

# STUDENT HANDBOOK

AMENDED

2015-2016

Division of Student Life

Office of the Vice President for Student  
Engagement & Success

and

Office of the Dean of Students & Campus Life

## 2015 – 2016

### Student Handbook

#### Division of Student Life

#### Letter from the Vice President for Student Engagement & Success

Dear Susquehanna Student,

The *2015-2016 Student Handbook* is the guide to your rights and responsibilities as a Susquehanna student. The Code of Student Conduct, found within the *Handbook*, lays out the expectations for being a member of the Susquehanna community. Please read this document carefully and if you have any questions about a policy or procedure, please ask a member of the Student Life staff for clarification. You are responsible for understanding our community standards and ignorance of a policy is not an acceptable excuse for violating it. The *Course Catalog* is an equally important source of University policies, expectations, and deadlines, especially those related to the academic program. You should become familiar with it as well.

We are committed to your learning and want to help you get the most out of your time at Susquehanna. To do so, we invite you to take advantage of the countless opportunities for engagement, leadership and support. You can enhance the quality, value and enjoyment of your Susquehanna experience by becoming actively engaged with the resources that are available to assist you. Along with understanding your rights and responsibilities of being a member of the SU community, you should also understand your rights and resources under Title IX ([www.susqu.edu/titleix](http://www.susqu.edu/titleix)). Look for ongoing educational opportunities throughout the year to learn more about how you can be an active bystander to respond to incidents of discrimination and bias. As SU's Statement on Diversity and Inclusiveness<sup>2</sup> states, SU is committed "to being an engaged, culturally inclusive campus." I know you will join me in upholding this standard for yourself and others.

While at SU, you'll find many opportunities for leadership and fun through varsity, intramural, and club athletics, co- and extra-curricular clubs and programs, and opportunities to serve and connect with causes that interest you on the local, national and global level. On behalf of the Division of Student Life, have a great year!

Sincerely,



Ms. Lisa Scott

Vice President for Student Engagement and Success

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# Susquehanna University Mission and Guiding Values

## Students' Rights and Responsibilities

### **Mission**

Susquehanna University educates students for productive, creative and reflective lives of achievement, leadership, and service in a diverse, dynamic and interdependent world.

### **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, research, and creative activity; health in mind, body and spirit; and learning in and out of the classroom.
- An enduring community that inspires and empowers alumni to be perpetual stewards of their alma mater and to strengthen the core educational experience of students.
- 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 and environmental sustainability 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 national 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.

*Approved by the Board of Trustees as part of the Strategic Plan  
Approved on June 21, 2014*

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.

*Supporting Susquehanna University's Mission and Guiding Values, the following rights and responsibilities were written and reviewed with the input and guidance of the student body. This statement of rights and responsibilities grounds the policies and procedures outlined in the Code of Student Conduct.*

### **Students' Rights**

- As stated in Susquehanna University's *Statement on Ethical Living*<sup>1</sup> (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*<sup>1</sup>, 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"

*Established by the Board of Trustees in October 1976  
Revised July, 2009 and reviewed June 2014*

## 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.

## **A 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 21<sup>st</sup> century, and indispensable in educating “undergraduate students for productive, creative, and reflective lives of achievement, leadership, and service in a diverse and interconnected world.”



# 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 2014.

### 1.) Purpose of the Student Conduct System

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.

### 2.) Procedural Protections

Student conduct standards at Susquehanna University 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 consequence. 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, in many cases, to request that the Dean of Students & Campus Life, or a designee, resolve the case in a Conduct Conference as outlined in Part 28 of the Code;
- [c] An opportunity to offer a relevant response;
- [d] An opportunity to call and question relevant witnesses;
- [e] Confidentiality, to the extent permitted by, and consistent with, applicable federal and state law;
- [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 Part 34[h] under this Code;
- [g] To be considered not responsible of the charge(s) until proven responsible by a preponderance of the evidence;
- [h] To be supported by a person of their choice as stipulated in Part 36 of this Code.

### 3.) **Authority for Student Discipline**

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.

- 4.) **Student Participation** Students are asked to assume positions of significant responsibility in the university's Student 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.

### 5.) **Definitions**

When used in this Code:

- [a] **Aggravated violation:** 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] **Group:** a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization;
- [c] **University:** Susquehanna University and all of its schools, divisions and programs (including programs for study away);
- [d] **Organization:** a number of persons who have complied with university requirements for registration;
- [e] **Personal property:** an individual's physical property or electronic property including electronic data or storage devices;
- [f] **Reckless:** 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] **Student:** any person who is taking or auditing classes at the university (on- or off-campus) or is matriculated in any university program, even if on break or off-campus at the time;
- [h] **University premises:** buildings or grounds owned, leased, operated, controlled or supervised by the university;
- [i] **University sponsored activity:** any activity on or off university premises that is initiated or supervised by the university;
- [j] **Weapon:** in accordance with Pennsylvania 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, pepper spray), 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] **Complainant:** the person(s) affected by a policy violation. There may be circumstances when a university official will act as the Complainant or in

conjunction with another person as a co-Complainant. (See Part 34n of this Code).

- [m] **Respondent:** the student charged with violating one or more of the University's policies or state, federal or local law;
- [n] **Conduct officer:** the individual conducting a Conduct Conference, overseeing a Student Conduct Board hearing or chairing/facilitating a University Conduct Board hearing;
- [o] **University official:** any individual who is employed by Susquehanna University as a professional administrator, faculty member, staff member, or student staff which may include designated student employees;
- [p] **Conduct Conference:** the process in which the allegations regarding a purported violation of the Code of Student Conduct are presented to the conduct officer (typically the Dean of Students & Campus Life 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);
- [q] **Informal Resolution Conference:** 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 under the Additional Campus Policies Section of this Student Handbook) by the Dean of Students & Campus Life or a designee. This meeting is between a profession staff and the charged student(s);
- [r] **University Conduct Board Hearing:** a formal process in which allegations of violations of the Code of Student Conduct are presented to a University Conduct Board to determine if violation(s) took place and what sanctions are appropriate. The Board makes sanction recommendation to the Dean of Students & Campus Life who makes a final decision. The Board members may be faculty, staff or when appropriate students;
- [s] **Sanction:** 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] **Preponderance of evidence:** the level of proof used to determine the outcome of an Informal Resolution Conference, Conduct Conference, or a University Conduct Board Hearing. This standard indicates that the evidence presented is 50.1% likely to be true. (This standard is lower than "beyond a reasonable doubt.");

[u] **Fundamental fairness:** the notion that an individual should be protected from arbitrary and unreasonable decisions and receive due process as promised in this Handbook;

[v] **Family Educational Rights and Privacy Act (FERPA):** federal law passed in 1974 that defines educational records and indicates who, and under what circumstances, an individual may have access to educational records.

## 6.) **Interpretation of Regulations**

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.

## 7.) **Inherent Authority**

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 Vice President for Student Engagement & Success, hereafter referred to as the Vice President, or the Vice President's 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. This can include taking action after a student has graduated from the University based on actions committed while the individual was a student at the University.

## 8.) **Disciplinary Action while Criminal Charges Are Pending**

Students may be accountable in criminal, civil, and university jurisdictions for acts that constitute violations of the law and of the 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.

## 9.) **Interim Suspension**

In consultation with university officials, the Vice President for Student Engagement & Success or a designee may suspend a student from the

university for an interim period. 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. Note that the university cannot be responsible for providing off-campus housing arrangements for students who are removed from campus.

## 10.) **Appeal of an Interim Suspension**

A student suspended on an interim basis may request that the interim suspension be lifted by addressing the Vice President or a designee within 48 business hours from the effective date of suspension in writing. The Vice President may only repeal an Interim Suspension if 10[a] or 10[b] of this Code are found to be favorable on the part of the suspended student. In cases where a student is charged with violating part 12[b] of this Code, the complaining student shall be informed of, and have an opportunity to respond to, any such request by the suspended student every effort will be made to expedite the process to minimize any possible negative impacts on all involved parties. To lift an interim suspension based upon a student's request, the Vice President must determine either that:

- [a] there is a legitimate concern with the reliability of the information concerning the student's conduct, including the matter of his or her identity; or
- [b] the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on university premises does not pose a substantial and immediate threat to himself or herself or to others or the stability and continuance of normal university functions.

## 11.) **Standards of Classroom Behavior**

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 24 of this Code.

## 12.) **Prohibited Conduct**

The following misconduct would constitute a violation in which a **student, group, 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. Prohibited Conduct:

- [a] Intentionally or recklessly endangering, threatening or causing physical harm to any person or intentionally or recklessly causing reasonable apprehension of such harm, even if no physical contact has been made (Also refer to the Anti-Hazing Policy in the Additional Campus Policies section of this Student Handbook)
- [b] Sexual misconduct, or other forbidden harassment as defined herein or elsewhere in university policies. This includes, but is not limited to, any conduct prohibited by the *Susquehanna University Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking (The Sexual Misconduct Policy)* which can be located in its entirety in the Additional Campus Policies section of this Student Handbook. (if you or someone you know is the alleged victim of sexual misconduct, domestic violence, dating violence, or stalking, please refer to the *Sexual Misconduct Policy* for information about how to report the incident, as well as options for on-and-off-campus resources and available Interim and Remedial Measures.)
- [c] Directly or indirectly, including through social media or electronic means, the attempt of a student, group of students or student organization to create an intimidating or hostile situation that interferes with the person's ability to function in the academic or residential setting, or to subject a person to unwanted or unsolicited attention in accordance with the judgment of university officials. This includes direct or indirect contact through social media, or other electronic means. (Refer to both the "Anti-Hazing Policy" and the "Anti-Harassment and Nondiscrimination Policy" in the Additional Campus Policies section of this Student Handbook for 'definitions' of types of harassment as well as the process for addressing reports of harassment brought against faculty and staff members.)
- [d] In accordance with Susquehanna University's Statement on Diversity and Inclusiveness<sup>2</sup>, 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.
- [e] Possession of a weapon (refer to the definition for "weapon" under Part 5[j] of this Code).
- [f] Violations of the Code of Academic Honesty (refer to the Academic Honesty policy in this Student Handbook).



- [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, the use or misuse of prescription drugs or other prohibited controlled substances (Refer to the Susquehanna University Drug Policy in the Additional Campus Policies section of this Student Handbook).
- [k] Violating the university policies on alcohol (Refer to the Susquehanna University Alcohol Policy in the Additional Campus Policies section of this Student Handbook).
- [l] Violating the terms of an interim suspension or suspension from campus as set forth in the interim suspension or suspension letter, or in the case of an immediate interim suspension, as instructed verbally by the Vice President or a designee.
- [m] Intentionally furnishing false information to the university or, during a university investigation, withholding pertinent information.
- [n] Forgery, unauthorized alteration or unauthorized use of any university document or university or government-issued instrument of identification.
- [o] Intentionally and substantially interfering with the freedom of expression of others.
- [p] Theft and/or unauthorized access to or use of personal property, university property services; knowing possession of stolen property.
- [q] Intentionally or recklessly destroying or damaging university property or the personal property of others.
- [r] Willfully disrespecting or failing to comply with the reasonable directions of law enforcement or university officials, including Public Safety officers, professional and student staff, who are acting in performance of their duties.
- [s] 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.

- [t] Violations of other published university regulations or policies filed with the Dean of Students & Campus Life. 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 Office of Cross Cultural Programs, 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. (Refer to Additional Campus Policies: Student Services and Resources in this Student Handbook. Note that this handbook is not an exhaustive guide of campus policies.)
- [u] 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.
- [v] 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.
- [w] Violating federal, state, or local laws.

### 13.) **Sanctions**

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 Vice President's hold on the ability to register for classes with the Registrar. A request for the Vice President'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 and remain on record for up to seven years.

- [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 off-campus study (GO Program), 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, guest 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 co-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. Disciplinary Probation can affect a student's ability to apply for or participate in GO Programs. Notice of this action will be filed in the Student Life Office and the Registrar and will remain on a student's permanent record.
- [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 or any violation that may result in suspension or expulsion from the University. (See the Parental Notification Policy under the Additional Campus Policies section of this Student Handbook.)
- [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 and are subject to change:

<b>Fine Amount</b>	<b>Reason</b>
\$25	Failure to attend a Conduct Conference
\$25	Corresponding fine/ fee typically associated with a level 1A (defined in Part 19 of the Code below)
\$50 or more	In addition to attending an alcohol skills training course; typically associated with a level 2A or 3A (defined in Part19 of the Code below)
\$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)
\$25	Improper Check Out Fee: 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
\$25 or more	Parking violation
\$10 - \$50	Failure to clean living area as communicated by Facilities Management Staff

- [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 Student Life Office and will remain in the student's permanent file.
- [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 kept on file in the Student Life Office and will remain in the student's permanent 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 (l) 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 (m) through (w) 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 sanctioned to the same extent as completed violations.
- 18.) **Additional 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.

<b>Violation Level</b>	<b>Examples of Violations</b>	<b>Corresponding Sanction Guidelines</b>
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 including failure to comply in an investigation; jeopardizing the safety of self or others; possession of a false form of identification	Censure; educational program or activity; an alcohol skills training class; fine; personal assessment by Outreach Coordinator; 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 Outreach Coordinator OR recommendation to on or off-campus outpatient facilities for assessment and/or intensive 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; possession of unauthorized alcohol paraphernalia/ excessive quantity of alcohol (keg, "gin bucket," etc.); serving minors; allowing the consumption of alcohol by underage person(s) to take place in one's residential area;	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.

<b>Violation Level</b>	<b>Examples of Violations</b>	<b>Corresponding Sanction Guidelines</b>
Level 1D	Possession of drug paraphernalia without residue/evidence of drugs; drug paraphernalia; persistent odor of marijuana smoke; misuse of a prescription drug	Censure; educational program or activity; fine; personal assessment by the Outreach Coordinator; recommendations for additional AOD programs; parental notification
Level 2D	Possession of, use of or under the influence of a controlled substance; possession of drug paraphernalia that indicates or suggests distribution; aggravated Level 1D violation including failure to comply in an investigation; recreational use or under the influence of a legal or illegal mind-altering substance(s); second offense of a level 1D violation	Censure; disciplinary probation; suspension; expulsion; personal assessment by the Outreach Coordinator; 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

## 21.) **Standards of Due Process**

Students charged with a conduct violation that could lead 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 or a Conduct Conference, as set forth in Part 28 of this Code.

22.) The purpose of campus conduct proceedings is to provide a fair evaluation of a 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 participant or the university may result.

## 23.) **Case Referrals**

Any person may refer a student or a student group or organization suspected of violating this Code to the Dean of Students & Campus Life 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 and the Respondent may avail themselves of resources including a support person, as set forth in Part 36 of this Code. In the cases of a violation of Code 12(b) the University will proceed on behalf of the Complainant with proceedings if they choose not to proceed with the case.

## 25.) **Conference and Hearing Board Referrals**

The Dean of Students & Campus Life or a designee will conduct a preliminary review to determine whether the alleged violation might result in expulsion or suspension from the university. On a case by case basis, student(s) who are charged with non-academic offenses will be referred to a professional staff member for an Informal Resolution Conference or a Conduct Conference or to a University Conduct Board hearing. Students who are might 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.) The Dean of Students & Campus Life or a designee may defer proceedings for alleged non-academic violations of this Code that that may result in penalties less than expulsion or suspension for a period not to exceed 90 days. Pending charges may be withdrawn thereafter, in the discretion of the Dean of Students & Campus Life or a designee.

## 27.) **Informal Resolution Conferences and Conduct Conferences**

Students charged with non-academic offenses that may result in penalties less than expulsion or suspension are subject to an informal conduct process: either an Informal Resolution Conference or a Conduct Conference with a professional staff member. Note that incidents of sexual misconduct, domestic violence, dating violence, or stalking may not be resolved through Informal Resolution or Conduct Conferences. Students who fail to attend their Informal Resolution Conference or Conduct Conference may be issued a fine and have the outcome of their meeting decided without the benefit of their input. For such Conferences:

- [a] the Respondent shall receive written notice via their Susquehanna e-mail account of the specific charges at least three business days prior to the scheduled conference;
- [b] the Respondent, in cases of Title IX or VAWA the Complainant, and the Conduct Officers shall have reasonable access to the case file, redacted as appropriate, prior to and during the conference. Note that students may not make copies of their case file or record the file in part or whole in any method. The case file consists of materials which would be considered "educational records," pursuant to the Family Educational Rights and Privacy Act of 1974 therefore review is limited to the above named conduct process participants; personal notes of university staff members or Complainants are not included.
- [c] all parties shall have an opportunity to respond to the evidence and to call relevant and necessary witnesses. Witnesses may submit Voluntary Statements to Public Safety or the Student Conduct Coordinator(s) to include with the case file.

## 28.) **University Conduct Board**

- [a] There shall be two University Conduct Boards. The University Conduct Boards will be trained and convened by the Dean of Students & Campus Life or designee. 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.
- [b] One board shall consist of a group of five trained members (three students and two faculty or staff members). A quorum shall consist of three members (with at least one student present).



- [c] A second University Conduct Board consisting of three trained faculty and staff members with one chair (who shall have no vote) will review cases in which the student has been charged with violating part 12[b] of this Code. All Title IX and VAWA (Violence Against Women Act) cases will be adjudicated by this board. This Board will follow the same protocols and procedures for the University Conduct Board as outlined in this Code. An exception to this is an attorney is allowed as a support person in cases that fall under VAWA.
- [d] 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 Dean of Students & Campus Life or a designee.
- [e] The imposition of sanctions will be deferred during the pendency of the Vice President's or a designee's review.
- 29.) An ad hoc hearing board may be established by the Dean of Students & Campus Life or a designee whenever the University Conduct 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. In cases where a student is charged with violating part 12[b] of this Code, the ad hoc hearing board shall be composed of three members, not including students.
- 30.) Both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Dean of Students & Campus Life. Respondents and, in the cases where a student has been charged with violating part 12[b] of this Code, Complainants, will be provided with copies of the board's decision through their Susquehanna e-mail address and/ or in person. The Respondent and the Complainant will be given five business days from the date of the decision to appeal to the Vice President. The Vice President or designee, in cases where the Vice President is recused, will have a maximum of 20 business days to review the appeal and make a finals decision. The Respondent and, in the case where a student has been charged with violating part 12[b] of this Code, Complainants, will receive notification of the final decision and any applicable sanctions via Susquehanna e-mail.
- 31.) Members of the 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 Dean of Students & Campus Life 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.

## 32.) **Hearing Board Procedures**

The following procedural guidelines shall be applicable in hearings conducted by the University Conduct Board:

- [a] The Student Conduct Coordinator(s) will perform in the capacity of the conduct officer or appoint a conduct board chair. The conduct board chair shall conduct the hearing, may participate in board deliberations and discussions but shall not vote.
- [b] The Dean of Students & Campus Life or a designee shall give Respondents and Complainants (if applicable) notice of the hearing date and the specific charges against the Respondent at least five business days in advance. Notice shall be sent through the student's Susquehanna University e-mail address. Respondents and, in the case where a student has been charged with violating part 12[b] of the Code, the Complainant shall be accorded reasonable access to the case file, which will be retained in the Office of Student Life. Respondent, in cases of Title IX/ VAWA the Complainant, and the Conduct Officers shall have reasonable access to the case file, redacted as appropriate, prior to the conduct hearing. Note that students may not make copies of their case file or record the file in part or whole in method. 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] The conduct officer may demand the appearance of relevant witnesses, after consultation with the Dean of Students & Campus Life or a designee. Such demands will be sent through the individuals' Susquehanna University e-mail address. University students and employees are expected to comply with such demands, 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 charge(s) pending against them. A hearing may be conducted in their absence. There may be occasions where the Respondent and/or Complainant withdraws from the University prior to the resolution of disciplinary proceedings. The University reserves the right to proceed with referrals and proceedings as outlined in the Code notwithstanding such withdrawal(s). Moreover, no Respondent who has withdrawn from the University while disciplinary proceedings were pending against him/her may be readmitted to the University without a resolution of all disciplinary matters that were pending at the time of the Respondent's withdrawal, including, where appropriate, a hearing.

- [e] Hearings will be closed to the public including family members of the Complainant or the Respondent, unless such a family member is appropriately acting as a support person, consistent with Part 36 of the Code.
- [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 or the Complainant, who disrupts a hearing may be excluded by the conduct officer and the hearing will continue as scheduled.
- [g] Hearings shall be recorded or transcribed. Recordings will be made available to Respondents and, if applicable, Complainants upon written request to the Dean of Students & Campus Life, but may not be copied or stored outside of the Office of Student Life.
- [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 Dean of Students & Campus Life.
- [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, including the Respondent, Complainant, witnesses and support roles/ persons 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] Unduly repetitious or irrelevant evidence may be excluded.
- [m] Complainants and Respondents (not their support persons) will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing. In cases of sexual misconduct, however, questions should be presented to the Conduct Officer, who will then ask the question of the appropriate party.

- [n] In cases where the Respondent is charged with violating part 12[b] of the Code, a university official will be present to stipulate to the facts of the case, including, but not limited to, the incident report(s) and any relevant statement(s) included in the case file.
- [o] 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, faculty and staff members.
- [p] Hearings where a Respondent pleads "responsible" for all charges shall include 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 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.
- [q] 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 and, in cases where the Respondent has been charged with violating part 12[b] of the Code, to the Complainant as well, before a final decision is rendered by the Vice President (University Conduct Board) or the Dean of Students & Campus Life (Student Conduct Board).
- [r] As outlined in Part 32 of this Code, both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Vice President. Respondents and, in cases where the Respondent had been charged with violating part 12[b] of the Code, Complainants, will be provided with copies of the board's decision through their Susquehanna e-mail address and/or by certified mail to the last address provided by the student the university and will be given five business days from the date of the email to provide written comments to the Vice President before a final decision is made. The Respondent and, in in cases where the Respondent has been charged with violating part 12[b] of the Code, Complainants, will receive notification of the final decision and any applicable sanctions via Susquehanna e-mail.
- [s] The imposition of sanctions will be deferred during the pendency of the Vice President or Director's review, unless, in the discretion of the Vice President, 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.

### 33.) **Mediation**

Mediation may be encouraged as an alternative means to resolve most disciplinary cases. Mediation may not be used as alternative means to resolve allegations of sexual misconduct, domestic violence, dating violence, or stalking as outlined in part 12[b] of the Code. The Dean of Students & Campus Life 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 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 Dean of Students & Campus Life.

### 34.) **Resources during the University Conduct Board Process**

Complainants and Respondents have access to many resources during the University Conduct Process. We encourage you to avail yourself of these resources.

#### Student Conduct Coordinator:

The Student Conduct Coordinator is a Student Life professional who works with the conduct system. This staff member will schedule a meeting with the Respondent prior to the University Conduct Board hearing. The goal of this meeting is to review the University Conduct Board hearing process and ensure that the Respondent is fully informed of the procedures leading up to the hearing; during the hearing; and appeal process. The Student Conduct Coordinator may also serve in the role of the Board Chair during conduct board hearings. The Respondent is required to meet with the Student Conduct Coordinator.

#### Deputy Title IX Coordinators and SASS Advocates:

In the case of a Code 12(b) violation, the Student Conduct Coordinator will share information with both Respondents and Complainant about Deputy Title IX Coordinators, SASS Advocates, and other community resources. These resources are in place to assist anyone involved in cases of Sexual Assault/ Sexual Misconduct. Deputy Title IX Coordinators will work with Respondents and Complainants where SASS Advocates work with Complainants. Other members of the Student Life Division may also share these resources throughout the process. A complete listing of Deputy Title IX Coordinators and SASS advocates can be found on the SU website. Though encouraged neither Complainant nor Respondent is required to meet with these resources.

### Support Person:

Both Complainants and Respondents may be assisted during the conduct process by a support person. Support persons cannot be an attorney, a parent, or legal guardian, **except** in cases where a student has been charged with violating part 12[b] of the Code or VAWA in which case the parties may be assisted by a support person of their choice. Even if accompanied by a support person, the parties, and not the support person, must respond to inquiries from the presiding conduct officer and the hearing board. During the hearing proceedings the Support Persons are not able to communicate by word or writing to the Complainant or Respondent. Their role is strictly defined by the University to offer emotional support during the hearing process.

### 35.) **Student Groups and Organizations**

Student groups and organizations may be charged with violations of this Code.

- 36.) 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 or organization's leaders or officers. Internal organizational processes for holding individuals accountable for violations may be in addition to, but not replace, the Code of Student Conduct processes and procedures.
- 37.) The officers or leaders or any identifiable spokesman for a student group or organization may be directed by the Dean of Students & Campus Life 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 Director's order shall be considered a violation of this Code, both by the officers, leaders or spokespersons for the group or organization and by the group or organization itself.
- 38.) Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

### 39.) **Appeals**

A decision made by a University Conduct Board may be appealed to the Vice President or a designee. Decisions for a Conduct Conference may be appealed to the Dean of Students & Campus Life. Appeals may be based the following reasons:

1. Due Process
2. New evidence to present
3. Excessively harsh or severe penalty.

Students will be given **five business days** from the receipt of a notification through their Susquehanna email account with the outcome of the University Conduct Board to appeal to the Vice President or the outcome of a Conduct Conference to the Dean of Students & Campus Life. The student will receive notification of the final decision via an email to his or her Susquehanna University e-mail account.

#### 40.) **Student Files and Degrees, Student File Encumbrances**

In pending cases that could result in suspension or expulsion, a temporary encumbrance will normally be placed on a student's records by the Dean of Students & Campus Life or a designee.

#### 41.) **Disciplinary Files and Records**

If a student is ultimately found "not responsible", the disciplinary file shall typically be "dismissed", and the student shall not have a disciplinary record for that particular case. Dismissed files will normally be destroyed after one year.

42.) 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.

43.) Disciplinary records resulting a sanction less than Disciplinary Probation may be voided after one year by the Dean of Students & Campus Life or his or her designee, in his or her sole discretion, for good cause, upon written petition. Code 12 b sanctions of any level cannot be voided. 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.

#### 44.) **Revocation of degrees**

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



## 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, the latest version of which can be found on the Susquehanna University website, and to use it as an academic guide.

- [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 faculty member has original jurisdiction**

- i. Prior to determining responsibility, the faculty member instructor will call the Dean of Academic Engagement 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 Dean of Academic Engagement 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 Academic Engagement 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. Depending on the case, the Dean of the School of Arts & Sciences or the Dean of the Sigmund Weis School of Business shall serve as the appeals officer.
- d. Final appeal jurisdiction in any case rests with the Provost 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*

# ADDITIONAL CAMPUS POLICIES

## **Student Grievance Procedures: Definitions, Resources, and Resolutions for Incidents of Sexual Misconduct, Harassment, and Bias including sexual assault, dating violence, domestic violence, and stalking**

### **1.) Susquehanna University Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking**

#### **a. Policy Statement**

Susquehanna University does not tolerate Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking. This Policy provides for: (1) comprehensive education and prevention programs aimed to eliminate and prevent Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking; (2) procedures to report alleged Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking, including informing individuals about their right to file criminal charges as well as the availability of support services, interim and remedial measures; and (3) university disciplinary sanctions for those who commit Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking.

#### **b. Who is Governed by this Policy:**

This Policy applies to conduct of all full-time, part-time, and/or temporary employees, students, or third-parties regardless of sexual orientation or gender identity. It also serves as a resource for any interested party to report an act of Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking (as those terms are defined in this Policy)

#### **c. Jurisdiction:**

This Policy applies to acts of Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking committed by or against University students, employees (including faculty and staff), or third parties regardless of sexual orientation or gender identity whenever the act occurs on University premises or non-premises property owned or controlled by the University. This Policy may also apply to off-campus incidents or conduct that adversely affects the University community and/or the pursuit of its objectives.

#### **d. Prohibited Conduct and Definitions**

Certain conduct that may violate this Policy may also be considered a crime under Pennsylvania law (See <http://www.pameganslaw.state.pa.us/CrimeCode.aspx?dt>).

Definitions of conduct prohibited by the Policy include:

- 1.) **Dating Violence:** Violence committed by a person who is or has been in a social relationship of an intimate or romantic nature with the victim - the existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of "domestic violence."
- 2.) **Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or who has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the Commonwealth of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the Commonwealth of Pennsylvania.
- 3.) **Sexual Misconduct:** Includes Sexual Assault and/or Sexual Exploitation.
- 4.) **Sexual Assault:** An offense that
  - i. (a) meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting Program. <http://www.fbi.gov/about-us/cjis/ucr/nibrs/nibrs-user-manual>; or
  - ii. (b) meets the definition of rape, statutory sexual assault, involuntary deviate sexual intercourse, involuntary deviate sexual intercourse with a child, involuntary deviate sexual intercourse with a child with serious bodily injury, or sexual assault, as defined by the laws of the Commonwealth of Pennsylvania.
- 5.) **Sexual Exploitation:** Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for

his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples of sexual exploitation include, but are not limited to: non-consensual observation of individuals who are undressed or engaging in sexual acts; non-consensual video or audio-taping of sexual activity; prostituting another person; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); and knowingly transmitting an STD or HIV to another.

- 6.) **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer severe emotional distress. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person in a way prohibited as described above, or interferes with a person's property, or as "stalking" is otherwise defined by the laws of the Commonwealth of Pennsylvania.
- 7.) **Intimidation:** Any act to deter an individual from making a report of an alleged violation of this Policy by imposing fear through threats of physical or emotional harm to the Complainant or his/her associates.
- 8.) **Retaliation:** Any act or attempted acts to seek retribution against anyone who has reported an alleged violation of this Policy or against anyone who has participated in an investigation or related proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.

Additional definitions applicable to this Policy:

- 9.) **Consent:** Consent means words or overt actions indicating a freely given agreement to the sexual act or sexual contact in question. Consent is not effective if obtained with physical or perceived physical force, if there is intimidation or coercion, or if the individual is incapacitated (e.g. because of intoxication, unconsciousness, or

other condition meaningfully affecting cognitive capacity). Silence or non-communication should never be interpreted as effective consent. Moreover, consent for some sexual contact is not consent for all sexual contact. 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.

10.) **Complainant:** Refers to the person(s) affected by a violation of this Policy.

11.) **Incapacitation:** The inability, temporarily or permanently, to give consent because the individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include slurred speech, vomiting, unsteady gait, odor of alcohol, combativeness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual's decision-making ability; awareness of consequences; ability to make informed judgments; or capacity to appreciate the nature and the quality of the act. Evaluating incapacitation also requires an assessment of whether a Respondent should have been aware of the Complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a sober, reasonable person in the Respondent's position.

12.) **Respondent:** An individual accused of violating this Policy.

13.) **Responsible Employee:** A University employee who has the authority to redress Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking, who has the duty to report such incidents or who a Complainant could reasonably believe has this authority or duty. At Susquehanna University, a Responsible Employee is any faculty or staff member employed by the university who has not otherwise been specifically identified and defined in this Policy as a Confidential Reporting location. Students employed by the University are not typically considered Responsible Employees. Should a student group be designated as Responsible Employees, notice of this will be provided to the University community. When a Complainant tells a Responsible Employee about an incident of Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking,

the Complainant has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged incident shared by the Complainant– including the names of the Complainant and alleged Respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. If the Complainant discloses an incident to a Responsible Employee but would like to remain anonymous, does not consent to the disclosure of his or her name or other identifiable information to the Respondent, or otherwise requests certain confidentiality, see Section I.F.8 of this Policy for how the University will weigh and respond to that request.

#### **e. The Title IX and Bias Reporting Team**

##### **1.) Purpose**

Susquehanna University is committed to fostering an “engaged, culturally inclusive campus,” as set forth in the Statement on Diversity and Inclusiveness. In an effort to combat on campus Sexual Misconduct, Domestic Violence, Dating Violence, Stalking or bias incidents (as ‘bias incidents’ is defined by *Susquehanna University’s Anti-Harassment and Nondiscrimination Policy and Procedures*), the **Title IX and Bias Reporting Team** has been established as a resource.

The fundamental purpose of this team is to provide a structure for immediate counsel, assistance, and redress to those who are targets of or witness to incidents of Sexual Misconduct, Domestic Violence, Dating Violence, Stalking or bias incidents. The team collects reports of alleged Sexual Misconduct, Domestic Violence, Dating Violence, Stalking or bias incidents, provides accommodations and support for individuals subjected to these incidents, as well as support and resources for any student, faculty or staff member who has been charged with a violation. The team aims to ensure comprehensive responses, and proactively address issues of difference, civility and respect.

## 2.) **Membership for the 2015 – 2016 Academic Year**

Lisa Scott  
Title IX Coordinator  
Vice President for Student Engagement & Success  
(570) 372 – 4415

Jerry Foley  
Deputy Title IX Coordinator  
Head Swim Coach  
(570) 372 – 4274

James Black  
Deputy Title IX Coordinator  
Dean of Academic Engagement  
(570) 372-4184

Christie Bing Kracker  
Deputy Title IX Coordinator  
Dean of Students & Campus Life  
(570) 372-4139

Dena Salerno  
Deputy Title IX Coordinator  
Assistant Dean for Intercultural & Community Engagement  
(570) 372 – 4302

David Gardner  
Title IX Investigator,  
Public Safety Officer  
(570) 372 – 4136

Jennifer Bucher  
Title IX Investigator,  
Director of Human Resources  
(570) 372 – 4157

### **f. Policy**

#### **1.) Community Support, Resources, and Accommodations**

The goal of the University's response is to offer support services to the Complainant and Respondent(s), while seeking to provide a safe educational and working environment. Any member of the Susquehanna community (including but not limited to full-time, part-time, and/or temporary employees, and students) may seek assistance from various on-campus and off-campus resources.



[a] *On-Campus Resources:*

- i. Health Center  
(<http://www.susqu.edu/studentlife/health.asp>)
- ii. Counseling Center (Confidential Resource)  
(<http://www.susqu.edu/studentlife/18916.asp>)
- iii. Residence Life  
(<http://www.susqu.edu/studentlife/15255.asp>)
- iv. Public Safety  
(<http://www.susqu.edu/studentlife/publicsafety.asp>)

**The Health Center, Residence Life, and Public Safety are accessible 24 hours a day by contacting (570) 372 - 4444. For Confidential Reporting please contact the Counseling Center at (570) 374- 9164.**

[b] *Off-Campus Resources:*

- i. Evangelical Community Hospital, Sexual Assault Nurse Practitioners, 1 Hospital Drive, Lewisburg, PA  
(570) 522 - 2000  
<http://www.evanhospital.com/services/emergency-services>
- ii. Transitions: "Helping survivors of violence"  
(570) 374 - 7773 (Snyder County Office) or  
(800) 850 - 7948 (Toll-free Hotline - 24 hours a day).  
<http://www.transitionsofpa.org/>
- iii. Selinsgrove Borough Police Department  
100 West Pine Street, Selinsgrove, PA  
(570) 374 - 0826 (non-emergency)  
(570) 374 - 8655 (automatically forwards to 911 when unattended)

Referrals to other off-campus locations for support will be given upon request or when appropriate. You may wish to ask during your initial consultation if and what information you share is confidential.

*Additional Resources:* Any interested party is always able to contact the University Title IX Coordinator who will provide support and make referrals for additional resources.

**Lisa Scott**  
**Title IX Coordinator**  
**Vice President for Student Engagement & Success**  
**(570) 372 – 4415**

The Title IX Coordinator is responsible for the monitoring and oversight of the overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

**Interim & Remedial Measures:** In addition to counseling and medical assistance, depending on the circumstances, individuals subjected to Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking may be offered interim and remedial measures to ensure that their access to educational opportunities is preserved. For example, if reasonably available, an individual may be offered changes to academic, employment, or living situations.

Any interested party (including, but not limited to, full time, part time, temporary employees, students, and visitors to campus) who believes that he or she has been subjected to Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking is encouraged to, but not required to:

- [a] Seek medical attention and counseling;*
- [b] Preserve information and tangible materials;*
- [c] File criminal charges under the law of the Commonwealth of Pennsylvania;*
- [d] Institute a formal disciplinary complaint; this would likely lead to a full investigation by Title IX and Bias Reporting Team in consultation with the Department of Public Safety.*

## **2.) Timeframe for University Investigation & Adjudication**

The University's goal is to complete the investigation and adjudication of complaints of a violation of this Policy within 60 days. In most instances, the process will be quicker. However, there will be times where the process may take longer and the University will communicate on an on-going basis with the parties a realistic timeline, and the circumstances regarding the same.

## **3.) Coordination with Law Enforcement**

University internal investigations and any disciplinary or remedial actions are independent of any civil, criminal or external administrative

investigation. The University may pursue an investigation, take appropriate remedial action and/or impose disciplinary sanctions against a member of the University community at the same time the individual is facing criminal charges for the same incident, even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced.

#### 4.) **Limited Amnesty for Students Reporting Violations of this Policy**

The University encourages the reporting of prohibited conduct under this Policy. To encourage reporting, a student who reports prohibited conduct under this Policy, either as a Complainant or a third-party witness, will not be subject to disciplinary action by the University for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

To qualify under this limited amnesty policy, a student may make initial contact with a University official (including student staff) 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).

For the complete Medical Emergency Pardoning Policy for students, please see the Student Handbook at [www.susqu.edu/student\\_handbook](http://www.susqu.edu/student_handbook).

#### 5.) **Reporting A Complaint**

Any individual who believes that he or she has been subject to, or is aware of Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking is strongly encouraged to report the incident. The information below explains where you may make such a report confidentially, non-confidentially, and how those processes work.

*[a] Confidential Reporting*

**Professional and Pastoral Counselors:** Only professional licensed mental health counselors and pastoral counselors (and including those who act in that role under the supervision of a licensed counselor), functioning within the scope of their profession, can guarantee absolute confidentiality. This means that if you report an incident to a pastoral

counselor or a licensed mental health counselor, they will not report any information about that incident to the Title IX Coordinator, or anyone else, without the permission of the victim and Complainant, if different. At Susquehanna University, the following are confidential reporting locations:

**Counseling Center**

606 University Avenue, Selinsgrove, PA  
(570) 372 - 4751

*During evenings and weekends, an on-call counselor can be reached by calling 570-374-9164 and asking to speak to the on-call counselor.*

**University Chaplain**

Weber Chapel  
(570) 372 - 4220

**University Rabbi**

The Hillel House  
(570) 372 - 4440

**Non-professional Counselors and Advocates:** Reports that are made to medical professionals or victim advocates may be kept confidential ***in part***; specifically, the Complainant's and the alleged victim's name, if different, will not be shared if the Complainant requests such confidentiality, but other information may need to be shared with the Title IX Coordinator. These non-professional counselors and advocates will still need to report the nature, date, time, and general location of an incident to the Title IX Coordinator and, under certain circumstances, to Public Safety. At Susquehanna University, non-professional counselors and advocates who have this role are:

**Health Center**

620 University Avenue, Selinsgrove, PA  
570-372-4385

*For **emergencies** at lunch (noon–1 pm) or after hours **call 570-374-9164** to reach the on-call nurse. This nurse is available 24 hours/day, 7 days/week during the academic schedule.*

**Sexual Assault Student Support (SASS) Advocates**

*The SASS Advocates are a group of Susquehanna University faculty and staff who are trained to provide resources, support, and information to any individual who believes that he or she has been subject to Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking. For a complete list of SASS Advocates, please see the Counseling Center mySU page under "Self Help".*

*([https://mysu.susqu.edu/COUN/Counseling%20Center%20Brochures/sass%20poster\\_revised.pdf](https://mysu.susqu.edu/COUN/Counseling%20Center%20Brochures/sass%20poster_revised.pdf))*

*[b] Non-Confidential Reporting*

Any individual who believes that he or she has been subject to Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking, or is aware of such an incident involving another, is encouraged to report the incident to any member of the Title IX and Bias Reporting Team (identified at I.E.2).

Reports may also be made via the online reporting form at [www.susqu.edu/titleix](http://www.susqu.edu/titleix) or to any Responsible Employee (as defined above).

Responsible Employees, as defined in this Policy, must report to the Title IX Coordinator all relevant details about the alleged incident shared by the Complainant- including the names of the Complainant and alleged Respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

*Questions regarding definitions, procedures, policies, or accommodations under Title IX may also be directed to any member of the Title IX and Bias Reporting Team (identified at I.E.2).*

## **6.) Third-Party Reporting**

Any individual who knows of someone subject to Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking is encouraged to report the incident. Such third parties may utilize the reporting sources identified in Section I.F.5 of this Policy.

## **7.) Anonymous Reporting Sources**

*[a] Online: <http://www.susqu.edu/studentlife/21509.asp>*

*[b] Hotline: 866-943-5787*

## **8.) Requests for Anonymity or Confidentiality: How the University Will Weigh the Request and Respond**

If a Complainant discloses an incident to a Responsible Employee but would like to remain anonymous, does not consent to the disclosure of his or her name or other identifiable information to the Respondent, or requests certain other confidences, the University will explain that it may be limited in its ability to take disciplinary action.

If the Complainant still wishes to remain anonymous or seeks confidentiality, the University will make every reasonable effort to abide by Complainant's wishes; however, the University is required to

balance such a request with interest in protecting the safety of other members of the community. This decision as to whether confidentiality can be maintained in this circumstance will be made by the **Title IX and Bias Reporting Team**. If after weighing this decision, the University proceeds with an investigation or other response, then the University will notify the Complainant if it determines that the Respondent must be contacted or certain information must be shared.

## 9.) **Timely Warning**

*Understanding the University's Clery Act Timely Warning Obligations.* In compliance with federal law, the University will provide timely notice to the campus community regarding certain crimes covered by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) (the "Clery Act") that are reported to "Campus Security Authorities" (as defined under the Clery Act) and considered to be a serious or on-going threat to the safety of or health of students and employees. The manner of notification depends upon the particular circumstances of the crime. The University will make every effort not to release personally identifying information while still providing enough detail for community members to make safety decisions in light of the danger.

## 10.) **Resolution Process**

*Note: Mediation is not an appropriate means of addressing disciplinary charges involving a complaint of Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking.*

### **Complaints against Students**

If a formal disciplinary complaint is instituted against a student for a violation of this Policy, the applicable procedures are outlined in the **Code of Student Conduct**. In general, both the Complainant and the Respondent can expect the following:

[a] *To have a support person of their choice accompany them throughout the process (whose role is limited as defined by the Code of Student of Conduct).*

[b] *To be present for the entire hearing;*

[c] *To be informed of the University Conduct Board's decision as soon as it has been made;*

[d] *To have no past sexual history discussed in a hearing, beyond history of relations between the Complainant and the Respondent deemed relevant by the University Conduct Board.*

[e] *To be treated with discretion and dignity, including a respect for each party's privacy.*

[f] *To be able to respond to the decision of the University Conduct Board, a decision which is a recommendation to the Dean of Students & Campus Life based on a preponderance of the evidence standard. The Dean of Students & Campus Life will make a final decision on the outcome of the hearing after the Complainant and Respondent have an opportunity to respond to the University Conduct Board's recommendations.*

[g] *To be informed of the decision of the Dean of Students & Campus Life in writing and to have the right to appeal to the Vice President for Student Engagement & Success or their designee.*

[h] *Not to be subjected to retaliation or intimidation for lodging a complaint of an alleged violation of this Policy or otherwise participating in the investigation or adjudication of such a complaint. Such behavior may also violate the Anti-Harassment and Non-Discrimination Policy and will be adjudicated.*

### **Complaints Against Employees And Faculty**

Informal resolution procedures, such as those set forth in the *Anti-Harassment and Non-Discrimination Policy*, are never appropriate for violations of this Policy. Complaints under this Policy made against an employee or faculty member will always be handled through a Formal Complaint resolution process, as follows:

[a] *A complaint should be made consistent with Section I.F.5, above.*

[b] *The Office of Human Resources ("OHR") will conduct an investigation meeting or meetings. Both the Complainant and the Respondent(s) have the right to have a support person of their choice accompany him or her throughout the formal process, including at such meetings. However, the role of the support person is to provide emotional support and, where appropriate, assist in understanding the process. The support person shall not speak, take notes, or in any way attempt to disrupt the process. A putative support person who does not follow these rules is not acting as a true support person, and therefore may be removed from that role.*

[c] *In the event that the Respondent is a Vice-President, the Complainant will file a complaint with the OHR. The OHR will investigate and the Office of the President will make a final determination. If, however, the Respondent is from the OHR, the Vice*



*President for Finance and Administration will investigate and make a final determination.*

*[d] Individual investigation meetings will be conducted by the OHR with both the Complainant and the Respondent (each with his/her support person present if they so desire), and any witnesses who could corroborate or clarify the facts in question. If deemed appropriate in the sole discretion of the University, the University may choose to outsource the investigation to a trained investigator from outside of the University community.*

*[e] In a typical circumstance, investigation meeting(s) will commence within ten working days of receipt of written complaint. The investigating office or investigator will complete its or his/her investigation, in typical circumstances, within sixty (60) days after the initial written complaint being filed. If the investigation is to take longer than 60 days, both the Complainant and Respondent shall be so advised, in writing.*

*[f] At the conclusion of the investigation, investigating office or investigator shall determine, based on its or his/her own analysis of the information gathered, whether it is more likely than not that the responding party has violated this Policy. This is known as the preponderance of the evidence standard.*

*[g] The findings of the investigating office or investigator (i.e., responsible or not responsible, by a preponderance of the evidence) shall be provided in writing, simultaneously, to both the Complainant and the Respondent.*

*[h] No later than ten days after the receipt of the findings of the investigating office or investigator, either the Complainant or the Respondent may appeal the findings. Such an appeal will be filed with the Vice President & Chief of Staff. After an appeal is filed, a three-member President's Appeal Board will be appointed as needed by the Office of the President. The President's Appeal Board will be comprised of a faculty member, an administrator and an hourly staff member. To be considered, an appeal must be based only on new evidence that was not available during the investigation, or on a specifically identified procedural error (an "eligible appeal"). Appeals that do not meet these standards will be summarily rejected.*

*[i] If no appeal is filed, the matter is either considered closed (if the finding is of "not responsible") or will move to the sanctioning phase, as appropriate.*



*[j] In preparation of any appeal, both the Respondent and the Complainant will have normal access to their file, and each may be assisted by a support person, with the same restrictions as noted above.*

*[k] A hearing on any eligible appeal will be heard by the President's Appeal Board, which will then forward its recommendation to the President. The Complainant and Respondent and both party's support persons may be present at these proceedings.*

*[l] The President shall review the findings of the President's Appeal Board and will submit a final decision in writing to both the Complainant and Respondent within 10 business days of the decision of the President's Appeal Board.*

*[m] The findings shall be forwarded to the supervising vice-president of Respondent, or in the case of faculty, to the provost, along with the evidence gathered during the investigation meeting(s). The supervising vice-president or provost shall determine an appropriate sanction. Sanctions may include:*

- Termination (for faculty such a sanction would follow the procedures outlined in the Faculty Handbook)
- Suspension with pay
- Suspension without pay
- Mandatory Counseling
- Public censure

#### **11.) Sanctions**

*Violation of this policy by students may result in any of the following sanctions up to and including expulsion from the University (as each is defined in the Student Code of Conduct at Part 13).*

*[a] Warning*

*[b] Censure*

*[c] Restriction or Revocation of Privileges*

*[d] Disciplinary Probation*

*[e] Restitution*

*[f] Parental Notifications*

*[g] Fine*

[h] *Suspension*

[i] *Expulsion*

[j] *Other Sanctions*

Violation of this policy by faculty or staff may result in sanctions up to and including termination of employment from the University, as noted above. Additional information about potential sanctions for complaints against an employee, faculty or staff member can be found in the Faculty Handbook (for faculty) located on the Provost's mySU page and the Anti-Harassment and Nondiscrimination Policy (for staff) located on the Human Resources mySU page.

#### 12.) **Non-Retaliation Statement**

The University prohibits retaliation against those who file a complaint or third-party report of a violation of this Policy or participates in the investigation and/or disciplinary process (e.g., as a witness) of such a complaint. Complaints of retaliation will be investigated and dealt with as any other complaint brought under this Policy.

Complaints made in good faith under this Policy will not result in any adverse action against the Complainant, and no other person who participates in good faith in an investigation will be treated adversely because of that participation. However, if an investigation results in a finding that the Complainant knowingly accused another falsely of an act of a violation of this Policy, then the Complainant will be subject to appropriate sanctions, up to and including termination of employment or, in the case of students, permanent separation from the University (i.e., expulsion).

#### 13.) **Ongoing Education**

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, as well as the Violence Against Women Reauthorization Act of 2013, the University will offer educational programs for all incoming students (as well as new employees). These programs will include:

[a] A discussion of sexual violence;

[b] A discussion of consent;

[c] A discussion of drug and alcohol-facilitated sexual violence;

[d] Information relating to risk education and personal protection;

- [e] 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;
- [f] A statement that the University prohibits dating violence, domestic violence, sexual assault, and stalking;
- [g] An explanation of the definitions of dating violence, domestic violence, sexual assault, and stalking;
- [h] Safe and positive options for bystander intervention;
- [i] Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- [j] The possible sanctions or protective measures the University may impose following a final determination of an institutional disciplinary procedure;
- [k] Procedures for pursuing institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking;
- [l] Information about how the University will work to protect the confidentiality of Complainants;
- [m] An explanation of the counseling, health, mental health, victim advocacy, legal assistance, and other services available for Complainants on campus and in the community;
- [n] The options of Complainants for, and assistance in seeking, changing academic, living, transportation and working situations, if reasonably available;
- [o] The possibility of pregnancy and transmission of sexual diseases; and
- [p] Introduction of members of the educational community from:
- [q] Public Safety and the Selinsgrove Borough Police Department
- [r] The Health Center, Women's Resource Center, and Transitions (Susquehanna Valley Women in Transition)

[s] The Counseling Center

[t] The Department of Residence Life

For more information about on-going bystander intervention training, supporting survivors as well as those who have had an allegation made against them, education Sexual Misconduct, Domestic Violence, Dating Violence, or Stalking and other forms of bias and harassment, please see [www.susqu.edu/titleix](http://www.susqu.edu/titleix).

*Revised 10/3/14 in consultation with counsel.*

## 2.) **Anti-Harassment and Nondiscrimination Policy and Procedures**

*For the complete and most updated policy, please see the Human Resources mySU page*

### **Policy Statement**

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.

### **Who is Governed by This Policy**

All full-time, part-time, and temporary employees and students.

Persons (faculty, staff or students) wishing to bring a charge against a student should contact the Dean of Students & Campus Life. The responding student(s) will be addressed through the student conduct system via the Code of Student Conduct.

Dean of Students & Campus Life  
514 University Avenue, Selinsgrove, PA 17870  
Degenstein Campus Center, Student Life Suite  
570-372-4139

Persons (faculty, staff, or students) wishing to bring a charge against an employee (faculty or staff member) should contact, verbally or in writing, the Director of Human Resources and Risk Management or the Vice Presidents for Student Engagement & Success, who will explain the process and answer any questions.

Director of Human Resources  
514 University Avenue, Selinsgrove, PA 17870  
Selinsgrove Hall  
570-372-4157

### **Reason(s) for the Policy**

Harassment or discrimination in any context is reprehensible, but is of particular concern to an academic community in which students, faculty and staff must rely on bonds of intellectual trust and dependence. Therefore, harassment and discrimination will not be tolerated. Specifically, the university expressly prohibits any form of harassment of or discrimination against its employees in categories protected by law, including harassment or discrimination based on: race, color, religion, national origin, sex, age, disability status, genetic information or veterans' status. In addition, the University also prohibits any form of harassment of or discrimination against its employees based on ethnic origin, ancestry, social class, marital and parental status, geography, sexual orientation, gender identity or expression, or any other basis protected by applicable federal, state or local laws (collectively, "Protected Characteristics"). Any individual engaging in such discrimination or harassment will be subject to the full range of institutional disciplinary actions, up to and including termination from the university, and may also face civil and/or criminal legal liability.

### **Definitions/Glossary**

The following definitions are University-wide definitions and will be used as a reference for all cases involving harassment and discrimination including those addressed in the Student Code of Conduct referenced as sexual assault or sexual harassment:

- 1) **Protected Characteristics** – Includes race, color, religion, national origin, sex, age, disability status, genetic information, veterans' status, ethnic origin, ancestry, social class, marital and parental status, geography, sexual orientation, gender identity or expression, or any other basis protected by applicable federal, state or local laws.
- 2) **Discrimination** – Conduct directed at an individual because of his or her Protected Characteristic(s) and that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the university, or otherwise adversely affects the individual's employment or education.
- 3) **Harassment** – Verbal or physical conduct that is directed at an individual because of his or her Protected Characteristic(s), and that is sufficiently severe,

pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

4) **Harassment Based on Protected Characteristics** - Harassment based on Protected Characteristics is a form of prohibited discrimination. Harassment often takes the form of verbal statements regarding an individual's Protected Characteristics, such as epithets, derogatory comments or slurs, profanity, gestures, innuendo, jokes, or forms of address. Harassment can also take the form of other adverse conduct motivated by a person's Protected Characteristics, such as teasing or tricks, physical abuse or bullying.

5) **Sexual Harassment** is any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature, including sexual assault and other forms of sexual misconduct, including but not limited to 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, or 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.
- Such harassment, and all forms of sexual discrimination, are specifically prohibited not only by this policy, but also by Title IX of the Education Amendments of 1972.

**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.

6) **Racial Harassment** is any 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. Such harassment is prohibited.

7) **Gender Identity Harassment** is any 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.

8) **Sexual Orientation Harassment** is any 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. Such harassment is prohibited.

9) **Disability Harassment** is any 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. Such harassment is prohibited.

10) **Religious Harassment** is any 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. Such harassment is prohibited.

### **Policy Text**

Any form of harassment or discrimination defined above is prohibited.

### **Posting of Policy**

This policy will be posted at multiple sites across the campus community. In addition, it can be found on the Office of Human Resources and Risk Management mySU page.

### **Links with Other Policies**

The Susquehanna University Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking

## **Responsible University Individual and Office**

Office of Human Resources

### **Revision History**

Original effective date: 04/26/2010

### **Appendix**

#### **Harassment/Discrimination Grievance Procedures**

##### **Description of Process:**

Employees wishing to make a complaint against another employee should contact, verbally or in writing, the Director of Human Resources and Risk Management or the Vice President for Student Engagement & Success, who will explain the process and answer any questions.

Director of Human Resources  
514 University Avenue, Selinsgrove, PA 17870  
Selinsgrove Hall  
570-372-4157

Please note that all questions regarding sexual discrimination, including non-violent sexual harassment and sexual violence, can be directed to the university's Title IX Coordinator, above.

*For the complete Anti-Harassment and Nondiscrimination Policy, please see the Human Resources mySU page  
7/13, JB, LS, JA*

## **Residence Life & On-Campus Living Policies**

### **RESIDENCE LIFE**

Residence Life provides an environment that supports the institution's mission. More than residential facilities, the residential environment cultivates academic success, community, personal growth and engagement for all residents. The residential program asks students to consider individual rights and their responsibility to community, ethical decision making, and the standards by which all agree to live and respond to others. Developing civility, learning about individual differences, and caring for self, the facility and others in the community are some of the foundational goals of residential living at the University.

First year students live together in one of four traditional residence halls. The second year experience is focused in North, Seibert, West Hall, two faculty in residence living- learning communities in Sassafras and Scholars House, Go House and the north West Village. Students in the junior and senior year have a variety of types of facilities to choose from but students primarily live in houses on the Avenue, the 18<sup>th</sup>



Street Commons a few suites in West Village, and Liberty Alley in more independent living communities. The varied types of facilities have different goals to encourage the needs of the residents. Learning and living together with increasing amounts of self-governance better prepare students to enter the global community upon graduation.

## **Residency Policy**

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, gender identity, and sexual orientation in both placement in university residential facilities and in the furnishing of facilities.

All full-time undergraduate students are required to live in University housing except those who are: a) commuting from and residing full-time in the primary residence of their parents or guardians which is within 45 minutes driving distance of campus; or b) married or civilly unified and residing with spouse; or c) are a legal guardian of a child(ren) and residing with said child(ren), or d) over 23 years of age at the start of the academic year. Under certain conditions, the Dean of Students or her designee may grant requests for special permission to live off-campus.

All campus housing includes both room and dining plan (a full meal plan) with the exception of Liberty Alley and 18<sup>th</sup> Street Commons units. Liberty Alley and 18<sup>th</sup> Street Commons residents are not automatically given a dining plan but may purchase one by visiting the business office. 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.

In rare instances students may be given permission from the Department of Residence Life to reside off campus. If provided an exception, students are expected to adhere to all federal, state, and local laws as well as the Student Code of Conduct. 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 Selinsgrove Borough website: <http://www.selinsgrove.org>.

## **Early Arrival/Move-In**

Students may not move into the residence halls prior to the Thursday before classes begin for first year students and new transfer students or the Saturday before classes begin (for all upperclassmen) for the fall semester. Students may not move into the residence halls prior to their opening on the Sunday before classes begin for the spring 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 mySU page. Permission is granted on a limited basis but is available to NCAA Athletic teams for sanctioned practices and students who reside more than 300 miles from campus.

### **Break/Vacation Housing**

The residence halls close for Thanksgiving, winter and spring breaks as well as for the summer. Closing and opening dates and times can be found on the Residence Life mySU site. 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 daily rate charge to students who do not vacate the halls on time or return early from a break without permission.

Residence halls remain partially open during fall and Easter breaks but all students staying are required to fill out the Notification to Stay on Campus, on mySU for safety and security reasons.

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 application policies and deadlines located on mySU.

For health and safety purposes, before vacating the residence hall room for breaks, students must complete all tasks on the break checkout form. Students are responsible for acquiring this form from their Resident Assistant or Area Coordinator and posting it on the outside of their residence hall room door upon departure. The Department of Residence Life reserves the right to issue a \$40.00 improper check out fee for items not completed on the checkout form.

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 break 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. Any personal items found on university property after the conclusion of spring semester or a student's occupancy will be discarded and the owner will be charged for the cost of removal. The university does not provide storage for personal belongings. It is good practice to leave a copy of the serial numbers of all expensive equipment at home and to purchase Student Personal Property insurance if a family homeowner's policy does not extend to belongings on campus.

## **Room and Dining Agreement**

As stated above, enrollment at Susquehanna University *implies a binding room and dining agreement*. Living on campus is a privilege and residents who do not make academic progress by not attending class or turning in assignments on time may be asked to leave their living unit.

Termination of the room and/or dining agreement 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 may be granted by special approval provided that such release would not create a permanent vacancy.

Termination of the agreement as stated above will cancel charges for the remaining semesters. No refund will be granted for partial semester occupancy.

The university reserves the right to void a room and dining agreement in the event a student's course load falls below the full-time credit requirement.

Any student is subject to dismissal from the university and/or the residence halls for prohibited conduct or violation of university regulations. The university reserves the right to terminate the housing agreement 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 the agreement results from disciplinary action no refund is allowed. The university also reserves the right to reassign the occupants or terminate an agreement when in the university's judgment it is in the best interest of the residential community.

## **Residence Life Staff**

The Dean of Students and Campus Life, the Associate Directors and Area Coordinators lead and manage the residence life program at Susquehanna.

In addition to the professional staff, Resident Assistants are undergraduate student staff members responsible for establishing community that is conducive to learning. They are available to assist students with their social, personal or academic concerns. They are responsible for setting standards, reinforcing expectations and reporting alleged violations of code of conduct and university policy.

Senior Community Assistants are upper-class students who served successfully as resident assistants and are charged with building unity and spirit in a residential community. They engage residential communities in service,

leadership, and educational programming based on student needs and co-advise community councils. They too are responsible for setting standards, reinforcing expectations and reporting alleged violations of the code of student conduct and university policy.

Community Managers work in upper class living units assist residents with neighborhood and community conflicts, provide resource referral, an independent living skill based programming. They will co-advise the self-governance models in the form of associations. They are responsible for reinforcing expectations and reporting alleged violations of the code of student conduct and other university policies.

Resident Assistants, Sr. Community Assistants and Community Managers are on-call from 8pm- 7am daily in each residence hall and perform rounds in most areas.

**Community Rounds:** University officials, including student staff, make daily, routine rounds of the residence halls for the purposes of community development and being a consistent, accessible presence. They reserve the right to enter common area spaces in suites, apartments, townhouses, and houses to address safety and security concerns and to ensure compliance of university policies. Residents are expected to comply with the reasonable directions of university officials who are addressing or investigating possible policy violations or emergency situations.

## **RESIDENTIAL ROOM/UNIT ENTRY**

The University reserves the right to access a student room, or residential unit to determine compliance with the provisions of applicable multiple dwelling laws, for improvement and repairs, with advance notice of residents. Periodic inspections and maintenance visits are to be expected. Fire drills and checking fire safety equipment do not require advance notice of residents. Advance notice is provided in the break closing information received by all students before a break periods. During all break closings, all residents' rooms will be checked for health and safety concerns by staff.

There may be entry without notice in emergencies where imminent danger to life, safety, security, health or property is reasonably feared or if there is a belief that a student(s) room/unit is being used for the purposes of violating a policy or law.

The Vice President or a designee must authorize any without notice room entry except those conducted by law enforcement officers for official searches. The student involved will be informed of the purpose of the search and whether any material is found and confiscated in violation of federal, state or local law or of University regulations.

## Room Assignments and Changes

Students residing in university residencies are not permitted to move to an off-campus location, move to another room, change to another building or within the same building without prior permission from Residence Life.

No room or room changes are granted if concerned students have not addressed their concerns directly with their roommate(s). Successful roommate pairings do not always involve students who consider their roommate a best friend, but often describe a relationship and room environment that is restful, friendly and respectful. Learning to live with a roommate takes time and work and the Residential Life staff is committed to helping roommates learn skills that will enable them to have a good living experience. The following steps are required in almost all situations before a room change is considered:

1. An initial discussion with roommates to determine problem identification and with compromises with or without the RA.
2. The RA and residents will re-examine the roommate(s) agreement for additions, deletions or the drafting a new roommate agreement. Students are asked to honestly implement the revised/new agreement during the following 14 days.
3. If issues remain unresolved, residents will talk with the Area Coordinator and Resident Assistant about a mediation to resolve any issues of tension or conflict.
4. If roommate issues are not resolved, after the mediation, roommates should contact the Area Coordinator about other methods of resolving the conflict.

After all these measures have been tried and a resident still finds his/her living arrangements unacceptable, a resident may request a room change. No requests are granted for roommate changes until the third week of the academic semester unless deemed necessary by the Area Coordinator.

If the Area Coordinator finds a room change necessary, the resident making the complaint will be the one to move out. In a case where both students want to stay in the room, the residents can draw straws, pick a number, or use another method to determine who will move. The Area Coordinator and Resident Assistant stay neutral in roommate disagreements and conflicts and try their best to work with students' living situations. The Area Coordinators keep waiting lists for all units and will contact students as space becomes available for approved moves.

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. Space may not be sold, loaned to another student for free or money.

### **Room Check-In and Check-Out:**

At the beginning of each academic 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 at check-in. If an item is missing or not in good condition, the resident must file a work order with Facilities Management so that the condition can be rectified. Whenever a resident moves into another room or unit during the academic year he/she will should fill out a new room condition inventory. It is the student's responsibility to record any pre-existing damage. Any damage beyond what was recorded at check- in will be assessed as damage and charged back to residents at or after checkout. At check-in students are given a room key and outside door key in some instances. Most of the facilities have proximity technology and require entrance with a student ID card. When any student moves out of a room, suite or unit for any reason, a formal checkout with the RA staff must occur to avoid improper checkout penalties. At checkout time the resident and a staff member will go review the room inventory and record any damages. Any resident failing to check out properly will be assessed an improper check out fee of \$25 as well as costs for key(s) replacement, lock change and new unit keys.

The Office of Facilities Management with the Department of Residence Life will make a closing room check at the end of the academic year. Any missing items or damage to walls, woodwork, furniture, floors, window treatments, 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 their original condition, with trash disposed of and floors swept.

Graduating Seniors will be subject to a Pre-Inspection Process the morning before Graduation Day. The Pre-Inspection is completed to assist students in identifying any billable damage, cleaning concerns, or missing/damaged furniture.

### **Community Damage**

Cost of damage 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 hold each other accountable within that area. If a resident witnesses another student damaging university property, it is the resident's responsibility to report the incident so the responsible party bears the cost of the damage rather than the community members. Common areas include

recreational, study or main rooms in all traditional residential facilities. In suite units and townhouses the common area is anything in the unit with the exception of individual unit bedrooms. Damages to common area furniture, recreational furniture, TVs, beverage or snack machines, microwaves, walls, stairwells, bathrooms, etc. which cannot be assigned to individual residents are charged equally to every student living in the residential facility. Common area furniture taken to rooms/units or from the facility can result in community or individual fines for replacement.

## **Dining Services / Evert Dining Room**

All students residing in university-owned living facilities (with the exception of Liberty Alley Apartments and 18<sup>th</sup> Street Commons) during both the regular academic year and summer sessions are required to have a Board Plan. The university ID card, properly validated, is the meal ticket intended for the student's use only. Students on the a meal plan who fail to bring their ID for entrance to any dining facility 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, faculty and staff in all dining venues. Persons who behave in an inappropriate manner in on-campus dining facilities 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.

## **Maintenance and Work Orders**

The Office of Facilities Management is responsible for completing maintenance in all university residential facilities. Students should place a work order on mySU to report maintenance needs or concerns.

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 repaired or replaced. In the event that a report is made but the condition persists, residents are expected to notify the Office of Facilities Management until the situation is rectified or information is received indicating that the problem cannot be fixed.



## On-Campus Residential Policies

### Animals / Pets

Animals (with the exception of small fish in a 20 gallon or less tank or pre-approved service or comfort animals) 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. Any animal on university premises must be leashed and under control at all times and may not enter any campus building, including residence halls. Note: See the **Service and Assistance Animals Policy** in this Student Handbook.

### Bicycles

Bicycles are plentiful at SU and a healthy way to get around campus. 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. A limited number of bicycles is available from student activities for rent and use.

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.

### Cleanliness of Units and Grounds

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 residents. 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; and common areas such as kitchens/ kitchenettes and living rooms; personal items should be stored in a resident's personal residence hall room at all times. Note that an administrative charge may be assessed to each individual who assumes responsibility for the common area due to the location of individual residence hall rooms to pay for additional time needed for excessive cleaning or disposal of personal items by housekeeping staff. 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.



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

## **Decoration Policy**

Students may personalize their residence hall room but may not make structural changes to common or personal areas. Residents may hang items on walls using poster putty, removable hooks (3M or Command M) or thumb tacks. Repairs to walls will be charged back to the residents of the room. Restrictions include:

- No part of the room, suite or house may be painted. Borders and/or wallpaper are also prohibited.
- 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.
- 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.)
- Dartboards and free-standing bars are not permitted in residence hall rooms or university-owned houses.
- If students provide their own window covering, they must do so without damaging or altering the room. University's in-window shades or pull blinds must remain in the window and be shut during breaks.
- 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 or prohibit outdoor decorations.

## **Electrical Appliances**

Reflecting fire safety and electrical concerns, residents are limited in the use of electrical appliances and cooking devices they may store in personal residence hall rooms. One coffee pot (12-cup maximum), Keurig® or similar machine is permitted in each personal residence hall room. It must have a two-hour maximum automatic shut-off feature. Prohibited items include, but are not limited to personal or propane grills, electric blankets, air-conditioners, portable heating units of any kind, dehumidifiers (unless provided by Facilities Management) and refrigerators over 5 cubic feet.

Kitchen appliances, particularly those with an exposed heating unit, are prohibited in personal residence hall rooms. This includes, but is not limited to, microwave ovens, hot plates, toasters, blender, electric frying pans, broilers and griddles. They may be stored and used in kitchens / kitchenette areas within the common areas of residence halls at the owner's own risk. Appliances stored in

common areas must be unplugged and restored immediately after use. Kitchen appliances may not be stored or used in personal residence hall rooms.

University officials reserve the right to request the removal of any appliance on university premises that may pose a safety or security risk.

### **Community Appliances:**

The University may provide a range, microwave, or mini-fridge in common areas of the residence halls. Community appliances may never be left unattended while in use and must be cleaned after use. Damage or excessive clean-up charges unable to attribute to an individual(s) will be charged back to the residents of the living unit.

### **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.

### **Fire Safety and Restrictions**

Fire Safety is critical in community living. Fire extinguishers, fire alarm systems and other fire prevention and protection equipment are provided in university buildings as a safeguard for lives and property. Attaching items to smoke detectors or sprinklers, 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 and subject to the Student Code of Conduct. 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. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by a university official. The following are not permitted unless stated:

- Fire pits, unless provided by the university, are not permitted on university premises.

- No fabric may be hung from ceilings or draped over doorways.
- 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.
- Halogen lamps, live trees or wreaths, all candles (new or burnt wick), open flames (including tiki torches), objects that emit vapor or smoke including fog machines or e-cigarettes or similar objects, and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
- 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.

Each residence hall room and common area, including those in group-housing living areas, have an occupancy limit due to fire codes. These limits will be posted in common areas. Exceeding the limit of individuals in a room or common area is prohibited.

### **Furnishings**

Student rooms contain a set of furnishings for each resident of a room (bed, mattress, desk, chair, and dresser) In addition, traditional rooms also have screens on the windows and closet doors. Common area furniture varies in the type of unit. Room and common area furniture 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. 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. Self-constructed lofts are prohibited.

### **Guests**

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.

A roommate must be consulted and give consent prior to inviting a guest to stay overnight in the residence hall room. 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 overnight guest in a two-week period. Any

individual staying as a guest must obtain a *guest pass* from Public Safety and keep it on their person during their entire time they remain a guest on 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). 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*

## **Keys**

Each student receives a key to his or her room, a key to the exterior door of the residence hall if the hall is not outfitted with an electronic locking mechanism, and a key to resident's suite in suite-style residence halls that have locks. Students are expected to sign out a key to their room and house/townhouse (where applicable) from the Department of Residence Life upon arrival or each time they move to another building or room at any time during the academic

year. Keys must be returned to a location designated by Residence Life at the end of the academic year, when a student changes residence or upon leaving the institution. Students may obtain a key receipt by returning their keys to Residence Life during business hours.

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 storage 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. 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.

### **Laundry Facilities**

Laundry units consisting of a washer/dryer 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 washer/dryer 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 for the purpose of which they were intended.

### **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. For apartments, townhouses or houses noise should not be heard outside of the unit or between units. In the 18<sup>th</sup> Street Commons and the Avenue noise standards are informed by associations. Please note that Quiet Hours are 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 by other residential 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, of any sort, may not be placed on windowsills and/or directed outside.

## **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. It is suggested that students keep serial numbers of expensive equipment with a family member.

## **Smoking**

All campus buildings (including residence halls) are completely smoke-free which includes smoking tobacco products or any devices that emit smoke or vapor (including e-cigarettes). Those who smoke outside of campus buildings are required 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.

## **Solicitation/Fundraising**

The solicitation of sales, services, memberships or gifts on campus, including residence halls, without the permission of the Dean of Students or a designee is

prohibited. No fundraising activity may involve the solicitation/completion of a credit card application.

### **Sports in the Hall**

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.

### **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 identification card 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.

### **Summer Session Living on Campus**

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 individual (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.

### **Unauthorized Entry or Use of Facilities**

No student, group of students or student organization (including Greek chapters) 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 of prohibited conduct include, but are not limited to:



- accessing storage areas, attics, basements, second-floor porches (unless approved by Facilities), balconies, or roofs of buildings (including Greek houses and residence halls). Individuals or organizations will be addressed through the Student Conduct System if these areas are accessed or there is evidence that a lock has been tampered with. Any items, personal or organizational, found to have been illegally stored in restricted areas will be discarded immediately and without notice at the organization or residents' expense.
- sleeping in common areas of residence halls
- having more than one individual in a shower stall at a time
- defacing University property (spray painting, using sidewalk chalk, etc.)
- throwing anything from windows, balconies or doorways of university facilities
- being in a residence hall unaccompanied by a host who is a resident assigned to live in that building

For further information see Facility Usage Responsibilities under "Policies for Campus Events and Advertising."

## **Additional Group Housing Standards**

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

Policies outlined for group housing are in addition to those found in the Code of Student Conduct and any other policy document relating to student housing on campus. Any violation of the standards will result in action taken by the staff of Residence or 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.

**Bathrooms:** The existing campus policy for common area bathrooms will be enforced in group housing units. 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.



**Billings/Damages:** Bedroom damages will be billed to the individual resident(s) of that room. Common area damages or excessive clean-up charges unable to be attributed to an individual(s) will be billed to all building residents.

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. An on-line appeal regarding damages will be available on MySU after damages are posted. Appeals must be completed on MySU.

**Furniture:** Bedroom furniture will be provided by the university. The university does not provide electronic equipment such as computers, televisions, DVD players, etc. for the common areas of houses. Existing equipment will not be maintained or replaced by the university.

Common area furniture will be provided by the University. 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 by the residents of the housing area.

All personal items, including excess furniture, must be removed from the house at the end of the spring semester. Failure to comply with this directive will result in the removal of the items at the organization or residents' expense.

**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 deficient of this standard, the residents may receive an official request to rectify the situation.

The university also reserves the right to rectify areas of concern without notifying the residents beforehand if they present a distinct life safety or property concern and levying appropriate sanctions as this document serves as a first, official warning against the creation of disorderly or unattractive conditions.

**Grills:** Residents may not purchase or bring gas grills of any kind for individual or unit use onto university premises.

Outside grills located at the 18th Street Commons community building may not be left unattended while in use and must be cleaned after use.

Residents are permitted to use charcoal grills from August 30 until November 1 and from April 1 until May 15. They must be removed when not in use and outside of these dates. Summer residents are encouraged to use the gas grills in the 18<sup>th</sup> Street Commons area. Lighter fluid and self-starter charcoal may not be stored in residential units.

Each living area may only have one grill. The only exception to this policy is for events that have officially been registered with the Assistant Director of Student Activities. Multiple grills can be used during an officially sanctioned event but must be removed at the end of the event.

Grills must be in good condition and have no greater than 830 square inches of cooking surface.

Grills may only be used a minimum of 15 feet from any structure, including but not limited to houses, garages and trees.

Charcoal briquettes must be disposed of properly after they've cooled (not thrown on the ground).

Flames from grills may not exceed the height of the cook surface. Group living units can be asked at any time to remove grills or desist in using them.

Failure to adhere to university policy and general safety standards in the use of grills may result in a house losing the privilege of having a grill.

Grills will not be stored on campus over the summer and any grills left behind will be removed and discarded at the organization or residents' expense.

**Exterior of Houses:** 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 Office of Facilities Management before being placed outside. Residents of group housing can be asked at any time 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.

**Kitchenettes:** A refrigerator, range, microwave and sink may be provided by the university in group living units.

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.

Pouring grease down drains, potato peels in garbage disposals is prohibited because these are likely sources of damage to pipes and disposals.

At the end of the spring semester, before the last resident leaves a group housing unit, the following items must be completed: All food must be disposed of and cupboards and refrigerators cleaned.

All cooking/eating implements must be clean and stored in cupboards if the same group will reside in the property during the next academic year. Anything dirty or not properly stored will be discarded.

### **Storage of Personal Items:**

No personal items may be stored in group housing or in any on campus storage unit over summer break. Limited storage is available for International Students in the Presser International House.

Organizational items for those living on the Avenue may be stored in closets or the shed behind 310 University Avenue (Greek letter organizations). Access to this shed can be obtained from the Assistant Dean of Student Engagement and Leadership or designee.

Personal items found on campus grounds at the conclusion of the academic year will be discarded at the organization or residents' expense.

Local storage units are available in the Selinsgrove area for the storage of personal belongings that a residential student does not want to take home for the summer.

*Edited and Reviewed by CBK 8/15*

## **Alcohol and Other Drug Policies**

### **3.) Susquehanna University Alcohol Policy**

Susquehanna University is committed to the education of students when it comes to the legal, safe, and responsible use of alcohol. The misuse, abuse, or illegal use of alcohol – on- or off campus – including behaviors that allow underage drinking or promote excessive consumption of alcohol, are prohibited and will be addressed through the Student Conduct System if brought to the attention of university officials. As outlined in part 8 of the Code of Student Conduct, students may be accountable in both criminal, civil, and university jurisdictions for acts that constitute violations of the law and of the Code.

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. (Note: During summer session, this rule applies to all residence halls, including the 18th Street Commons unless supervisors or faculty advisors indicate otherwise.)

In summation:

- 21 years of age or older students may only consume and store alcohol in the privacy of their personal residence hall rooms but not in the common areas
- Alcohol is not permitted to be stored or consumed in common areas
- Students who are under the age of 21 may not be in the presence of alcohol

- [b] Students assigned to live in the 18<sup>th</sup> Street Commons apartments, Liberty Alley Apartments, or Willow Hall in the West Village may possess, for their own use, and/or consume alcoholic beverages in the privacy of their apartment, including common areas, only if:

- All persons assigned to live in the apartment are 21 years of age or older
- Any and all guests present in an apartment are 21 years of age or older if alcohol or alcohol containers are present

If any *guest* of the 18<sup>th</sup> Street Commons apartment or *individual assigned to live in the apartment* is under the age of 21, part 3[a] of the alcohol policy applies to that apartment.

(Student Organizations may host Registered Events following the guidelines in the "Registered Closed/ Private Events Overview" under Additional Campus Policies.)

- [c] Supplying alcohol to persons under the age of 21 is a violation of federal, state and local law and University policy. Social hosts or residents assigned to live in a

residential room or area may assume responsibility for evidence of excessive or underage drinking as stipulated under part 3[a] and 3[d] of the alcohol policy

- [d] Excessive amounts of alcohol are prohibited (including but not limited to “gin buckets”, “jungle juice” or other communal containers containing beverages with alcohol, kegs, beer balls, or 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.
- [e] Alcohol may not be consumed on campus grounds outside of the residence halls or other designated areas unless it is associated with a formal University-sponsored or University-recognized function (excluding Registered Closed/Private Events unless specific permission is granted by a university official).
- [f] The distillation or fermentation of alcohol is prohibited on university premises. This includes, but is not limited to, any type of beer, wine, cider, or liquor.
- [g] Any student who appears at a university function or on university premises 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.
- [h] Beverages containing grain alcohol are not permitted on campus.
- [i] In accordance with university policy, student activities allocations may not be used for the purchase of alcoholic beverages.
- [j] Any form of false identification found to be in a student’s possession (either on his or her person or in his or her belongings) is prohibited.
- [k] During investigations, underage students found to be in the possession or under the influence of alcohol are expected to provide the name and location of where the alcohol was obtained whether on- or off-campus.
- [l] **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 \$500 and will lose his or

her driver's license for a minimum of 90 days. Second offenses result in a fine of not less than \$1,000. 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 less than 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 less than 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/](http://www.lcb.state.pa.us/) or the Pennsylvania Crimes Code.

*Reviewed by University counsel 6/14*

## 4.) Medical Emergency Pardoning Policy

Division of Student Life  
Dean of Students & Campus Life

### **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, other drugs, and safe sexual behavior. Administrators will continue to provide opportunities for students to develop a responsible approach to social challenges when it comes to these topics. Additionally, the implementation of this policy will include campus-wide education on the symptoms of alcohol abuse, drug use, and overdoses (etc.).

For instances of alcohol poisoning, the following information is from the Mayo Clinic staff from [www.mayoclinic.com](http://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 or has misused drugs — 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.

**If a person has been a victim of sexual misconduct.** If you are made aware that the sexual assault has just occurred and the assailant is still in the building / area and there is an imminent threat, call Public Safety immediately at (570) 372 – 4444. Stay with the student. If the student wishes to contact the SANE program at Evangelical Community Hospital, contact the Health Center at (570) 372 – 4385 or (570) 374 – 9164 if it is outside of weekday business hours.

### **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, other drug-related emergency, or, while under the influence of alcohol or other drugs, has been a victim of sexual misconduct as outlined in the University Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking, 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, meaning this policy also applies to an individual(s) seeking emergency medical assistance for another student.

### **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

### **HOW TO QUALIFY UNDER THIS POLICY**

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. For a definition of sexual misconduct, please see the University Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking.

To qualify under this policy, a student (either victim or bystander) may make initial contact with a University official (including student staff) 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 student staff, law enforcement officials, or individuals not associated with the University.

This policy (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.

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 Engagement & Success or Vice President 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 Engagement & Success or his/her designee. He/She oversees the policy. In consultation with the Vice President, the Dean of Students & Campus Life or a designee is responsible for policy implementation and revisions.

### **REVISION HISTORY**

The Medical Emergency Pardoning Policy was reviewed and approved by University counsel in August, 2014.

### **CONTACT**

Christie Bing Kracker, Dean of Students & Campus Life  
kracker@susqu.edu  
(570) 372 – 4139

Special thanks to Jim Neumeister from Northwestern University.

## **5.) Registered 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 recognized by the Student Government Association, Greek-Letter organization, and varsity athletic teams and supplement all existing policies regarding alcohol at the university.

An organization that plans to have a Registered Event must complete the event registration form and meet the following requirements:

### **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. "gin buckets", "jungle juice" or other communal containers containing beverages with alcohol, kegs, beer balls, or other large common sources) is prohibited. The only acceptable means of distributing alcohol is described below.
- iii. No alcoholic beverages may be purchased using organization funds, nor may an 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. Alcohol being consumed at the Registered Event, must be brought by the 21+ year olds who are attending the event. The total amount of alcohol at the event may not exceed four 12-ounce beers per 21+ year old who is present. Guidelines for beers are as follows:
  - Beers must be in cans and may not exceed 12-ounces per can;
  - 12-ounce cans may not exceed 6% alcohol content;
  - All containers must be sealed. Any container that has been opened will not be accepted;
  - At the event, a person may receive and be in possession of only one beverage at a time;
  - Alcoholic beverages may not be served until the official start time of the event;
  - Students may only consume one beer an hour while the event is in session;
  - Alcohol may not be served to any person who is visibly intoxicated or does not have a 21+ year old's wristband;
  - Activities or drinking games that encourage the rapid consumption of alcohol are prohibited
  
- vi. A designated "bar area" must be delineated where alcohol is to be served.
  - The designated bar area must be supervised by a trained TIPS Team Member at all times;
  - Alcohol may not be consumed on campus grounds outside of the residence halls or other designated areas without prior written approval from the Office of Leadership & Engagement.

**[a] Scheduling of Registered Events**

- i. Registered Events may only be held in the 18<sup>th</sup> Street Commons Community Building, University Avenue houses or the Phi Mu Delta House;
- ii. Greek Letter Organizations must file their organization's Host Liquor Liability Insurance with the Office of Leadership & Engagement;

- iii. The number of Registered Events permitted each semester is based on the organization's demonstrated ability to effectively manage its social events;
- iv. Registered Events may not be held during midterm examination periods, reading days, final examination periods, or, for Greek Letter Organizations, during any recruitment activities. They may only be held when the fall and spring academic terms are in session;
- v. Proper registration must be filed by noon, 5-days prior to the function (e.g. Student organizations requesting an event for Friday must register by 12:00 p.m. on Monday of the same week). The registration form will include the guest list as well as the names of the TIPS Team Members;
- vi. The number of guests is determined by the fire Code for the selected venue as noted on the online registration form;
- vii. Events where alcohol will be present may not be advertised and must be by invitation.
- viii. Registered Event Hours:
  - Authorized Registered Events will be scheduled for no more than four-hour periods on Friday evenings, Saturday afternoon or evenings, or Sunday afternoons;
  - Starting times for functions will be 2:00 p.m. or 10 p.m. unless a change is authorized by the Assistant Dean of Leadership & Engagement;
  - Registered Events must end by 2:00 a.m. no matter what the start time is;
  - Any considerations outside of these parameters may be requested and will be reviewed on a case-by-case basis through the Office of Leadership & Engagement.

## **[b] Management of Registered Events**

- i. Guests may only enter Registered Events from the front entrance of the house or venue. Guests of University Avenue houses and the Phi Mu Delta house are not permitted upstairs for the duration of the Event;
- ii. All guests, including organization members, are required to carry their Susquehanna University ID on their person or will be asked to leave by a TIPS Trained Member;
- iii. A copy of the approved guest list must be available at the door for the duration of the function. Only students who are on the approved guest list are permitted to attend the function;

- iv. All non-SU guests must be at least 18 years old, on the approved guest list, have a valid SU Guest Pass (Please see the Guest Pass Policy in this Handbook), a valid form of ID, and an SU student present at the Registered Event who is responsible for the actions of the guest. Non-SU guests may not receive a wristband or be served alcohol;
- v. Individual organizations are responsible for assembling a TIPS (Training for Intervention Procedures) Team who will remain sober and manage the operations of the event. The names of TIPS Team Members must be provided on the registration form. The TIPS Team should be composed of members who have had TIPS training authorized or provided through the Office of Leadership & Engagement. The TIPS Team will ensure compliance with alcohol and occupancy restrictions as outlined above. Each organization is expected to abide by the event management policies set forth by its national/international organizations (if applicable);
- vi. 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;
- vii. The minimum amount of TIPS Team Members, who, in the case of Greek Letter Organizations, may not be uninitiated members, should perform their duties as follows:
  - ii. Two TIPS Team Members at the front entrance of the house or venue checking IDs, cross-referencing guests with the pre-approved guest list, providing wristbands to 21+ year olds, directing 21+ individuals with beer to the designated bar area, verifying approved beer cans and alcohol content, calling Public Safety to assist intoxicated individuals per TIPS training, and turning away individuals not on the guest list;
  - iii. One TIPS Team Member at the designated bar area serving 21+ year old individuals with wristbands one drink per hour;
  - iv. One TIPS Team Member by the stairs to prevent individuals from going upstairs (in the case of the 18<sup>th</sup> Street Commons Community Building, this member can be an extra "floater" or assist at the bar area);
  - v. One TIPS Team Member who acts as a "floater" and whose responsibility it is to assist the Members at the front door, at the designated bar area, checking on the safety and security of guests as well as policy compliance checks;
  - vi. Note that Residence Life staff will be informed of the TIPS Team Member names and will seek these individuals as the main point persons for policy compliance enforcement.

- viii. Hosts of the registered event are responsible for the oversight of guests' actions, including members of the organization. i.e. Excessively loud noise, conduct unbecoming, underage individuals consuming alcohol, etc. Hosts are also responsible for restoring the venue, including the outside of the venue, to its original state as approved by The Department of Residence Life and the Department of Facilities Management. Host organizations assume all costs for any clean up or repairs found the day after the event.
- ix. Students may not leave the Registered Event and return with more alcohol. Students may not arrive to the Registered Event after 2 hours into the Event.
- x. Unused alcohol shall not be returned to guests until the following day or may be disposed of by the TIPS Team at the end of the night.
- xi. Receiving approval for a Registered Event indicates an agreement on the part of the residents of the house to adhere to the Code of Student Conduct, and the Registered Event Policy as outlined above. Susquehanna University's university officials, including student staff and Public Safety officers who are acting in performance of their duties, reserve the right to perform policy compliance and safety and security checks for the duration of the event. Failure to cooperate with university officials or failure to adhere to the policies as outlined above may result in the Event being shut down early and may preclude the host organization from hosting future Registered events.

## 6.) **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. Even if students are not found in possession, use, distribution, or transportation of drugs, students who demonstrate active knowledge of illegal drugs in his or her assigned living area may be held accountable for violating the drug policy.
- [b] Drug paraphernalia, including paraphernalia that indicates distribution (i.e. "baggies," scales, electronic or written records, etc. reflecting or suggesting distribution) will be confiscated and disposed of if found as part of a documented incident.
- [c] 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 Commonwealth of Pennsylvania and the United States should be followed.

[d] Students with prescribed medications may not misuse those medications or distribute them to others for recreational or other use. Students found to be in violation may be sanctioned through the Code of Student Conduct accordingly.

[e] **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.

## 7.) **Drug-Free Workplace and Drug-Free Campus**

In compliance with the Federal Drug-Free Workplace Act, it is the policy of Susquehanna University to provide a work environment that is free from the use, sale, possession, or distribution of illegal drugs or the improper or abusive use of legal drugs or alcohol on Susquehanna University premises, and to require university or contract employees to perform all university-related job duties, either on or off the university premises, without the presence of illegal drugs or inappropriate legal drugs in their systems.



The objective of this policy is to ensure a safe, healthy, and work-efficient environment for Susquehanna University employees and the surrounding community. We are concerned about the well-being of employees whose drug or alcohol use, abuse, or dependency may affect their job performance as well as the safety and well-being of co-workers. Susquehanna University will utilize every reasonable measure to maintain a drug and alcohol-free work environment.

## **Definitions:**

**Illegal Drug:** Illegal drugs and substances are those which cannot be legally obtained, including controlled substances and controlled substance analogues, as well as those drugs which, although legal, have been illegally obtained (i.e., prescribed drugs not being used for prescribed purposes or not being used by the intended recipient of the prescription, including amphetamines and barbiturates). Illegal drugs, for the purposes of this policy, include marijuana, cocaine, "crack", heroin, morphine, phencyclidine (PCP), narcotics, hallucinogens, depressants, stimulants, other substances capable of creating or maintaining adverse effects on one's physical, emotional, or mental state, and controlled medication not prescribed for current personal treatment by a licensed medical professional, in a medical setting, to address a specific physical, emotional, or mental condition.

**Medication or Prescription Drugs:** Medication or prescription drugs, for the purpose of this policy, are drugs that an individual may be taking under the direction of a licensed medical professional in a medical setting to address a specific physical, emotional, or mental condition.

**Supervisory Referral:** A process whereby supervisors require an employee to seek appropriate referral services through the Employee Assistance Program (EAP).

**Awareness:** In order to meet the objectives of this policy, Susquehanna University will provide to all benefits eligible employees information about the availability of services through the Employee Assistance Program (EAP). Additionally, the university will educate and train its management and supervisors to identify problems and symptoms of drug and alcohol abuse.

**Prohibited Conduct (Drugs):** Employees may not possess, use or consume, purchase, sell, or transfer illegal drugs or controlled substances in any amount during working hours, lunch periods, or break or relief periods on or off university property (including parking lots), or in university vehicles (either owned by, leased to or used on behalf of the university), or while on university business or performing university related duties on or off campus.

Employees may not report to work "under the influence" of illegal drugs or substances.

Employees are prohibited from bringing drug paraphernalia onto University property (including parking lots) at any time.

**Prohibited Conduct (Alcohol):** Employees may not possess, use or consume, purchase, sell, or transfer alcohol during working hours, lunch periods, or break or relief periods on or off university property (including parking lots), or in university vehicles (either owned by, leased to or used on behalf of the university), or while on university business or performing university related duties on or off campus.. An exception to this general rule is the responsible and legal use of alcohol at university sponsored events. The university does not take responsibility for the improper or illegal use of alcohol at such events.

**Disciplinary Action:** Any employee found to be in violation of this policy will be subject to disciplinary action that may include warning, immediate suspension, or termination. All such action requires the joint review and approval by the immediate supervisor and the Vice President for the unit along with the Director of Human Resources & Risk Management. Any illegal substance confiscated will be turned over to the appropriate law enforcement agency for additional investigating and handling. Illegal substances include medication or prescription drugs not being used in accordance with a legitimate prescription.

**Relapse by Employee:** Any employee who is rehabilitated through the EAP must abide by the terms of any last chance agreement. Any relapse by an employee will be considered a violation of this policy and the employee will be subject to disciplinary action, up to and including termination.

**Reporting Violations:** As a condition of employment with the university, any employee convicted in court of any workplace violation of any criminal drug statute must report the conviction to the university no later than five (5) days after such conviction. An employee who fails to report such a violation is subject to disciplinary action, up to and including termination.

*August, 2014, DH*

## Policies for Student Organizations

### 8.) Student Organizations

- [a] **Recognition:** In order to become a recognized organization eligible to receive funds from the Student Government Association and to hold meetings or events 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 Leadership and Engagement. 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, gender, or gender identity, 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 Assistant Director of Leadership & Engagement.

For further specific information regarding the formation and recognition of campus organizations, check SGA guidelines or see the Assistant Dean of Leadership & Engagement.

## [b] **Anti-Hazing Policy**

Effective Date: 8/1/2014

### **Policy Statement**

The university believes that an effective organization or group is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority and loyalty to the principles of higher education.

### **Who is Governed by This Policy**

All students including varsity athletes, student groups, and student organizations as defined in the Code of Student Conduct definitions.

### **Reason(s) for the Policy**

Any perceived group has a solemn obligation in the development of its associated members. This responsibility extends alike to the host organization (if

applicable), 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.

### **Policy Text**

Any actions taken or situations created intentionally or recklessly: on or off Susquehanna University campus grounds; by a student, alumnus, student group, or student organization including varsity athletes; that endangers another person(s)' mental or physical health or safety, or produces mental or physical discomfort, embarrassment, harassment or ridicule; with or without consent; as an explicit or implicit condition for initiation to, admission into, or continued membership in an organization are prohibited.

Such activities may include, but are not limited to:

- Influencing another person(s) to purposefully or recklessly violate the Code of Student Conduct;
- Consuming any food, alcohol, drug or other substance which subjects the student to an unreasonable risk of harm;
- Paddle swatting, beating, whipping, branding or any brutality of a physical nature;
- Requiring calisthenics, physical or psychological shocks, quests, treasure hunts, scavenger hunts, sleep deprivation or creation of excessive fatigue;
- Kidnapping, transportation, or stranding of individuals;
- Wearing of public apparel which is conspicuous and not normally in good taste;
- Total nudity at any time or dress which is inconsistent with weather conditions;
- 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;
- Interfering with scholastic activities, participation in other university events;
- Requiring exclusion from social contact;
- Adversely affecting the mental health or dignity of the individual or could be considered morally degrading or humiliating;
- Engaging in public stunts and buffoonery;
- Creating an unreasonable risk of causing severe psychological shock or public humiliation to the student;
- Misusing authority by virtue of one's class rank, organizational position, longevity in the organization and/or leadership role, including but not limited to: assigning a task of servitude, including errands, clean-up activities, etc.;
- Inducing, causing or requiring the student to perform a duty or task which involves a violation of local, state or federal laws;

- Any action that would violate the Susquehanna University "Policy and Procedure for Cases of Sexual Misconduct, Domestic Violence, Dating Violence and Stalking" as outlined in the Student Handbook;
- Requiring any other activities which are not consistent with academic achievement, organizational policy, or the regulations and policies of the educational institution;
- Prohibited Conduct as outlined in the Code of Student Conduct (2015-2016 Susquehanna University Student Handbook), "Directly, indirectly, through social media, or other electronic means, the attempt of a student, group of students or student organization to create an intimidating or hostile situation that interferes with the person's ability to function in the academic or residential setting, or to subject a person to unwanted and unsolicited attention in accordance with the judgment of university officials."

Prohibited actions as outlined above are considered violations of the Code of Student Conduct. As outlined in the Code of Student Conduct, students, groups of students, and student organizations may be held accountable as outlined under Standards of Due Process of the Code of Student Conduct should they be found in violation of said Code.

### **Policy Author**

Alexandra Federico, Assistant Director of Leadership & Engagement  
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- [c] **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.
- [d] **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 Letter 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.

## [e] **Event and 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 Assistant Dean of Leadership & Engagement prior to finalizing and signing a contract.

### ii. **Co-Curricular Events, Activities and Programs;**

#### **Date Reservation**

All co-curricular events and activities must be scheduled on the master calendar in the Office of Events Management by reserving a space on the Event Reservation Form located on the mySU Event Management page. 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 Office of Leadership & Engagement 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:

- a. All requests must be submitted within three working days prior to the event using the Event Registration Form on the mySU Office of Leadership & Engagement page. 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 Event Registration Form.
- b. 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.
- c. Permission for events can be denied for just cause by the Assistant Dean of Leadership & Engagement or a designee. Valid reasons may include conflicts with other activities, inappropriate nature of the event or other circumstances.
- d. The person who schedules the event is responsible for notifying the Office of Leadership & Engagement (stuact@susqu.edu) and the Office of Events Management (oem@susqu.edu) as soon as it is known that an event is to be canceled or has been changed.

- e. The Crusader newspaper must receive all promotional information (for non-Registered Events) no later than Tuesday at 4 p.m. for the event to be included in that Friday's edition.
- f. A current activities calendar is available on the University Web site.
- g. Any scheduling conflicts, problems or questions should be referred to the Assistant Dean of Leadership & Engagement who, in conjunction with the Office of Events Management, has final authority for all scheduling issues.
- h. Note: Once approved, the nature of the event may not be altered without approval from the Assistant Dean of Leadership & Engagement or a designee.

## [f] **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 Leadership & Engagement Coordinator. It is the organization's responsibility to understand the transactions that have been posted into their accounts and to inform the Leadership & Engagement 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 Leadership & Engagement 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 to the Leadership & Engagement Coordinator.

## [g] **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 first register their activity with the Office of Leadership & Engagement (via the fundraising registration 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:
  - a. Items must be approved by the Office of Leadership & Engagement (via the fundraising registration form).
  - b. Items must be reasonably priced, represent a fair deal for purchase and be quality products.
  - c. Items must be in good taste and should not be messy, loud or offensive to the general public.



- d. If items directly compete with the Campus Bookstore or ARAMARK food service, clearance must be obtained from the supervisors of those operations.
  - e. Sale of items utilizing the name, logo or mascot of Susquehanna University must obtain additional permission by the Office of Communications.
  - f. Items that are prohibited in the residence halls per the Department of Residence Life on-campus housing policies (i.e. shot glasses, drug paraphernalia, candles, incense, etc.) may not be sold or distributed.
  - g. 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.
  - h. 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 Leadership & Engagement Coordinator.
  - i. If necessary, organizations raising funds for charity are required to provide evidence to the Office of Leadership & Engagement that the funds were received by the charitable organization at the conclusion of the event.
  - j. 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 Office of Leadership & Engagement unless authorized by the Assistant Dean of Leadership & Engagement.
- 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 Office of Leadership & Engagement. 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 Dean of Students & Campus Life. Limitations may be applied to groups wishing to

fundraise 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 Assistant Dean of Leadership & Engagement 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 Office of Leadership & Engagement 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 Dean of Leadership & Engagement may deny future fund-raising privileges for that particular organization for a period not to exceed one year.

#### [h] **Travel Regulations**

- i. University vans and vans rented in the university name may only be requested by a department or registered student organization and must be approved by an advisor or department chair.
- ii. The driver must be certified by the university.

#### [i] **Trax**

For policies and procedures for Trax, including alcohol control, reserving the venue for private events for student organizations, student employees, and appropriate conduct, please see the Assistant Dean of Leadership & Engagement.

For the complete policy, please see the Office of Leadership & Engagement.

*Reviewed: 7/13, BP*

## **Policies for Campus Events and Advertising**

### **9.) Guest Speakers and Program Philosophy**

**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.

[a] **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 Office of Leadership & Engagement.

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 Assistant Dean of Leadership & Engagement of any guest speaker at the time of scheduling, and before final arrangements are completed.

## 10.) **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**

- i. 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 Office of Event Management. The reservation form can be accessed on mySU by clicking on the Campus Calendar tab. Click on "Request a campus facility for your event." Complete all information on the form and hit "submit." Event confirmation will be emailed to Susquehanna University email accounts once the reservation is approved and entered, open the attached PDF confirmation and check for accuracy. Room scheduling is for University-related events only. Facilities fees and insurance is required for personal use.

ii. **Decorations**

Campus facility users should consult the Assistant Dean of Leadership & Engagement and/or the Coordinator of Leadership & Engagement 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.

[c] **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 Development, 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 part [e] of Facilities Usage Responsibility. 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.

[d] **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. Tables can be reserved on mySU by clicking on the Campus Calendar tab. Click on "Request a campus facility for your event." Complete all information on the form

and hit "submit." Event confirmations will be emailed to Susquehanna University email accounts once the reservation is approved and entered. Request tables at a preferred location by using the term "Lower Level Deg" or "Lower Level 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.

- [e] **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 Vice President'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 Assistant Dean of Leadership & Engagement.
- 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 as determined by Events Management Staff, or there are multiple notices of the same event in the same location.

*Reviewed 6/14, SH*

## **11.) Susquehanna University HIV Infection/AIDS Policy**

- i. 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 health education and risk reduction activities to convey current information, using the best resources available. Educational information is consistent with and supported by the Centers for Disease Control and Prevention, United States Public Health services, the American College Health Association, and the Pennsylvania Department of Health.
- ii. Susquehanna University is committed to adhering to the standards established by the Federal Vocational Rehabilitation Act of 1973 and the American with Disabilities Act of 1990 prohibiting discrimination based on a person's disability, which includes HIV/AIDS. Therefore, these persons will not be barred from participation in residential, academic and student activities or employment as the university must guarantee the legal rights of these individuals.
- iii. 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. Public Health reporting requirements for the State of Pennsylvania however, are observed.

- 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. 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.

*Reviewed: 6/14, MB*

## 12.) 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**

*Revised April, 2013*

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 Executive Board provides a great vehicle for interacting with other parents in this new enterprise of parenting from a distance, and are also ambassadors for the University serving in numerous volunteer roles. 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.<sup>1</sup> 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. Whenever reasonably possible, the Vice President or a designee will confer with a student before parents are notified. A student may also request that any of this information not be released by writing to the Vice President. However, the Vice President may deny this request and parental notification may be made without consultation with the student. This includes but is not limited to instances of a medical emergency or when, at the discretion of the Vice President, waiting may cause harm to a student or the community.

### **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/Vice President, 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

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<sup>1</sup> 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



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 staffs are permitted to violate confidentiality in the case of imminent danger, to the extent that it 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 Engagement & Success, or an appointed representative, 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 Engagement & Success, or an appointed representative, 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 Engagement & Success, or an appointed representative, may 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.

**[c] Student Conduct Issues**

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.

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.

*Updated: 5/13, ABP, PW*

## 13.) **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.**

*Reviewed: 5/14, BB*

## 14.) Student Services and Resources

### [a] Unauthorized Use of Information Technology

This is defined as:

Any action without authorization from the university which allows an individual to access, use, modify, destroy, disclose or take data, programs or supporting documentation residing in or relating to a university computer, computer system or computer network.

Any action that 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:

- i. Use of university technology to harass or harm any person
- ii. Unauthorized access to or unauthorized use of Information Technology equipment and resources
- iii. Use of resources in violation of any applicable law or regulation
- iv. Creation and/or use of false user accounts

- v. Unauthorized use of another user's account
- vi. Use of network packet sniffing software outside the classroom
- vii. Placing rogue hardware on the LAN for the purpose of exploiting network security and policies
- viii. Any activity that attempts to circumvent the LAN security
- ix. The posting on university-owned computers of material that may or will be perceived to be offensive to others
- x. Use of university technology to violate copyright laws
- xi. Use of phone or computer technology to perpetrate false charges
- xii. Activities that constitute theft of service (i.e. unauthorized printing)
- xiii. Sending an email using another person's account without written permission
- xiv. Impersonating another person in any electronic communications without written permission

*Updated: 6/28/12, DMC, MH*

## [b] **Student Employment Handbook**

Susquehanna University encourages all students to be employed during their time on-campus. Holding a job not only provides students the necessary cash to buy books and for living expenses, but students also gain vital skills to carry forward in a career.

Managed in the Financial Aid Office, Susquehanna University's student employment program offers many opportunities for students to work on campus. The Student Employment Handbook located in the Student Employment Portal of mySU outlines students' rights and responsibilities as an employee, provides tips on how to secure employment and a link to Crusader Careers, proper etiquette, protocol and policies, as well as how to get paid. Please go to <https://mySU.susqu.edu/FINA/Pages/default.aspx>, or contact the Student Employment Coordinator in the Financial Aid Office.

*Updated: 5/14, AM*

## [c] **WebSU Instructions**

For time entry approval for on-campus employment, WebSU can be accessed by logging in to <https://mySU.susqu.edu>.

Actual hours worked should be rounded to the nearest .25 hours worked.

Entering incorrect dates or time(s) which you did not work is prohibited.

The deadline for submitting timesheets is 9:00 a.m. on the Tuesday after the pay period end date. Note that supervisors are free to set an earlier deadline that must be observed by the student employees. To successfully submit a timesheet for a designated pay period, click the “electronic signature box” before clicking “submit.”

Students who fail to submit an electronic timesheet by the deadline is required to complete a paper timesheet which will be held until the following pay period. This will result in delayed payment. Paper timesheets may be obtained in the Financial Aid Office.

Direct deposit is mandatory.

*Reviewed: 5/14, CS, BB*

#### [d] **Blough-Weis Library**

Newly renovated in 2014, the Blough-Weis Library is a dynamic teaching, learning, and social center on campus. In addition to a wide selection of books, films, music, journals, and databases that support learning, the library provides wireless access to the campus network, a wide array of innovative technology that can be borrowed, and flexible furniture configurations that allow for collaborative or independent work. The library also has a coffee bar, a small theater, and numerous study rooms. SU’s archive, which houses and preserves university history, is located in the library and boasts interesting historical documents and artifacts that can be studied for academic projects and used to research the history of campus sports, Greek organizations, clubs, and other groups.

Reference librarians are available to assist students for many hours during the week, including late hours on weeknights, and Sundays. Librarians can be found in person at the main service desk or contacted by phone, email and chat. Interlibrary loan services are available to help students acquire material the library does not already have. All of the library’s online databases and journals, as well as ebooks, are available to students from off campus, and can be accessed on traditional computers as well as mobile devices.

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.

*Revised: 5/14, CB*

## [e] **Student Mailroom**

The Student Mail Center 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. The box number should be used as part of the SU address to avoid delays 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 a student's mailbox if no signature is required for pick up. If a signature is required an email notification will be sent to the student's SU email account. Upon receiving a parcel slip or email 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 or check 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.

Students can send packages via UPS through the mailroom using cash, check or debit/credit card.

Organizations charging a mailing to an account number should use the Outgoing Mailroom located in the rear of the Admissions House.

### **Academic Year Hours:**

Mon-Fri: 8:30 a.m. to 4:15 p.m.

Sat: 9:30 a.m. to noon

**For additional information please visit our Web site at**

[www.susqu.edu/campus\\_mail](http://www.susqu.edu/campus_mail) *Reviewed: 5/14, RB*

## [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 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.

*Reviewed: 5/13, KM*

## [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.

- i. 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 in good academic standing. 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: 5/14, 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.

*Reviewed: 5/13, DO*

## 15.) 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. Conflict mediation is not appropriate for student-generated complaints of sexual misconduct, domestic violence, dating violence, or stalking.

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 Dean of Students & Campus Life 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.

## **16.) Service and Assistance Animal Policy**

Susquehanna University is committed to providing reasonable accommodations to individuals with disabilities. Individuals with disabilities who require the use of Service Animals as a reasonable accommodation may be permitted to bring such animals on campus as long as they comply with the applicable University policies below. Students who require the use of Assistance Animals may be permitted to bring such animals into University housing as long as they comply with the applicable University policies below. As outlined in the Residence Life On-Campus Housing Policies in the Student Handbook, "Animals (with the

exception of small fish in a 20-gallon or less tank, service or assistance animals) are not permitted in the residence halls.”

Members of the Faculty and Staff should contact the Department of Human Resources for information and procedures regarding Service and Assistance Animals on campus.

[a] **Definitions:**

i. **Service Animal**

In accordance with the Americans with Disabilities Act guidelines, a "Service Animal" is defined as a dog, or in some cases a miniature horse, that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Other animals, whether wild or domestic, do not qualify as Service Animals. A Service Animal assists a person with a disability with activities of daily living

ii. **Assistance Animal**

In accordance with the Fair Housing Act guidelines, an "Assistance Animal" works, provides assistance, or performs tasks for the benefit of a person with a disability. An Assistance Animal may also provide emotional support to alleviate one or more identified symptoms or effects of a person's disability. No special training is required. An assistance animal is not a pet. The purpose of the Assistance Animal is to perform the assistance or provide the benefit needed as a reasonable accommodation to allow a person with a disability to enjoy his or her housing. Unlike a Service Animal, an Assistance Animal does not assist a person with a disability with activities of daily living. While an Assistance Animal may be considered for access to University housing, they are not permitted in other buildings of the University (e.g. library, academic buildings, classrooms, gym, dining facilities etc.).

iii. **Owner of a Service Animal**

The "Owner of a Service Animal" is a student, faculty member, or staff member who has requested the accommodation and has received approval to bring the Service Animal on campus.

#### iv. **Owner of an Assistance Animal**

The "Owner of an Assistance Animal" is the student who has requested the accommodation and has received approval to bring the Assistance Animal into his or her residence within University housing.

#### [b] **Procedures to have Service Animals on Campus**

- i. Students, faculty, and staff with disabilities who desire to use a Service Animal on campus must formally register with the Office of Disability Services and request the use of a Service Animal as an accommodation.
- ii. Upon receiving a request for the use of a Service Animal, the Coordinator of Disability Services will schedule an appointment with the student, faculty member, or staff member to discuss the accommodation request.
- iii. If it is not readily apparent that the Service Animal is trained to do work or perform tasks for the individual, then the Coordinator of Disability Services will ask:
  - Whether the Service Animal is required because of a disability, and
  - What work or tasks the Service Animal has been trained to perform
- iv. If a student has been approved for a Service Animal and also intends to live on campus, all of the student's roommate(s) or suitemate(s) will be notified to make them aware of the approval, and notify them that the approved animal will be sharing the residence with them. The notification will be limited to communication about the animal's presence, and there will be no disclosure of the student's specific disability. Disability Services and Residence Life staff will collaborate, as necessary, to resolve conflicts related to a Service Animal. Conflicts between Service Animals and others' allergies, phobias, etc. will be addressed on a case-by-case basis (e.g., relocation to another University housing location).
- v. The requested Service Animal accommodation will be denied if:
  - a. The animal is out of control and the Owner of the Service Animal does not take effective action to control it;
  - b. The animal is not housebroken (i.e., trained so that, absent illness or accident, the animal controls its waste elimination); or
  - c. The animal poses a direct threat to the health or safety of others that cannot be eliminated or reduced to an acceptable level by a reasonable

modification to other policies, practices, and procedures.

- vi. Students, faculty, or staff whose request for a Service Animal through this process is not granted will have the opportunity to appeal such decisions by contacting, verbally or in writing, the Chief Diversity Officer or designee who will explain the process and answer any questions they might have.

**[c] Procedures to have Assistance Animals in University Housing**

- i. Students with disabilities desiring to use an Assistance Animal in University housing must formally register with the Office of Disability Services and request the use of an Assistance Animal as an accommodation. Students seeking to use an Assistance Animal in University housing are asked to make their requests according to the following deadline:

July 1 for the following academic year

- ii. Upon receipt of a request for the use of an Assistance Animal, the Coordinator of Disability Services will schedule an appointment with the student to discuss the accommodation request, either in person or by telephone.
- iii. The Coordinator of Disability Services will ask at the appointment with the student requesting the accommodation:
  - a. Whether the student seeking to use and live with the animal has a disability; and
  - b. Whether the student making the request has a disability-related need for the Assistance Animal.
- iv. If the answers to these two questions are "no," then the accommodation request may be denied.
- v. If the answers to these two questions are "yes," then the request may be granted for all areas of the student's dormitory where persons are normally allowed to go, unless doing so would impose an undue financial and administrative burden or would fundamentally alter the nature of the dormitory's services.
- vi. The requested Assistance Animal accommodation will be denied if:
  - a. The specific Assistance Animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation; or
  - b. The specific Assistance Animal in question would cause substantial

physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation.

- vii. If a student requesting an Assistance Animal accommodation has a disability that is not readily apparent or known to the University, the University may ask the student to submit reliable documentation of a disability and his or her disability-related need for an Assistance Animal. If the student's disability is readily apparent or known to the University, but the disability-related need for the assistance is not, the University may ask the student to provide documentation of the disability related need for the Assistance Animal, but not documentation of his or her disability.
- viii. Upon approval of an Assistance Animal, the student's roommate(s) or suitemate(s) will be notified (if applicable) to make them aware of the approval, and notify them that the approved animal will be sharing the residence with them. This notice will be limited to information about the animal's presence: there will be no disclosure of the student's disability. Disability Services and Residence Life staff will collaborate, as necessary, to resolve conflicts related to an Assistance Animal. Conflicts between Assistance Animals and others' allergies, phobias, etc. will be addressed on a case-by-case basis (e.g., relocation to another University housing location). Students will be permitted to have no more than one Assistance Animal.
- ix. Students whose request for an Assistance Animal through this process is not granted will have the opportunity to appeal such decisions by contacting, verbally or in writing, the Chief Diversity Officer who will explain the process and answer any questions you might have.

#### **[d] Assistance/Service Animal Owner Responsibilities**

- i. All approved animals must be free from disease and have a valid health clearance from a veterinarian to ensure the animal is in good health and suitable for living on campus. Vaccination records must be maintained and are subject to review on an annual basis.
- ii. The Owner of the Service Animal or Assistance Animal is responsible for ensuring that the approved animal does not impede with the routine activities and daily operations of the University or cause complications for students or staff attending and working there. Sensitivity to individuals with allergies and to those who fear animals is vital to ensure the peace of the campus community.
- iii. Approved animals must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal properties of others.

- iv. Regardless of whether or not the Owner was with the approved animal, the Owner is financially and legally responsible for the actions of an approved animal such as bodily injury or property damage, including but not limited to, any replacement of furniture, carpet, or wall layering, etc. Susquehanna University shall have the right to bill the student for necessary repair and/or replacement costs.
- v. Approved animals must not cause undue financial burden to SU. All functions of using approved animals, including animal training or re-training, independent travel, animal food purchasing and maintenance, grooming, veterinarian care, and hygiene work is considered a personal aid or service and is the full responsibility of the individual with the disability.
- vi. The owner must notify Disability Services in writing if the approved animal is no longer necessary as an approved animal or is no longer in University housing. To replace an approved animal the owner must submit a new request for another animal.
- vii. The Owner of an Assistance Animal's residence (which may extend beyond the Owner's private residential area) may be inspected for fleas, ticks, or other pests once per semester or as needed. If fleas, ticks, or other pests are detected through inspection, the affected areas will be treated using a Susquehanna University approved pest control service. The student will be billed for the expense of any pest treatment above and beyond normal required pest management in University housing, if it is determined that the reason for the extra expense is the result of the Assistance Animal.
- viii. Approved animals may not be bathed in the shower rooms, bathtubs, or sinks of the residence halls, and animal food must be kept in a covered storage container.
- ix. Service Animals may travel freely with their owner throughout the University. Assistance Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. Animals must not be tethered to a stationary fixture, or left unattended outside of a residential room on campus.
- x. All animals left unattended in a room must be crated or caged. Except in the case of an extreme emergency, approved animals may not be left overnight in University Housing to be cared for by anyone other than the Owner of the Assistance Animal. Animals must be taken with the Owner if they leave campus for a prolonged time.
- xi. Residence Life has the ability to relocate the Owner of an Assistance Animal and the Assistance Animal as necessary.



- xii. The Owner of an Assistance Animal must abide by all other residential policies.
- xiii. The Owner of an Assistance Animal or Service Animal is responsible for ensuring the cleanup of the animal's waste and must toilet the animal in areas designated by the college consistent with the reasonable capacity of the Owner. Animal feces must be disposed of as instructed by facilities management.
- xiv. Should the approved animal be removed from University housing for any reason, the owner is expected to satisfy their housing obligations.
- xv. All approved animals must be treated humanely. Any reports of mistreatment may result in immediate removal of the animal from the university.
- xvi. Any violation of the above rules may result in re-evaluation of request to have the Service Animal on campus or to the Assistance Animal in University housing, pursuant to the Procedures set forth in Sections II and III above. If it is determined that the animal can no longer be permitted on campus, the removal of the animal will be the responsibility of the owner. Violations of the Owner Responsibilities may be reviewed through the University Student Conduct System. An Owner whose conduct is reviewed through one of these procedures will be given all of the rights of due process and appeal rights as set forth in the Code of Student Conduct.

[e] **Guidelines for Faculty, Staff, Students, and Other Members of the University Community.**

Members of the Susquehanna University community are required to abide by the following practices:

- i. Allow approved Service Animals to accompany its owner at all times and in all areas of campus, except where animals may present a health or safety risk.
- ii. Allow approved Assistance Animals to provide the necessary support to its Owner in the residence where the Owner abides.
- iii. Do not touch an approved Service or Assistance Animal unless invited to do so by the Owner of the animal.
- iv. Do not feed approved Service or Assistance Animals, unless you are the Owner.
- v. Do not purposefully startle an approved Service or Assistance Animal.

- vi. Do not separate or try to separate an Owner from their approved Service or Assistance Animal.
- vii. Do not request details about a person's disabilities. The nature of a person's disability is a private matter.

*Approved by University counsel, July 2014*

*Reviewed by PG, July 2014*