Conference and Hearing Board Referrals." Should the person against whom the allegation has been made be from the Office of the CDO, the Executive Vice-President for Administration and Planning will investigate and make a final determination.

3) **Protection of Both Parties**

a. **Notice.** When the formal investigation process has begun with the filing of a written complaint, copies of the complaint will be forwarded to the person against whom the

allegation has been made. If the allegations are not substantiated, the person against whom the allegation has been made will be notified.

b. **Abuse of Reporting.** False and malicious accusations of harassment or discrimination will not be tolerated and those individuals making them will be subject to university sanctions.

c. **Retaliatory Actions.** Retaliation by the person against whom the allegation has been made or any other university employee against the complainant as a result of filing a harassment or discrimination complaint will not be tolerated and the individual will also be subject to university sanctions. Reasonable action will be taken to assure the complainant and those involved with an investigation on his or her behalf will suffer no retaliation from the person against whom the allegation has been made or others within the university.

d. **Suspension from Employment.** In certain circumstances to protect the complainant or to prevent harm to others, the vice-president, or in a case involving a faculty member, the provost may at any time during the complaint process suspend the person against whom the allegation has been made from his or her primary duties and responsibilities until the matter is resolved.

e. **Failure to cooperate with investigation.** If the person against whom the allegation has been made elects not to cooperate with the investigation, the CDO will complete the report based on the information in his or her possession.

f. **Confidentiality and Completed Report.** During complaint process, the university will make every effort to assure confidentiality and to protect the due process rights of both individuals. Both individuals will be fully informed of the steps taken during the course of the complaint procedures by the CDO who conducts the investigation. In addition, both parties will be informed within ten working days of the completed report, whether the report has been forwarded to the appropriate vice president and the president. In the event that the complainant may be subject to disciplinary action, a copy of the report will be provided in a timely manner. A record of the complaint will be located in a file separate from the general personnel file of the complainant and the accused. Sanctions will also be recorded in this file.

g. **Unfounded Report.** If the matter is determined as unfounded after the conclusion of an investigation by the CDO, then the Office of the President or the individual's supervising vice-president will issue a letter to that effect and the matter will be deemed closed.

h. **Notification to Complainant.** Within ten (10) working days of the conclusion of the investigatory process and a decision by the president or appropriate vice president, the complainant will receive a letter regarding whether the allegation was judged to be founded or not founded. If founded, the letter will not specify specific disciplinary actions, which are part of an individual's personnel file.

D. Sanctions

In all instances, the president or supervising vice president retains the sole power and discretion to take formal disciplinary action against an employee or student. Individuals who are found to have violated this policy will be subject to disciplinary actions as set forth by Board of Trustees Policy, University Policy, Faculty Handbook or Code of Student Conduct. Such action could include, but is not limited to, an informal oral reprimand, a written reprimand or other disciplinary action up to and including termination of employment.

E. Right of Appeal

A three-member President's Appeal Board will be appointed annually by the Office of the President. The appeal board will be comprised of a faculty member, an administrator and an hourly staff member. The complainant and the person against whom the allegation has been made will be entitled to one written appeal of any decision rendered. Appeals must be based only on new evidence (not considered during the investigation) or procedural error. In preparation of the appeal, both the accused and the complainant will have normal access to their file. Such appeal will be heard by the President's Appeal Board, which will forward its recommendation to the president. Appeals will be filed no later than ten days after the receipt of a report. All faculty appeals will be done in accordance with the Faculty Handbook and the Governance structure presented therein.

Should the person against whom the allegation has been made be a student, he or she should refer to the "Hearing Board Procedures" as outlined in the Code of Student Conduct for information on due process, Conduct Board recommendations and the imposition of sanctions.

F. Policy Applicability

Individuals are encouraged to use these complaint procedures but are not required to do so and may choose to pursue other civil and legal options. Individuals may choose to pursue the complaint through use of the procedures of external agencies such as the Pennsylvania Human Relations Commission, Equal Employment Opportunity Commission, the Office of Civil Rights.

Upon notice that a complaint has been filed with an outside agency, the procedures in this policy are temporarily suspended.

These Susquehanna University harassment/discrimination procedures set forth are not intended to interfere with any legal rights under the statutes of the Commonwealth of Pennsylvania or the United States of America.

G. Time Frame

In order to give the complainant time to finish a class, a semester, a particular job assignment, an evaluation period or any other similar reason, the complainant may file a formal complaint of harassment or discrimination up to one hundred and eighty days following the alleged incident of harassment or discrimination.

Formal complaints filed within this period will be investigated even though the complainant has terminated her or his association with the university. Action under this policy will not be taken if the person against whom the allegation has been made has terminated his or her association with the university. Allegations made against students will continue through the Code of Student Conduct procedures as usual even if a student withdraws or ceases to be a student at Susquehanna University.

H. Posting of Policy

This policy will be posted at multiple sites across the campus community. In addition, it can be found on MySU under Human Resources.

I. Third-Party Complaints

Instances may arise when the harassing or discriminatory conduct of a university employee interferes with a third party's work or educational environment at the university. In these instances, third party complaints will be investigated. Students, faculty and staff members who wish to file complaints will follow those procedures outlined in Section A of the Harassment or Discrimination Complaint Procedures.

Effective: April 26, 2010

Posted: June 22, 2010

12. Whistleblower Policy

Purpose: Susquehanna University is committed to the highest standards of financial and professional conduct. This policy is designed to enable the University's employees to report concerns about possible financial misconduct or violations of laws with reassurance that they will be protected from retaliation for acting in good faith. Reports of financial misconduct would address such issues as fraud or questionable accounting and internal controls, accounting misrepresentations, misappropriation of grant funds, kickbacks, theft of university assets or use of such assets for personal benefit, falsification of timecards and other illegal or unethical business practices.

Policy: Reporting suspected misconduct is a service to the University and will not result in any negative retaliation and will in no way jeopardize one's employment at Susquehanna University. The protection of employees who submit reports of suspected financial or other misconduct is an important part of this policy, as is maintenance of the confidentiality, objectivity and independence necessary to resolve complaints appropriately. Any employee found to have engaged in financial misconduct or other illegal activity is subject to disciplinary action by the University, which may include dismissal as well as prosecution by appropriate law enforcement authorities. It is a violation of this policy to knowingly make unfounded allegations with the intent to cause harm to another individual. Those making such false allegations are also subject to disciplinary action, up to and including termination.

Procedure: All reports of suspected misconduct by Susquehanna University employees should follow the management reporting structure. If, however, a supervisor is suspected of misconduct, it should be reported to the next higher supervisory level. To facilitate the reporting of misconduct where individuals would prefer to remain anonymous, the University has contracted with an outside reporting service called the Campus Conduct Hotline through our insurance consortium, EIIA (Educational and Institutional Insurance Administrators, Inc.). Reports may be made to the Campus Conduct Hotline by accessing a website or by calling a toll-free number. Both methods are available 24 hours a day, 7 days a week. The report should contain as much detailed information about the incident(s) as possible in order to facilitate an efficient and thorough investigation. This detail should include, at a minimum, the names of the parties involved, the location of the incident(s) and the nature of the possible financial or illegal misconduct.

Reporting: Periodic summaries of complaints will be provided to the Audit Committee of the Board of Trustees for their review. As appropriate, reports regarding the status of specific complaints may be reported on a more frequent basis.

Questions: Any questions regarding this policy should be directed to the Director of Finance.

Effective: March 15, 2009

Posted: September 4, 2009

Personal Health and Victim Rights

13. SU POLICY ON SEXUAL ASSAULT

Sexual assault is defined as any incident where an individual is forced into any type of sexual contact against his or her will and without his or her consent. It is important to note that it is illegal to administer alcohol and/or any other drug for the purpose of preventing resistance and/or inducing a mental state where the individual is incapable of appraising the nature of his or her conduct.

Persons who can be of assistance to individuals who have been sexually assaulted or the target of sexual assault include female or male staff in the Health Center, the Counseling Center, the Employee Assistance Program, Residence Life and Public Safety. All are accessible 24 hours a day. Off campus referrals will be given upon request. Students may also contact the Sexual Assault Student Support (SASS) advocates, a group of faculty and staff who are trained to provide assistance to members of the university community who have been targets of sexual violence. Any member of the Susquehanna community who believes that he or she has been sexually assaulted is encouraged to:

- [a] Seek medical attention and counseling;
- [b] File criminal charges under the law of the Commonwealth of Pennsylvania
- [c] Institute a formal disciplinary complaint; this would include a full investigation by the Public Safety or the Office of Student Conduct.

If a formal disciplinary complaint is instituted (see the outline of procedures in the Code of Student Conduct), the individual who was assaulted has rights that include, but are not limited to, the following:

- i. The right to have a person of his or her choice accompany him or her throughout the process. *Note: the person accompanying the student may not be an attorney; his or her role is that of an advocate or advisor.*
- ii. The right to be present for the entire hearing;
- iii. The right to be informed of the board's decision as soon as it has been made;
- iv. The right to have no past sexual history discussed in a hearing, beyond history of relations with the accused deemed relevant by the board.
- v. The right to discretion, dignity, and confidentiality.

[d] Seek mediation with an official University Mediator. (See the Student Grievance Procedures)

[e] As a result of Act 104 from November 17, 2010 from the Department of Education, which added Article XX-G, "Sexual Violence Education at Institutions for Higher Education" to the Public School Code, the university will offer an educational program for full-time students on Sexual violence sponsored by the Department of Public Safety. The program will include:

- A discussion of sexual violence
- A discussion of consent, including an explanation that the victim is not at fault
- A discussion of drug and alcohol-facilitated sexual violence
- Information relating to risk education and personal protection
- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement

- The possibility of pregnancy and transmission of sexual diseases
- Introduction of members of the educational community from:
 - Public Safety and the Selinsgrove Borough Police Department
 - The Health Center, Women’s Resource Center, and Susquehanna Valley Women in Transition
 - The Counseling Center
 - The Department of Residence Life & Civic Engagement
- Victim rights during university Student Conduct processes, including those listed under part 13c of this policy, including the promise of discretion and dignity and the promise of confidentiality

For more information on sexual assault education, please see The Counseling Center on MySU under “Self Help” and “Sexual Assault.”

Updated: 7/27/11 JFA, ABP

14. SUSQUEHANNA UNIVERSITY HIV INFECTION/AIDS POLICY

Susquehanna University's policy with respect to persons infected with the Human Immunodeficiency Virus (HIV) is based upon concern for the welfare of the total campus community and for the infected individual within the community. The policy's essence is education and awareness, using the best resources available to convey current information. The university's education program describes HIV infection and outlines steps that all persons in the campus community can take to prevent themselves from becoming infected. The policy aims to assure the campus community that current knowledge indicates that students or employees with any form of HIV infections do not pose a health risk to others by their presence in the residential, academic or employment setting. Thus, they will not be barred from participation in academic and Student Activities or employment except on the basis of expert medical advice. The university assumes that persons who are, or who believe they are, at risk concerning HIV infection will want to take steps to protect their own health and to protect the welfare of all others in the college community. Therefore, this policy encourages students and other members of the college community to discuss, confidentially, their concerns about AIDS with a member of the Health Center staff. Students who know they are HIV infected are strongly encouraged to notify the Health Center so that the staff may assess the need for further medical evaluation, counseling and/or referral. This policy is consistent with the recommendations of the American College Health Association and other medical groups and educational organizations that have proposed general policy guidelines concerning HIV. It also complies with the requirements of the State of Pennsylvania and public health law. The following outlines Susquehanna's commitment to ongoing education of the college community and early identification and medical follow-up of the HIV-infected individual. Reported cases of HIV infection will be evaluated on a case-by-case basis by the Health Center Staff in consultation with a university physician.

[a] Educational Priorities

The university's goal is prevention of the spread of HIV. HIV infection is caused by a virus most often transmitted by the exchange of body fluids; usually through certain sexual or drug use behaviors. Individuals with a positive test for HIV may transmit the virus through anal or vaginal intercourse, sharing of needles, oral-genital contact and open-mouth kissing. HIV is not known to be transmitted by any form of casual interpersonal contact (such as touching, sneezing, coughing, toilet seats, etc.). No known safety risks are created by the presence of persons with HIV infection in normal academic, employment or residential settings. The

administration of an AIDS education program provides the best way for the university community to be safe and healthful. Everyone needs current information to make informed decisions. Therefore, the university AIDS Task Force will disseminate HIV infection/AIDS information that is accurate and timely, consulting with other colleges and national organizations (e.g., American College Health Association and the National Association for Student Personnel Administrators) in the development of programs. A variety of educational strategies will be used by the university, including distributing printed materials and sponsoring lectures, programs and discussions with groups and individuals. Current literature will be available in the Health Center and the Counseling Center. The education program will emphasize the following:

- i. Even though they may not have symptoms, persons with HIV infection may transmit the virus to others through intimate sexual contact or exposure to blood; a woman with HIV infection may transmit the virus to her child before or during birth or by breast-feeding.
- ii. Among people who choose to be sexually active, the consistent and conscientious use of latex condoms and spermicides containing nonoxynol-9 greatly reduces the chance of transmission of HIV through sexual intercourse.
- iii. The sharing of needles used in the injection of drugs or steroids, or for other reasons is an efficient way to transmit HIV.
- iv. Persons with documented HIV infection and those with behavioral risk factors for HIV infection should not donate blood, plasma, sperm or body organs or tissues.
- v. People with HIV infection pose no risk of transmitting the virus to others through ordinary, casual interpersonal contact.
- vi. It is possible that certain interventions and therapies may help limit the consequences of HIV infection among people already infected. People who know they have been infected may thus benefit from regular medical follow-up and immunological evaluation.
- vii. Discrimination against people who have or are perceived to have HIV infection is unwarranted, hurtful and wrong.

[b] Testing

- i. **Admissions:** Susquehanna University does not include consideration of the existence of any form of HIV infection on the initial admissions decision for people applying to the university.
- ii. **Employment:** Susquehanna University does not include consideration of the existence of any form of HIV infection in the process of hiring or promoting employees.
- iii. Susquehanna University will not undertake a program of mandatory testing of either employees or students for the antibody to HIV.
- iv. The Health Center Staff will provide information to students or staff regarding HIV testing. This will include information about the limitations of the test, as well as locations for testing where confidentiality, anonymity and pre- and post-test counseling is available.
- v. In order to ensure that the student with HIV infection/AIDS has accurate information and advice regarding medical care, any such student is strongly encouraged to inform the Health Center as soon as possible upon discovery of his or her testing positive for HIV antibody.

[c] Confidentiality

- i. Specific information concerning the student or employee with HIV infection/AIDS will not be shared with other students, faculty, administration, staff, other institutions, insurers or parents without the permission of the student or employee. This statement

is consistent with general policy whereby all individual medical records are treated in a confidential manner. Confidentiality of records is crucial, superseded only by the necessity to protect others in situations involving a clear and well-substantiated risk.

- ii. A student is encouraged to discuss the contents of his or her medical record with Health Center Staff to ensure that the student is as knowledgeable as possible.

[d] Medical follow-up

- i. Regular specialized medical follow-up and counseling by a trained professional is strongly encouraged by the university.
- ii. The person with HIV/AIDS is encouraged to identify his or her private health care provider to the Health Center. Upon request, the Health Center will refer an individual to health care providers and/or agencies with expertise in AIDS. An HIV infected person may not be required to take live virus vaccination, e.g., measles, rubella, unless required by state law and dependent on current medical practice.
- iii. Public Health reporting requirements for the State of Pennsylvania will be observed.

[e] Additional Residential/Academic/Work Considerations for the Person with HIV Infection/AIDS

- i. HIV infected persons are considered as having handicapping conditions. Consequently, in making its decisions, the university must guarantee the legal rights of these individuals.
- ii. Students who have HIV infection, whether they are symptomatic or not, are allowed regular classroom attendance in an unrestricted manner as long as they are physically and mentally able to attend classes.
- iii. Persons with HIV infection are not restricted from access to university facilities, including the gymnasium, swimming pool and food service areas unless they are secondarily infected by an organism that would ordinarily preclude a non-HIV/infected individual from using these facilities.
- iv. Decisions about on-campus housing for students will be made on a case-by-case basis. The best currently available medical information does not indicate any risk to those sharing residence with infected individuals.
 - In some circumstances there is reason to be concerned for the health of students with immune deficiencies when such students might be exposed to certain contagious diseases (e.g. measles or chicken pox) in close living conditions. In such situations, and within the limits of available options, the university will seek to accommodate the student but may have to request that the student move from the residence unit.
 - People with HIV infection, as with any other infectious disease, are expected to govern their behavior in light of the known risks of transmission of AIDS based on current medical knowledge. An infected student whose behavior is known to endanger others may be isolated or suspended from the university. This decision will be made by a committee composed of the Dean of Student Life, a University Physician and the University Attorney and will be based on the best available medical advice to assure the welfare of the individual and other members of the college community.
- v. Food Service and Physical Plant employees will not be restricted from work unless there is evidence of infection or illness for which such workers are normally restricted. (See Center for Disease Control's *Morbidity, Mortality Weekly Report*, Nov. 15, 1985; page 34.)

- vi. An HIV infected student may participate in intercollegiate athletic programs, intramural and club sports following individual assessment by the University Physician and provided that appropriate precautions are taken with regard to contact sports.
- vii. Staff of the Health Center, Residence Life, Public Safety, Physical Plant and Athletic Departments will be instructed in and expected to follow the safety guidelines established by the Center for Disease Control for the handling of blood and body fluids.

The Policy on HIV Infection/AIDS will be reviewed annually by the Health Center Physician. In the event that significant changes in policy need to be implemented in light of new developments in medicine and/or the law, the AIDS Task Force* will be convened. *Latest Review July 2008.*

*The University AIDS Task Force membership includes staff from the Health Center, the offices of Student Life, Residence Life, Public Relations, Food Services, Human Resources and the Chaplain, as well as student representation. The Director of the Counseling Center chairs the Taskforce.

Parental Notification Policy

15. PARENTAL NOTIFICATION POLICY

Introduction

The purpose of this policy is to clarify the circumstances and procedures under which the university may notify parents regarding information about a student without the consent of the student.

University Philosophy Regarding the Role of Parents and Their Child's Education

Susquehanna University believes parents should have a role in their children's education. For this reason, we believe it is appropriate to partner with parents so that together we can help students become independent thinkers and decision makers.

Of course, our primary relationship is with students. We prepare them for successful lives after graduation, guide them toward good decisions and help them learn from the outcomes of those decisions. We expect students to take primary responsibility for their education: They are accountable for fulfilling their academic requirements, meeting their financial obligations and adhering to the university's expectations for appropriate conduct.

Because parents and other family members know their students well, they can play an important role in supporting and advising students during these critical years. Parents can encourage and support students' development by discussing with them their needs, helping them become self-advocates and directing them toward the appropriate resources.

Our Parents Association provides a great vehicle for interacting with other parents in this new enterprise of parenting from a distance. Over the course of students' undergraduate years, parents develop valuable insights about the Susquehanna experience. We encourage them to share their comments, questions and opinions with us. To help keep parents informed, we will use a variety of university publications, online communities and our Web site to communicate about university developments, policies and expectations.

Together, the university and parents can support the learning and success of our students.

Federal Law Regarding Disclosure of Educational Records

The right of access to information in a student's educational records is governed by a federal law known as the Family Educational Rights and Privacy Act ("FERPA"). The right of access to other information, such as medical or counseling records, is governed by applicable state or federal law. As a general rule, students attending a college or university, regardless of age, have the right under FERPA to control disclosure of information from their educational records.¹ FERPA permits colleges and universities to make certain exceptions to this general rule and allows disclosure of certain directory information from a student's educational records without obtaining the student's prior consent. A student may request that any of this information not be released by writing to the Dean of Students.

Circumstances When Parental Notification May Occur

In general, university staff will notify parents when they have knowledge of circumstances adversely affecting a student. The Vice President of Student Life/Dean of students, in consultation with appropriate staff, will determine when parental notification will occur. These situations include:

[a] *Academic Issues*

Parents/guardians will be notified when a student is at risk of academic suspension, when a student withdraws from the university for any reason and when the academic standing of a dependent student may negatively impact financial aid.

[b] *Health and Mental Health*

Health Center and Counseling Center staff are prohibited by law from sharing detailed information regarding complaints or diagnoses, and even attendance at the Health Center or Counseling Center, without express consent from the student. However, staff will encourage students to discuss serious health and mental issues with parents or guardians. Counseling Center and Health Center staff are permitted to violate confidentiality in the case of imminent danger, to the extent that is necessary to protect the student or others threatened by the student.

- i. Parents/legal guardians of dependent students may be notified by the Vice President for Student Life/Dean of Students in the event of hospitalization for life-threatening or other serious illness, including illnesses that would require multiple-day stays, when the hospital does not notify parents.
- ii. The Vice President for Student Life/Dean of Students may notify the parents or legal guardians of a dependent student in connection with a serious injury or health or safety emergency when deemed necessary to protect the health or safety of the student or other Individuals.
- iii. The Vice President for Student Life/Dean of Students will notify parents/legal guardians of a dependent student when he or she has knowledge of a hospital visit for suspected alcohol poisoning.

In some instances we need parents to travel to Selinsgrove to assist in resolving challenges, especially medical and mental health issues. We expect that parents will respond affirmatively, as such requests are not made without thorough consideration and compelling need.

¹ There are various exceptions to this general rule. For example, educational records are subject to subpoena. There are other exceptions, some of which are complex, it is not the purpose of this policy to provide a comprehensive summary of FERPA

[c] *Student Conduct Issues*

- i. Parents/guardians of dependent students may be notified by the university of charges brought against a student that could result in loss of housing, suspension, expulsion or loss of the privilege of participation in commencement ceremonies. Parents will be notified if a student is found responsible for a violation and the sanction includes loss of housing, suspension, expulsion or loss of privilege of participation in commencement exercises.
- ii. Parents/guardians of dependent students may be notified by the university if a student is found responsible for a sanction that places them at a sanction level 2A or 2D or higher (see the Code of Student Conduct.)

[d] **Encouraging Students to Take Responsibility for Parental Notification**

At the point at which it is determined that parental notification is permitted under the provisions of this policy, the student will be given 24 hours to make the initial contact with the parents or legal guardians prior to the university notifying the parents or legal guardians.

Within the 24 hour time period that a student has to notify his or her parents or legal guardians, the student may submit documentation or a written statement indicating that there are special circumstances that make parental notification inappropriate. The university's designee will consider the request and make a determination as to notification on a case-by-case basis.

In the event of parental divorce or separation, the student may designate the parent to be contacted.

Last Revised August 13, 2008

16. WEATHER

Inclement Weather Policy

The university will not be closed except in extraordinarily dangerous weather. When the university is open, all administrative offices will be open and all classes will meet unless the instructor is unable to get to class.

Because individual circumstances vary, faculty and staff members must judge for themselves if it is safe for them to come to the university or whether they must leave work early. Any hourly-wage employee who misses work because of severe weather conditions, other than when the university is closed, should arrange with his or her supervisor to make up the missed time prior to the end of the pay period. If making up the time is not possible prior to the end of the pay period, the employee's annual leave should be charged. Administrative staff members who miss a half day or more because of weather conditions should charge a half or full day to annual leave.

In the case of extraordinarily dangerous weather conditions, the president or his designee will close the university and communicate the closing via the following:

- An announcement in the News Extras section of MySU
- The home page of the SU website
- The campus voicemail system; call 372-ATSU (2878). (It will not be necessary to check individual voice mailboxes.)

When the university is closed, all classes and public events will be canceled and the only offices that will remain open will be food service, security, the switchboard and facilities management, which must remain open with at least minimal services throughout any weather emergency. Non-essential employees will be paid for the lost time and will not be required to make it up. Hourly-wage employees who are required to work when the university is closed will be paid double-time. The individuals in charge of specific public events will make cancellation decisions, post them on MySU and notify the director of Web communications in University Communications, who will note cancellations on the home page of the SU website. Other cancellations, closings or additional weather-related notices to the campus community also should be posted by individual departments and offices on MySU.

If you have specific questions about the policy, please contact your supervisor for further information.

17. ADDITIONAL CAMPUS OFFICES AND OTHER STUDENT RESOURCES

[a] Unauthorized Use of Information Technology

Any action without authorization from the university which does or allows an individual to, access, use, modify, destroy, disclose or take data, programs or supporting documentation residing in or relating in any way to a university computer, computer system or computer network or causes the denial of computer system services to an authorized user of such system. Any violation of the Information Technology Policy (<http://www.susqu.edu/offices/25570.asp>) and the Information Technology Conditions of Use statement. Examples of violations include:

- a. Use of university technology to harass or harm any person
- b. Creation and/or use of false user accounts
- c. Unauthorized use of another user's account
- d. Use of network packet sniffing software outside the classroom
- e. Placing rogue hardware on the LAN for the purpose of exploiting network security and policies
- f. Any activity that attempts to circumvent the LAN security
- g. The posting on university-owned computers of material that may or will be perceived to be offensive to others
- h. Use of university technology to violate copyright laws
- i. Use of phone or computer technology to perpetrate false charges
- j. Activities that constitute theft of service (i.e. unauthorized printing)

[b] Student Employment Handbook

For information on student employment at Susquehanna University, please contact Financial Aid.

[c] WebSU Instructions

For directions on how to use WebSU, please contact Human Resources.

[d] **Blough-Weis Library**

The Blough-Weis Library is a center for study and research and is open 104 hours per week during fall and spring semesters. This facility has online access to thousands of journal articles; over 330,000 books, DVDs and CDs, a student lounge and spaces for group and quiet study. Wireless laptops can be borrowed for use in the library. As an added service, lockers are available to rent for a small, returnable deposit. Librarians and other staff members are available to assist students in their academic pursuits.

Students are expected to use the resources responsibly and to properly check out materials they wish to borrow. To maximize availability of the collections, security measures are in place, which include door alarms on non-approved exits, and checking of backpacks and briefcases. Unauthorized removal or mutilation of library materials could result in prosecution and/or disciplinary proceedings. Fees are charged for all materials that are overdue and/or damaged by borrowers and for all lost items. At the end of each semester, library fees are sent to the university's Business Office and applied to each student's account. Smoking and pets are not permitted in the library. Loud conversations in person or on cell phones are discouraged out of consideration for others.

[e] **Campus Center Mailroom**

The Campus Center Mailroom is located in the lower level of the Degenstein Campus Center across from the bookstore. Each student is assigned a mailbox which will remain the same during his or her four-year enrollment at SU. Each student should use his or her box number when giving his or her SU address so that his or her mail will not be delayed in processing.

Student mailing addresses while at the university will be as follows:

John Doe
Susquehanna University
1858 Weber Way, S [your box #] (example: S104)
Selinsgrove, PA 17870

Receiving FedEx, UPS, DHL & USPS Packages:

A parcel card will be placed in your mailbox or an e-mail notification will be sent to the student's SU e-mail address depending on whether a signature is required for pick up. Upon receiving notification students should come to the mailroom door to pick up their parcel.

Sending Packages:

The mailroom provides most of the services available at the U.S. Post Office on a cash only basis and cannot make change for anything larger than a 20-dollar bill. The mailroom stocks priority and express boxes, envelopes, packaging tape, CD mailers and packaging supplies for all USPS shipments.

The mailroom can mail out packages weighing up to 20 pounds. If the packages are heavier they must be mailed out through the Outgoing Mailroom in the Admissions House. Any organizations charging a mailing to an account number must also use the Outgoing Mailroom.

Academic Year Hours:

Mon. -- Fri.: 8:30 a.m to 4:30 p.m.
Sat.: 9:30 a.m. to noon

For additional information please visit our Web site at www.susqu.edu/campus_mail

[f] **Campus Bookstore**

Located in the Degenstein Campus Center– Lower Level

The Campus Bookstore is located on the lower level of the Degenstein Campus Center. Regular hours during the fall and spring semesters are Mon. through Thurs., 8:30 a.m. to 6 p.m; Fri., 8:30 a.m. to 5 p.m.; and Sat., noon to 4 p.m. Store hours will vary due to on Student Activities, holidays, Back to School, etc., and will be posted in-store and on our Webpage.

The bookstore is also available 24 hours a day, seven days a week online.

The bookstore stocks a standard supply of school supplies, clothing and health and beauty aids, as well as textbooks.

MasterCard, VISA, Discover and American Express are accepted with proper ID.

[g] **The Garrett Sports & Fitness Complex**

The facilities are open to all students, faculty and staff and a limited number of private memberships. Rules and regulations regarding the use of the gymnasium, field house, fitness center, racquetball courts and pool may be obtained from the Athletics Office, located on the upper level on the west side of the building. Rules governing men and women's intramurals may also be obtained from the Intramural/Recreation office, located on the lower level.

1. Regulations Governing Eligibility for Intercollegiate Athletics
 - a. To be eligible to compete in intercollegiate athletics at Susquehanna University, a student must be a full-time, regularly enrolled student. The student's status must be in accordance with the rules of eligibility set forth by the NCAA. Additionally, he or she must meet the standards set by the university and the Athletic Department for academics, personal conduct and squad codes.
 - b. Transfer students: All transfer students should check their eligibility status with the Athletic Director.
 - c. In all matters of eligibility, Susquehanna shall be governed by the rules of the NCAA and the Landmark Conference, Centennial Conference (football & women's golf only), and Empire 8 Conference (men's golf only).

Updated: 5/27/10, PS

[h] **Lore Degenstein Gallery**

The Lore Degenstein Gallery, located just beyond the main entrance of the Degenstein Campus Center across from the theater, welcomes all students, faculty and staff, as well as the entire Susquehanna community.

All students are invited to attend Exhibition Opening events and visit the Gallery at their leisure.

The Gallery is dedicated to providing exhibitions that encourage further insight into our artistic culture and that of others around the world.

There are five different exhibitions throughout the academic year. Please see advertisements for exhibition dates in the e-newsletter and *The Crusader*. The Gallery is closed for approximately two weeks between exhibitions to allow for de-installation of the former and installation of the new.

Updated: 6/9/10, DO

17. CONFLICT MEDIATION

In some instances, interpersonal conflicts may arise where mediation may prove to be an alternative to disciplinary action. The purpose of the mediation process is to promote reconciliation or bring together parties who have a conflict for the purpose of resolving that conflict and effecting an agreement. This process also affords the opportunity for discussion of varying points of view and encourages individuals to come forward to seek means for informal conflict resolution and the prevention of inappropriate behavior. Any written agreement resulting from the conflict mediation process can be enforced through the disciplinary system of the university. Parties to the agreement are responsible for upholding the terms of that agreement.

The following applies to the conflict mediation process:

1. The mediation process is not intended to replace the judicial system. Rather, it affords an alternative for the resolution of interpersonal student or student organization conflicts.
2. Students or student organizations may bring to mediation any conflict that materially and negatively impacts their own status or that of other members of the university community. Any member of the university community may, likewise, refer students for mediation.
3. Conflict mediators include members of the Student Life Division. Students or student organizations should contact the Assistant Director of Residence Life for Student Conduct for an up-to-date listing of mediators.
4. If mediation is to be implemented, all parties in conflict must agree to the process as an option to resolving their dispute. Mediation, when chosen as a means to settle conflict, must precede the judicial process. The judicial process, however, remains an option should mediation prove unsuccessful.
5. If a settlement is reached which is agreeable to all parties in conflict, the terms will be drafted by the mediator. The document will be signed by all parties, witnessed by the mediator and kept on file in the Student Life Office for as long as the students are enrolled as students or the student organization continues to be recognized. Each party receives a copy of the agreement.
6. Details of the process are kept confidential except for a brief report from the mediator to any referring party and the appropriate administrator(s) that an agreement has been signed by the parties. The mediator will also report to the above parties if an impasse is reached and no agreement is forthcoming. This permits further exploration of other options for resolution of the conflict. If, however, a threat to the health, safety or security of any member of the university community becomes a concern to the mediator, he or she will inform the parties that appropriate authorities must be notified.
7. Once an agreement has been finalized and signed, the option of bringing a charge through the judicial process is open to either party who becomes convinced that a term of the agreement has been breached by a participant in that agreement. In order to proceed, however, individuals must be continuing students. A mediator must affirm that the violation has occurred and will then share the terms of the agreement with the appropriate conduct officer or judicial board. Another option for the resolution of a breach of a mediated agreement is to resubmit the conflict for a second mediation intervention. One party may request this, but all parties must agree. The revision or the redrafting of the agreement may be handled by the original mediator or may be referred to another mediator.

Appendix

1

Susquehanna University

A Statement on Ethical Living

Approved by the Susquehanna University, Board of Trustees, May 14, 2007

At Susquehanna University we believe that there are many ideals of ethical living. What these various ideals have in common is a life centered on justice rather than mere self-interest, respect rather than hatred, and cooperation rather than aggression. This way of life

- acknowledges that ethical considerations go beyond just following the law.
- tolerates neither acts of bigotry nor silence in the face of such acts.
- holds persons in positions of power to a special responsibility to act in ways that are well-informed, thoughtful, and impartial.

As an academic community, we are committed to fostering an environment that has as one of its central goals the building of good character over the course of a lifetime. The cultivation of good ethical decision-making is embraced as an essential part of the endeavor to educate our students for lives of achievement, leadership, and service.

At Susquehanna University we are tied to each other by relationships that aim at the well-being of individuals and the University as a whole. We strive to treat all individuals with dignity regardless of their values or origins. We insist that each person deserves freedom from belittling, harassment, exploitation, violence, and any other harm. We believe that we live well when we treat everyone fairly. Fairness requires that we

- promote just processes of decision-making and evaluation.
- identify conflicts of interest and, when eliminating such conflicts is not possible, work to maintain the integrity of the University community.
- be honest in intellectual, administrative, and financial matters, claiming only that which belongs to us and making appropriate use of institutional resources.

These principles offer guidance. Susquehanna University trustees, faculty, staff, and students are obligated to establish enforceable policies and procedures that reflect the spirit of this document and constitute the regulations by which all abide as members of this community.

By upholding the principles of this statement, challenging ethical shortcomings, and honoring every individual, we strive to be a community known for our mutual respect and the highest ethical standards.

Statement on Diversity and Inclusiveness

Approved by the Susquehanna University, Board of Trustees, May 14, 2007

As a living, learning, and working community, Susquehanna University affirms its commitment to being an engaged, culturally inclusive campus.

The University's history and heritage lead us to affirm the dignity and worth of all persons. Consequently, we must be vigilant to ensure that we do not exclude or marginalize individuals and groups because of such differences as gender identity or expression, sexual orientation, race, ethnicity, social class, marital and parental status, disability, age, religion, geography, and national origin. As Susquehanna seeks to embody the rich diversity of the human community, we commit ourselves to the full participation of persons who represent the breadth of human differences.

Critical engagement with diversity entails understanding how these differences impact the ways in which we experience the world, the beliefs that emerge from and frame those experiences, and the impact of power and privilege on our lives. Such engagement takes account of the lived realities of students and is essential for effective teaching and learning, equitable governance and decision-making, and healthy community life.

Critically aware of the ways power and privilege influence practices, processes and relationships, Susquehanna University declares its intention to be a more diverse and inclusive community. One which:

- Embodies a commitment to civility and rich dialogue where all people can share their perspectives in the pursuit of knowledge and understanding;
- Adopts policies and practices that protect the rights and dignity of all persons and which provide equal access to resources;
- Seeks actively to recruit and retain students of diverse backgrounds;
- Seeks actively to employ persons of diverse backgrounds in all categories of employment;
- Encourages and expects teaching and advising practices and professional behaviors that promote critical engagement with diversity;
- Challenges myths and stereotypes; and
- Fosters the development of cross-cultural relationships marked by mutual curiosity and respect.

As we seek to fulfill these commitments our perceptions, understandings, and expectations will often come into conflict with those of other members of the campus community. These conflicts are not to be avoided, but should be seen as opportunities for learning and growth. Our responses to such conflicts must be framed by our respect for all people and our commitment to social justice and lifelong learning.

We believe that these commitments are morally and educationally necessary, essential to being a viable and competitive institution of higher learning in the 21st century, and indispensable in educating "undergraduate students for productive, creative, and reflective lives of achievement, leadership, and service in a diverse and interconnected world."

NEW FOR 2011 – 2012

MEDICAL EMERGENCY PARDONING POLICY

Division of Student Life, Department of Residence Life & Civic Engagement

Office of Student Conduct

Policy Statement

When it comes to alcohol or drug-related medical emergencies, the Division of Student Life recognizes the possibility that some students may be reluctant to seek assistance out of fear that they may face sanctions from the Office of Student Conduct.

Policy Text

Susquehanna University will remain committed to educating students on risk reduction strategies when it comes to informed decision-making on the topic of alcohol and other drugs. Administrators will continue to provide opportunities for students to develop a responsible approach to social challenges when it comes to alcohol and other drugs. Additionally, the implementation of this policy will include campus-wide education on the symptoms of alcohol abuse, drug use, and overdoses (etc.).

The following information is from the Mayo Clinic staff from www.mayoclinic.com. Please note that this is only a guide. Individuals should *always* err on the side of caution and call 911 or 9-911 (from an on-campus phone) to contact trained medical emergency personnel to make a final determination if someone should be transported to a hospital.

Signs of alcohol poisoning from the Mayo Clinic

<http://www.mayoclinic.com/health/alcohol-poisoning/DS00861/DSECTION=symptoms>

Alcohol poisoning symptoms include:

- Confusion, stupor
- Vomiting
- Seizures
- Slow breathing (less than eight breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Blue-tinged skin or pale skin
- Low body temperature (hypothermia)
- Unconsciousness ("passing out"), and can't be roused

It's not necessary for all of these symptoms to be present before you seek help. A person who is unconscious or can't be roused is at risk of dying.

When to see a doctor

If you suspect that someone has alcohol poisoning — even if you don't see the classic signs and symptoms — seek immediate medical care. In an emergency, follow these suggestions:

If the person is unconscious, breathing less than eight times a minute or has repeated, uncontrolled vomiting, call 911 or your local emergency number immediately. Keep in mind that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will "sleep off" alcohol poisoning.

If the person is conscious, call 800-222-1222 (in the U.S.), and you'll automatically be routed to your local poison control center. The staff at the poison control center or emergency call center

can instruct you as to whether you should take the person directly to a hospital. All calls to poison control centers are confidential.

Be prepared to provide information. If you know, be sure to tell hospital or emergency personnel the kind and amount of alcohol the person drank, and when.

Don't leave an unconscious person alone. While waiting for help, don't try to make the person vomit. Alcohol poisoning affects the way your gag reflex works. That means someone with alcohol poisoning may choke on his or her own vomit or accidentally inhale (aspirate) vomit into the lungs, which could cause a fatal lung injury.

Who is Governed by This Policy

Students in need of medical attention

Unless otherwise set forth below, a student who seeks emergency medical assistance in a severe alcohol or other drug-related emergency will not receive disciplinary action within the University Student Conduct System for the mere possession or use of alcohol and/or other drugs. This emergency assistance can be sought for one's self or another student. This policy also applies to an individual(s) seeking emergency medical assistance for another student.

A severe alcohol or other drug-related emergency is defined as a situation where a person's health status is potentially at risk due to the intake of alcohol or other drugs.

To qualify under this policy, a student (either victim or bystander) may make initial contact with a University official (including paraprofessional staff – Head Residents or Resident Assistants) or call for emergency services directly. Either may be accomplished by contacting a Residence Life staff member if one is easily accessible, or by calling (570) 372 – 4444 (ext: 4444 from any on-campus phone) for the Department of Public Safety or 911 (9-911 from any on-campus phone).

In an effort to emphasize the importance of responsible bystander behavior, this policy does NOT apply to students experiencing an alcohol or drug-related medical emergency who are found by University officials, including paraprofessional staff, law enforcement officials, or individuals not associated with the University.

The Medical Emergency Pardoning Policy (MEPP) is an opportunity for learning. Therefore, beyond the first incident, the availability of this policy will be at the discretion of the Office of Student Conduct.

Bystanders in situations where students are in need of medical attention

To receive a pardon from disciplinary action, a bystander(s) who seeks emergency medical assistance on behalf of another student is required to:

- Be **directly** involved in attending to the student who needs medical assistance (to be determined during follow up of the incident by the Office of Student Conduct)
- Provide his/her name to university and/or emergency officials
- Remain with the victim until help arrives
- Cooperate fully with University and emergency officials

All students seeking a pardon from disciplinary action must meet with a university official within the Division of Student Life and will be asked to comply with any recommendations set forth as a result of this meeting(s). Students will be contacted through their Susquehanna University email account regarding communications for this meeting(s). At the discretion of the Office of Student Conduct, students who fail to respond or comply with reasonable requests and recommendations from university official(s) will lose their right to receive a pardon through the MEPP.

Students who seek to help others through medical assistance are not limited to one use of this policy, as the expectation is they should always feel empowered to help those in need.

Reasons for the Policy

Susquehanna University's alcohol and other drug policies and sanctioning guidelines are focused on the health, safety, and education of its community members. It is this commitment to health and safety that influences SU's programming initiatives and policy enforcement.

In an effort to reduce barriers that may prevent a student from seeking medical assistance for him or herself or others, the Medical Emergency Pardoning Policy offers the following provisions for Susquehanna University students.

Links with Other Policies

As stated in the Purpose of the Student Conduct System in the Code of Student Conduct, "students are expected to exhibit a high standard of behavior and concern for others." To that end, the Division of Student Life seeks to encourage personal responsibility over one's health and safety as well as responsible bystander behavior. Additionally, all students are expected to abide by laws and policies outlined in the Student Handbook, including those related to alcohol and other drug possession and consumption.

Exclusions and Special Situations

- a. This policy is subject to the discretion of the Vice President for Student Life & Dean of Students or his/her designee and may decide to overturn a pardon based on considerations such as flagrant or repeated violations of the alcohol or drug policy or the health and safety of the student(s) involved. In the case of organizational involvement, a hospital trip may be used as a mitigating factor.
- b. This policy does not preclude the University from taking disciplinary action for other Prohibited Conduct that may be associated with the incident and outlined in the Student Handbook, including but not limited to damage to property, supplying alcohol or other drugs, sexual assault, theft, harassment, or assault.
- c. Students should be aware that the University does not control action taken by local or state law enforcement officials.

Responsible University Office and Individual

This policy is subject to the discretion of the Vice President for Student Life & Dean of Students or his/her designee. He/She oversees the policy. In consultation with the Vice President for Student Life, the Office of Student Conduct is responsible for policy implementation and revisions.

Revision History

The Medical Emergency Pardoning Policy was reviewed and approved by University counsel on June 6, 2011.

Contact

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Special thanks to Jim Neumeister from Northwestern University.

DIVISION OF STUDENT LIFE

Office of the Vice President for Student Life & Dean of Students
(570) 372-4135

Department of Residence Life
Housing, Student Conduct, Community Development
(570) 372-4133, <http://www.susqu.edu/studentlife/ResidenceLife.asp>

Center for Civic Engagement
(570) 372-4066, <http://www.susqu.edu/studentlife/CivicEngagement.asp>

Center for Career Services
(570) 372-4146, <http://www.susqu.edu/studentlife/CareerServices.asp>

Counseling Center
(570) 372-4751, <http://www.susqu.edu/studentlife/Counseling.asp>

Health Center
(570) 372-4385, <http://www.susqu.edu/studentlife/Health.asp>

Center for Diversity and Social Justice
(570) 372-4037, <http://www.susqu.edu/studentlife/Diversity%20Social%20Justice.asp>

Degenstein Campus Center Office and the Office of Student Activities
(570) 372-4395, <http://www.susqu.edu/studentlife/CampusActivities.asp>

Office of First Year Programs
(570) 372-4483, <http://www.susqu.edu/studentlife/FirstYear.asp>

Department of Public Safety
(570) 372-4444, <http://www.susqu.edu/studentlife/PublicSafety.asp>

Mailing Services
(570) 372-4231, <http://www.susqu.edu/offices/23112.asp>

Aramark Dining Services
(570) 372-4228, <http://www.campusdish.com/en-US/CSE/Susquehanna>

Campus Bookstore
(570) 372-4232, <http://www.susqu.edu/bookstore>

Main Switchboard
(570) 372-0101