

**SUSQUEHANNA UNIVERSITY
STUDENT HANDBOOK
2021-2022**

The Susquehanna University Student Handbook is published by the Division of Student Life as the University's official notification of regulations that concern student life at Susquehanna. Students are subject to the rules and regulations contained in the Handbook. Susquehanna makes every effort to provide accurate, current, and comprehensive information in this Handbook. The University reserves the right to change the rules governing admission, tuition, fees, courses, the granting of degrees, or any other regulations affecting its students. The Division of Student Life website contains the most current version of the Student Handbook.

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I. UNIVERSITY ORGANIZATION

Susquehanna University Mission and Guiding Values

Mission

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

Susquehanna University is:

- A selective, residential, national liberal-arts college focused on deliberate preparation for professions, careers, and engaged citizenship;
- A learning community that supports excellence in scholarship, research, creative activity, and collaboration in and out of the classroom among faculty, staff, and student;
- A diverse community that cultivates inclusive excellence, intercultural competence, and global citizenship;
- An innovative community whose faculty and staff are its greatest resource;
- A collaborative community that expects ethical behavior and mutual respect from all its members;
- A responsible community committed to financial and environmental sustainability;
- An engaged community that inspires and empowers alumni to be perpetual stewards of their alma mater;
- A welcoming community that honors its Lutheran heritage through a commitment to service in the region and the world and the free and open exploration of ideas; and
- A beautiful campus that fosters a holistic living and learning experience.

Adopted by the Board of Trustees, 28 October 2019.

Students' Rights and Responsibilities

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

Students' Responsibilities

- As stated in Susquehanna University's *Statement on Ethical Living*¹, the responsibility "to treat all individuals with dignity regardless of their values or origins"
- The responsibility for knowledge and observance of established university policies and other information presented in official university publications or electronic resources

- The responsibility for assuming the consequence of one’s own actions and holding oneself and other accountable for the Code of Student Conduct
- The responsibility to honor and allow for free discussion, both in and out of the classroom, which represents the scholarly nature of an academic community
- As stated in the University’s non-discrimination policy, students have the responsibility to ensure that no student organization, constitution, or other organizational document includes discriminatory clauses pertaining to “race, color, religion, national or ethnic origin, ancestry, age, sex, sexual orientation, gender identity or expression, disability, veteran status or any other legally protected status”

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

Statement of Ethical and Inclusive Living

Susquehanna University is an institution of higher education that brings learners of different backgrounds, experiences, and talents into dialogue as they pursue knowledge and wisdom together. We commit to maintaining and fostering a safe and welcoming campus environment that aids us all in the process of lifelong learning and the cultivation of good character. As Susquehanna continues its quest to embody the rich diversity of the human community, we are committed to the full participation of all persons representing the breadth of human differences.

With a long-standing ethos of collaboration, our community focuses on the development of cross-cultural relationships marked by mutual curiosity, cooperation, and respect. To that end, we must actively seek to identify and reject systemic and individual biases against individuals based on race, ethnicity, national or geographic origin, sex, gender, gender identity, sexual orientation, disability, social class, age, religion, political affiliation, and marital or parental status. Each individual’s identity is intersectional, deriving varying degrees of advantages and/or limitations from the experiences that frame our lives.

Our community relies upon teaching and advising practices and professional behaviors that promote critical engagement with diversity that seek to understand how the differences among us affect our lived experiences, the beliefs that emerge from and frame those experiences, and the impact of power and privilege on our lives. We hold up our differences as a vital asset to our success as an academic community. We pursue justice and reject injustice in all forms. This is essential for effective teaching and learning, equitable governance and decision-making, and healthy community life.

At Susquehanna University, we translate our ideals into action by aspiring to live by the following values, which are central to our common aspiration to moral and intellectual improvement:

- **Curiosity** – Susquehannans invite wonder into our daily lives. There is always more to understand and more opportunity for improvement in how we live our lives. We strive to learn more about our world and ourselves, and how we can make a positive impact on each. We understand that our curiosity may sometimes lead to discomfort as we confront difficult issues and ideas, and we resolve not to avoid such challenges.
- **Free Inquiry** – Susquehannans commit to having safe, respectful, and authentic dialogues. We emphasize freedom of thought, freedom of expression, and freedom of speech. We believe benefits are derived from sharing perspectives, understandings, and expectations with others – even when they may be in conflict with those held by some in the community. These conflicts are not to be avoided, but threatening or hateful acts are never tolerated. Talking across difference is an opportunity for learning and growth.
- **Cross-Cultural Competence** – Susquehannans strive to be truly global citizens endeavoring to be ever more capable of building friendship and working together. Our campus, our region, and our

Global Opportunities (GO) programs are places for learning about and celebrating the diverse cultures of those in our community and beyond.

- **Courage** – Susquehannans value the bravery of facing our own potential for growth, while challenging stereotypes. We recognize that the search for truth is foundational to the development of character. We stand up for all by actively opposing any type of injustice.
- **Humble Self-Awareness** – Susquehannans endeavor to learn from our mistakes, seize opportunities for individual and community improvement, and embrace growth by learning from others. Every individual is unique; so we each seek to understand our personal strengths and limitations, perspectives, hopes and fears. There is no limit to knowledge; no individual has all the answers. We admit that even our best collective reasoning can be wrong.
- **Kindness** – Susquehannans aim to empathize with others and provide care and comfort when able. Every person experiences failures and we can benefit from help, comfort, and support. Kindness is a virtue that makes Susquehanna home to all members of our community.
- **Justice** – Susquehannans work to understand the various concepts of justice and what they mean. We believe in the importance of hearing all voices in our decision-making processes. We actively work to promote fairness in our organizations.
- **Wellness** – Susquehannans honor the well-being of every individual and practice healthy community life. Our practices, policies, processes, and relationships should always be free from violence, exploitation, intimidation, and any other behaviors that are harmful to our health and well-being.

As we go forward into Susquehanna’s future, we seek to reconcile unmet challenges and expectations from past endeavors to preserve Susquehanna as a welcoming, diverse and inclusive university. We strive to make Susquehanna a place that affirms the dignity and worth of all persons. We reaffirm our long-standing commitment to promoting inclusion and advancing even greater diversity among the student body, the faculty, the staff in all categories of employment, and the Board of Trustees. We welcome the experiences and contributions of all who learn, live, or work at Susquehanna. We will engage our community in Selinsgrove and throughout the Central Susquehanna Valley to exercise a positive influence in our region, our nation, and our world. We do this consistent with our belief in the pursuit of equality of opportunity for all, and with attentiveness to the rights and responsibilities of citizenship.

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

Approved by the Board of Trustees on May 23, 2021.

II. CODE OF STUDENT CONDUCT

1. GENERAL INFORMATION

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 of Student Conduct emphasizing personal responsibility, awareness of how one's actions affect the community, and one's personal growth both inside and outside 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, groups of students, and student teams or organizations are expected to observe.

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. Our processes 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:

- to be informed of the charge and alleged misconduct upon which the charge is based;
- an opportunity to offer a relevant response;
- an opportunity to call and pose questions for relevant witnesses;
- privacy, to the extent permitted by, and consistent with, applicable federal and state laws;
- to request that any person conducting a conduct conference or serving as a hearing board member or conduct officer be disqualified on the ground of personal conflict;
- to be considered not responsible of the charge(s) until determined responsible by a preponderance of the evidence; and
- to be supported throughout the Code of Student Conduct process.

Authority for Student Conduct

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

Standard of Proof

The burden of proof that the University will utilize to determine outcomes for conduct cases is the preponderance of evidence (more likely than not). It is important to note that the burden of proof in the criminal justice system is different than that in the University's conduct system, and outcomes may be different if a student participates in both processes.

How to Report

Any person may report a student, or a group of students, student team, or an organization suspected of violating this Code of Student Conduct to the Community Standards Officer or designee. The university utilizes a secure online reporting system that all campus community members can access via mySU. Reporting links can be found on the Student Life mySU site. Students may also report in person to a student or professional Residence Life staff member or to Campus Safety.

Those reporting cases are generally expected to serve as the complainant and to present relevant evidence in hearings or conferences. In cases that involve sexual misconduct or other egregious behavior that threatens safety of the community, the University may pursue the conduct process as the complainant.

If You Need to Report:

[Incident Reporting Form](#)

[Sexual Misconduct and Gender-Based Violence Reporting Form](#)

[Bias Incident Reporting Form](#)

[Hazing Concern Reporting Form](#)

[CARE Reporting Form](#)

Resources for Conduct Processes

The complainant and the respondent in a University Conduct Board may utilize resources such as pre-hearing meetings with a case manager; an advisor of their choice; or limited printed copies of the handbook. The Conduct Conference process and the Medical Amnesty Policy process do not necessarily utilize advisor roles.

Accommodations for Students with Disabilities

Reasonable accommodations will be provided to students with disabilities in accordance with the applicable law. Students with disabilities who desire an accommodation in order to fully participate in the conduct process should contact the Director of Disabilities Services.

Interpretation of Regulations

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

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 Life & Dean of Students (hereafter may be referred to as the Vice President) or the Vice President's designee to the determination that a student is a risk to harm others will be considered when determining future action. Such action may include pursuing disciplinary action through the Student Conduct System for any student, student organization, student team, 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 with the local community 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 or withdrawn from the University based on actions committed while the individual was a student at the University.

Investigations by Campus Safety

Campus Safety may conduct an investigation of a reported incident in order to secure more information prior to an incident being referred to the conduct process. The investigation will be conducted by Safety Specialists under the direction of the Safety Director or by the Investigator when appropriate. It is expected that all students comply with requests for interviews during an investigation and that all information provided is truthful and honest. Students documented in the initial report will be informed when the investigation begins and ends. The full investigation report will then be referred to the Office of Community Standards for review pending any conduct action.

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 of Student Conduct. 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 are ongoing, have been dismissed, or have been reduced.

Interim Measures

In consultation with university officials, the Community Standards Office or designee may suspend a student from the university for an interim period or restrict participation in academic activities or other specific events. The interim

measures 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 self, to others or to the stability and continuance of normal university functions. Behavior that is egregious enough to negatively impact the larger community may also result in Interim Measures. Examples of Interim Measures include, but are not limited to, Interim Suspension from campus; relocation within or removal from the residential community; No Contact Orders; restriction from participation in events or activities; or restriction from attending courses. The university is not responsible for providing off-campus housing arrangements for students who are removed from campus.

Appeal of an Interim Measure

A student suspended on an interim basis may request that the interim measure be lifted by addressing the Vice President for Student Life & Dean of Students or designee within forty-eight (48) business hours from the effective date of suspension in writing. In cases where a student is charged with violating the Sexual Misconduct and Gender-Based Violence Policy, the complainant shall be informed of, and have an opportunity to respond to, any such request by the respondent. Every effort will be made to expedite the process to minimize any possible negative impacts on all involved parties. To lift an interim measure based upon a student's request, the Vice President for Student Life & Dean of Students must determine either that:

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

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 University Conduct Board hearing.

Parent Notification

The University reserves the right to notify parents and/or guardians of a student's conduct in cases where there are violations of the Code of Student Conduct, if there is a severe and/or concerning incident, if the student's status at the University is at risk (separation), if the student is placed on an interim suspension, or in cases where a student has been separated from the University due to conduct proceedings.

Definitions

Advisor of Choice: Both complainants and respondents may be assisted during the conduct process by an Advisor of Choice. The choice whether to or not to invite an advisor of choice is the student's decision. An Advisor of Choice can be any member of the university community (faculty, staff, students). Advisors of Choice cannot be an attorney, a parent, or legal guardian. An Advisor of Choice can help in preparation before the hearing. Additionally, advisors are able to communicate quietly and through written notes during the hearing; however, they are not permitted to speak formally during the hearing. Even if accompanied by an advisor of choice, the parties, and not the advisor of choice, must respond to inquiries from the presiding conduct officer and the hearing board. The University may remove or dismiss an advisor of choice who becomes disruptive or who does not abide by the restrictions on their participation, as determined by the university official conducting the hearing.

Case Manager: The professional staff member assigned to hold pre-hearing meetings with participants in a University Conduct Board hearing (complainant/respondent/witness) and who may be a resource for procedural questions to the participants prior to the hearing. The case manager does not advise the participants in decisions but provides information regarding procedures and helps the participants understand the process.

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 a designee of the Community Standards Officer) to determine if a violation(s) took place, the student accepts responsibility or is found responsible or not responsible for the violation, and, if responsible, what sanctions are appropriate. This meeting is between the conduct officer and the charged student(s).

Conduct officer: The individual conducting a Conduct Conference or chairing/facilitating a University Conduct Board hearing.

Complainant: The person(s) affected by a policy violation. There may be circumstances when the University will act as the complainant or in conjunction with another person as a co-complainant.

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

Group of Students: A number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization or do not have a specific membership or team identity.

No Contact Order: A directive issued to a student and signed by a university official restricting specified contact with another student or a member of the faculty or staff. The terms of the order are provided in writing and served on the student either electronically or in-person. It does not directly represent a finding of fault by any specific party rather is issued due to a concern for safety or a need to stop on-going or prevent future concerning behavior. It may be expanded, extended, or rescinded by the Title IX Coordinator, Community Standards Officer or designee.

Organization/Team: A number of persons who have complied with university requirements for registration or participate in a recognized university team or organization.

Personal property: An individual's physical property or electronic property including electronic data or storage devices.

Pre-hearing Meeting: The meeting scheduled by the case manager with the respondent and/or complainant prior to the University Conduct Board hearing. The goal of this meeting is to review the University Conduct Board hearing process, the case file, the charges, and ensure that the respondent/ complainant is fully informed of the procedures leading up to the hearing; during the hearing; and appeal process.

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.")

Respondent: The student charged with violating one or more of the University's policies or state, federal or local law.

Sanction: An outcome imposed for accepting responsibility or being found responsible for one or more violations of the Code of Student Conduct.

Student: Any person enrolled 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.

University: Susquehanna University and all of its schools, divisions, and programs (including programs for study away).

University Conduct Board Hearing: More structured 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; a student accepts responsibility or is found responsible or not responsible for the violation; and, if responsible, what sanctions are appropriate. The Board determines responsibility and makes sanction recommendation to the Dean of Students who makes a final decision. The Board members may be faculty, staff or when appropriate students.

University Official: Any individual who is employed by Susquehanna University as a professional administrator, faculty member or staff member, which may include designated student employees.

University premises: Buildings or grounds owned, leased, operated, controlled or supervised by the university.

University sponsored activity: Any activity on or off university premises that is initiated or supervised by the university.

Witness: Either party may present witnesses who have relevant information to the outcome of the hearing. The investigator may meet with these witnesses to gather information and statements. Witnesses will only be present in the hearing at the beginning of the process and during their own statements.

2. EXPECTATIONS OF STUDENT CONDUCT

The following misconduct would constitute a violation in which a student, group of students, student team, or student organization could be found responsible and held accountable through the university conduct system.

Academic Integrity

Susquehanna University expects that all students will act in a manner that reflects personal and intellectual honesty.

- A. Engaging in conduct that involves cheating, plagiarism, academic negligence or dishonesty.
- B. Audio and video recording of class lectures, discussions, or presentations without prior written permission.

Respect for Self

Susquehanna University expects that all students will act in a manner that respects their own health and well-being, especially the use and abuse of alcohol and other drugs.

- A. Engaging in behavior that threatens the health and safety of oneself.
- B. Engaging in irresponsible, unsafe or otherwise improper behavior involving illegal drugs or controlled substances on or off campus, including by the:
 - 1. Use, possession or distribution of illegal drugs or controlled substances or drug paraphernalia.
 - 2. Unauthorized possession, misuse, manufacturing, adulteration or redistribution of prescription or other legal drugs, synthetic drugs or household products.
 - 3. Operation of a vehicle or machinery while under the influence of illegal drugs or controlled substances.
- C. Engaging in irresponsible, unsafe or otherwise improper behavior involving alcohol on or off campus, including by:
 - 1. Purchasing, possessing, consuming or being under the influence of alcoholic beverages under 21 years of age.
 - 2. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
 - 3. Hosting, facilitating or otherwise participating in drinking games.
 - 4. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g., funnels, beer bongs).
 - 5. Attempting to force or induce others to drink against their expressed desire.
 - 6. Serving or consuming alcohol from common-source containers (e.g., kegs, barrels, pails, punch bowls), except when expressly authorized by the University.
 - 7. Possessing alcoholic beverages in areas on campus other than where expressly permitted by University policy, including in the room of an underage student, in the public or similar common areas of residence halls and other university buildings, and outdoors on campus.
 - 8. Hosting, facilitating or otherwise participating in on-campus events or parties involving alcohol that have not received required University authorization.
 - 9. Level of intoxication representing a danger to personal health or safety.
 - 10. Public drunkenness.
 - 11. Open alcohol containers in non-controlled public areas.
 - 12. Possessing or consuming beverages containing grain alcohol
 - 13. Operating a vehicle or machinery while under the influence of alcohol.

Respect for Others

Susquehanna University expects that all students will act in a civil manner that reflects maturity, social responsibility, and respect for others, the Selinsgrove community and the Susquehanna Community.

- A. Engaging in disruptive and disrespectful behavior:
 1. Behavior that threatens or is perceived to threaten the health or well-being of others, or intentionally or recklessly causing physical harm, abuse or injury.
 2. Behavior that is disruptive, humiliating, harassing or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks or insults. This behavior can be in person or on social media platforms.
 3. Behavior that has a negative impact on roommate(s) or residential community members, included but not limited to, hall sports, noise, room cleanliness, inappropriate use of common areas, etc.
- B. Violating the Anti-Hazing Policy outlined in this Student Handbook.
- C. Making, distributing, or publishing a media recording of any person without that person's consent and/ or prior knowledge (e.g., audio, pictures, video), 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. This includes direct or indirect contact through social media or other electronic means.
- D. Possession of a weapon or use of an object as a weapon. A weapon is defined as any object or substance used to threaten harm, inflict a wound or cause injury. Prohibited items include, but are not limited to, any type of gun, daggers, knives with blades over 5-inches long, or any other similar object or substance prohibited by law. This definition can also apply to any common object or substance if used to threaten harm, wound or cause injury even if the object is allowed on campus.

Respect for Others-Sexual Misconduct

- A. Violating the Susquehanna University Policy and Procedures for Title IX sexual harassment and for Student Community Standards Sexual Misconduct & Gender Based Violence.

Respect for Others-Bias-related Incidents

- A. In accordance with Susquehanna University's Statement on Diversity and Inclusiveness, 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."

Respect for Community

Susquehanna University expects that all students will act in accordance to university policies as well as federal/state/local laws and to demonstrate citizenship and respect for the greater community at all times.

- A. 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.
- B. Knowingly violating the terms of any sanction imposed in accordance with the Code of Student Conduct or any interim measures, an interim suspension or suspension from campus as set forth in the interim measures letter or in the case of an immediate interim suspension, as instructed verbally by the Vice President for Student Life & Dean of Students or designee.
- C. Intentionally furnishing false information to the university, university official, or local/state/federal agency. This includes but is not limited to:
 1. Providing a false statement or report during a university investigation or knowingly withholding pertinent information.
 2. Forgery, unauthorized alteration or unauthorized use of any university document or university or government-issued instrument of identification.
 3. Intentionally initiating or causing to be initiated any false report, including a threat of fire, explosion or other emergency.

- D. Willfully disrespecting or failing to comply with the reasonable directions of law enforcement or university officials, including Campus Safety specialists, professional and student staff, who are acting in performance of their duties.
- E. Violations of other published university regulations or policies filed with the Vice President for Student Life & Dean of Students. 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 policies or policies from the Office of Global Programs, the Office of Campus Safety’s parking policy, as well as those regulations relating to entry and use of university facilities and regulations governing student organizations.
- F. Violating federal, state, or local laws.

Respect for Property

Susquehanna University expects all students to demonstrate respect for personal property, community property and university property.

- A. Theft and/or unauthorized access to or use of personal property, university property or services; knowingly possessing stolen property.
- B. Intentionally or recklessly destroying or damaging university property, including tampering with fire safety equipment, or the personal property of others.
- C. The use of or altering of property that creates a dangerous environment for self or others.

3. UNIVERSITY CONDUCT RESOLUTION PROCESSES

Processes

Susquehanna has a three-level conduct system. Depending on the alleged violation, number of violations, and student conduct history, a student may have an Informal Resolution, a Conduct Conference or a University Conduct Board Hearing.

Purpose

The purpose of campus conduct proceedings is to provide an evaluation of a respondent’s responsibility for violating university regulations. Formal rules of evidence shall not be applied, and deviations from prescribed procedures shall not necessarily invalidate a decision, unless significant prejudice to a participant or the university may result.

Conference and Hearing Board Referrals

The Community Standards Officer or 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 receive a charge letter outlining the violation, then be referred to a professional staff member for a Conduct Conference or to a University Conduct Board hearing. Students who, based on alleged violations, may be subject to suspension or expulsion will in all cases be entitled to a hearing before the University Conduct Board.

The Community Standards Officer or designee may defer proceedings for alleged non-academic violations of the Code of Student Conduct that may result in penalties less than expulsion or suspension for a period not to exceed ninety (90) days. Pending charges may be withdrawn thereafter, in the discretion of the Vice President for Student Life & Dean of Students or designee.

Types of Violations and Where They Are Referred

The hearing process will depend on student conduct history and severity of violation.

Conduct Conferences

- Minor Alcohol
- Minor Drugs
- Disordering Conduct
- Residence Hall Policies
- Minor Violation of Student Expectations

University Conduct Board

- Significant Alcohol
- Significant Amounts/Drug Selling/Trafficking
- Physical Violence
- Bias Incidents
- Academic Integrity
- Hazing

Outside Hearing Officer

- Title IX Sexual Harassment
- Community Standards
- Sexual Misconduct & Gender-Based Violence

Informal Resolution Process

Students confronted by staff or Campus Safety for minor Code of Student Conduct violations and who comply with requests to stop behavior will receive an Informal Resolution Process letter from the Community Standards Officer. The Informal Resolution Process can also be utilized for violations found during building safety and security inspections. Examples of such minor violations include, but are not limited to, minor noise, hall sports, tapestries on ceilings or candles. Documentation and outcome letters will be placed in student files in the online, secure conduct management system.

Conduct Conferences

Students charged with non-academic offenses that may result in penalties less than expulsion or suspension are subject to a Conduct Conference with a professional staff member. Students who fail to attend their Conduct Conference may have the outcome of their meeting decided without the benefit of their input.

Conduct Conference Procedures

- The respondent will receive written notice via their Susquehanna email account of the specific charges at least three (3) business days prior to the scheduled conference.
- The respondent, complainant, and the conduct conference officers will 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 "education records," pursuant to FERPA therefore review is limited to the above-named conduct process participants; personal notes of university staff members or complainants are not included.
- The respondent will meet with the conduct conference officer to discuss the charges, engage in a dialogue about the event and decisions that lead to the event, review all possible sanctions and discuss the conduct file. This is meant to be a meaningful conversation between the professional staff member and the respondent but also about decision-making.
- The conduct conference officer will render a decision at the conference of Responsible or Not Responsible or the respondent can accept responsibility for their actions. Once this has been determined, the officer will issue sanctions and discuss any timelines for which sanctions may need to be completed as well as the implications of any Primary Sanction issued. It is important that if there is a Restriction or Revocation of Privileges that the student has a clear explanation prior to the end of the conference.
- The respondent will receive a written statement with the sanctions at the time of the conference as well as a formal letter outlining the decision, the sanctions and the appeal process via email within 24 to 48 hours after the conference. Students are encouraged to seek clarification or ask for extensions for sanctions as needed.

University Conduct Board

- The university conduct boards will be trained and convened by the Community Standards Officer or designee. The university conduct board reviews alleged violations in an effort to determine if violations took place and what appropriate sanctions should be assigned. Students who are subject to suspension or expulsion will be entitled to a hearing before the appropriate University Conduct Board.
- University Conduct Board: The board shall consist of a group of five trained members (two students, two faculty or staff members, and a Board Chairperson). A quorum shall consist of three members, with at least one student present.
- Ad Hoc Hearing Board: An ad hoc hearing board may be established by the Vice President for Student Life & Dean of Students or 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 the Sexual Misconduct Policy, the ad hoc hearing board shall be composed of three faculty and/or staff.
- Community Standards Officer: if students accept responsibility for all charges, they may request to see the Vice President for Student Life & Dean for sanctioning.

Hearing Board Procedures

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

- The Community Standards Officer or designee shall give respondents and complainants (if applicable) notice of the hearing date and the specific charges against the respondent a minimum of five (5) business days in

advance for a university conduct board. Notice shall be sent through the student's Susquehanna University e-mail address. Respondents and complainants shall be accorded reasonable access to the case file, which will be retained in the Office of Student Life. Respondents, complainants, and the board members/chairs shall have reasonable access to the case file, redacted as appropriate, prior to the university conduct board hearing.

- The Community Standards Officer or designee may require the appearance of relevant witnesses. Such requirements will be sent through the individuals' Susquehanna University e-mail address. University students and employees are expected to comply with such requirements, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal university activities, as determined by the Vice President for Student Life & Dean of Students or designee.
- Professional staff will perform in the capacity of a conduct board chairperson. The conduct board chairperson shall conduct the hearing, may participate in board deliberations and participates as a full member of the board.
- 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 respondents withdraw 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 of Student Conduct, notwithstanding such withdrawals. Moreover, no respondents who have withdrawn from the university while disciplinary proceedings were pending against them may be readmitted to the university without a resolution of all disciplinary matters that were pending at the time of the respondents' withdrawal, including, where appropriate, a hearing.
- In board proceedings where the respondent "Accepts Responsibility" 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 Vice President for Student Life & Dean of Students or designee. The board members allow for closing statements and any clarifying questions the board members have before moving to deliberations about sanction recommendations. The Vice President for Student Life & Dean of Students will issue the final sanction letter to the respondent's SU email account or, when appropriate, in person.
- Hearings will be closed to the public including family members of the complainant or the respondent.
- The conduct board chairperson 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, complainant, witness, or advisor of choice, who disrupts a hearing may be excluded by the conduct board chairperson and the hearing will continue as scheduled.
- Hearings shall be recorded by the university only. Recordings will be made available to respondents and, if applicable, complainants upon written request to the Community Standards Officer, but may not be copied or stored outside of the Office of Student Life. When requested, hearing recordings can be transcribed.
- Any party may challenge a hearing board member or conduct board chairperson on the ground of personal bias or conflict of interest. The Community Standards office notifies complainants and respondents of their board members and conduct board chairperson prior to the hearing. Students should notify the Community Standards office of any personal bias or conflicts of interest in writing, including the grounds for disqualification, within forty-eight (48) hours of receiving the board member notification.
- Complainants, respondents, and 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.
- Witnesses, unlike the complainant and the respondent, may be excluded from the hearing except during opening remarks by the Chair and when they are giving their statements. All parties, including the respondent, complainant, witnesses and advisor of choice shall be excluded during board deliberations, which shall not be recorded or transcribed.
- Statements deemed unduly repetitious or irrelevant by the conduct board chairperson will be excluded.
- Complainants and respondents (not their advisor of choice) will be accorded an opportunity to ask relevant questions of those witnesses who testify at the hearing.
- Board members may ask questions of the parties and all witnesses. Board members will ask questions that will help them gain useful information, a deeper understanding of the case and to help clarify vague issues.
- Disciplinary record of the respondent will only be supplied to the board during deliberations following the respondent accepting responsibility or after a determination of "responsible" is decided upon by the board.
- 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, if requested, after the final decision is rendered by the Vice President for Student Life & Dean of Students.
- Both the findings and the sanctions determined by the University Conduct Board shall be regarded as recommendations to the Community Standards Officer. The Community Standards Officer will provide the

respondents their official sanction through their Susquehanna e-mail address or, when deemed appropriate by the Community Standards Officer, in person.

4. APPEAL PROCESS

Appeal Grounds

A decision made by a university conduct board may be appealed to the Vice President for Student Life & Dean of Students or designee. Decisions for a Conduct Conference may be appealed to the Community Standards Officer or designee. The implementation of sanctions will be deferred during the pendency of the review, unless the sanction of suspension or expulsion is imposed. In cases of suspension or expulsion, the student is immediately removed from campus pending the completion of the appeal process. Appeals may be based only on the following grounds:

- material procedural error that likely would have significantly impacted the outcome of the hearing;
- new relevant evidence to present that was previously unavailable and likely would have significantly impacted the outcome of a hearing; or
- sanctions imposed were substantially disproportionate to the findings.

Procedures:

- Within five (5) business days from the date the conduct decision is issued, the respondent shall submit a written statement to the Vice President for Student Life & Dean of Students or Community Standards Officer requesting review of the decision or sanction and detailing the grounds for appeal.
- The Vice President for Student Life & Dean of Students may request additional information from the conduct board/officer or others, if deemed necessary in reviewing the appeal request and making a determination.
- The Vice President for Student Life & Dean of Students or Community Standards Officer will typically decide the appeal within ten (10) business days.
 - If the Vice President for Student Life & Dean of Students or Community Standards Officer determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Vice President for Student Life & Dean of Students will order a new hearing before a new Conduct Board/Officer.
 - If the Vice President for Student Life & Dean of Students or Community Standards Officer determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Vice President for Student Life & Dean of Students or Community Standards Officer will ask the original Conduct Board/Officer to consider the information and render a determination after considering the new information.
 - If the Vice President for Student Life & Dean of Students or Community Standards Officer determines the sanction substantially disproportionate to the findings, the Vice President for Student Life & Dean of Students or Community Standards Officer may revise the sanction or order a new hearing before a new Conduct Board/Officer solely for the purpose of sanctioning.
- The Vice President for Student Life & Dean of Students or Community Standards Officer will provide written notification (which may include by email) of the result of the appeal to the Respondent. The complainant, if any, will be notified to the extent consistent with law. All appeal decisions are final.

Sanctions

There are six primary conduct sanctions (Disciplinary Warning, Disciplinary Reprimand, Disciplinary Probation, Disciplinary Suspension, Disciplinary Deferred Suspension, and Expulsion) that are accumulative and kept in the student's conduct file while a student and seven (7) years post departure with the exception of expulsion which is reflected on the student's record permanently. Sanctions imposed in accordance with this Code of Student Conduct are applied to individual students, group of students, student teams, or student organizations for one to two semesters.

Failure to complete sanctions by their assigned due date and/or according to instruction may result in additional conduct proceedings; fines and/or the Vice President for Student Life & Dean of Students placing a Hold on the student's University record which affects their ability to register for classes with the Registrar. The Vice President for Student Life & Dean of Students will lift the Hold once sanctions are completed as originally instructed. Violations of the Code of Student Conduct may result in appropriate sanctions from the university, unless specific and significant mitigating factors are present. Attempts to commit acts prohibited by this code may be sanctioned to the same extent as completed violations.

Primary Sanctions

Students found responsible for violating the code of student conduct will receive one of the following sanctions.

1. **Disciplinary Warning:** Notice, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Disciplinary Reprimand:** 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.
3. **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 of Student Conduct during the period of probation, may result in additional sanctions including 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.
4. **Disciplinary Suspension:** Temporary separation from university premises, and other privileges or activities, as set forth in the suspension notice. Students who are suspended are not permitted to participate in any University activities, academic or non-academic, during the suspension timeframe. They may not take part in any official exercise, including commencement. Suspended students are not allowed on Susquehanna University's premises during their suspension unless prior approval has been granted by the Vice President for Student Life & Dean of Students. Any request for the privilege of visiting Susquehanna during the suspension must be received in writing at least seven (7) business days prior to the requested date by the Vice President for Student Life & Dean of Students. It should be understood that the submission of a request does not guarantee approval. The Vice President for Student Life & Dean of Students may require the student requesting the privilege meet prior to the date. Decisions regarding the request will be communicated to the student and appropriate university staff.
5. **Disciplinary Deferred Suspension:** A deferred suspension is a designated period of time during which a student, while continuing to be enrolled, is given an opportunity to demonstrate the ability to abide by the Standards of Conduct. A student may be placed on deferred suspension for serious misconduct or in the case of repeated misconduct. If the student is found responsible for any additional violation(s) of the Student Handbook while the student is on deferred suspension, then the sanction of suspension will be the minimum sanction that will be imposed in a University conduct process on the subsequent misconduct. Students who are placed on deferred suspension are also generally secondary sanctions.
6. **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. Students expelled from Susquehanna University are not allowed on Susquehanna University's premises and will receive a No Trespass Order from Campus Safety. Expulsion will be kept on file in the Student Life Office, will remain in the student's conduct record permanently, and will be reflected on transcripts.

Secondary Sanctions

In addition to a primary sanction, students may also receive one or more of the following sanctions.

1. **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 participation in off-campus study (GO Program). Restrictions include, but are not limited to, University housing, registering or taking part in organizational or university social activities, participating in intramurals, collegiate athletics or University sponsored performances or ceremonies, holding leadership or

membership roles in student groups and organizations, the use of a particular university facility, guest privileges or parking privileges.

2. **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.
3. **Parental Notification:** A letter or phone call notifying a parent or guardian of a dependent student (at the time notification is made) that they have 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 Parental Notification Policy in this Handbook)
4. **Educational Sanctions:** Additional 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.
5. **Fines:** 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 may be assessed at the discretion of the Dean of Students or their designee and are subject to change.

Fine Amount	Reason
\$25	Online Alcohol/Drug Educational Module
\$50	Failure to attend or cancel within 24 hours a scheduled appointment or assessment with the counseling center
\$25	Improper checkout 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
\$50 or more	Additional cleaning fees

Sanctions for organizations or teams

1. Termination of Recognition: an order terminating university recognition of a registered student organization for a specific or indefinite period of time
2. Organization Accountability Plan: Organizations who accept responsibility or are found responsible may also be given an Organizational Accountability Plan, which is designed to educate the members of the organization and encourage their reflection on the organization’s campus community role. An accountability plan could include but is not limited the following items:
 - a. National/ International office and/ or Advisor notification
 - b. Fines, fees or restitution for loss, damages, or actual expenses incurred as a result of the organization’s behavior
 - c. Letter of apology to an individual, an entity, or organization impacted by the organization’s behavior
 - d. Social event restrictions which may include organizational events and processes
 - e. Removal of specific members or officers
 - f. Mandatory educational programming or workshops
 - g. Loss of privileges for a designated time, including housing, university space reservations, new member recruitment, activity participation and event attendance
 - h. Loss of University recognition

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 others or property are 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.

	significant	serious	dangerous
First Offense	Disciplinary warning/reprimand, parent notification, educational sanctions	Disciplinary reprimand/probation, parent notification, educational sanctions, alcohol assessment, fine	Disciplinary probation/suspension, parent notification, educational sanctions, alcohol assessment
Second Offense	Disciplinary reprimand, parent notification, educational sanctions	Disciplinary probation, parent notification, alcohol assessment, fine	Suspension, parent notification
Third Offense	Disciplinary probation, parent notification, alcohol assessment	Suspension, parent notification, fine	

Examples of behavior that falls into the above categories

- **Significant:** alcohol possession, actions under the influence.
- **Serious:** medical attention or hospital visit for alcohol reasons, arrest, behavior that negatively impacts the community.
- **Dangerous:** serious medical attention required, arrest, vehicular accident while under the influence of alcohol.

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 others or property are 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.

	significant	serious	dangerous
First Offense	Disciplinary warning/reprimand, parent notification, online educational module, other educational sanctions	Disciplinary reprimand/probation, parent notification, educational sanctions, fines, assessment by a professional therapist	Interim suspension, suspension, expulsion, parent notification
Second Offense	Considered serious	Considered dangerous	
Third Offense	Considered dangerous		

Examples of behavior that falls into the above categories

- **Significant:** possession of drug paraphernalia without residue/evidence of drugs, misuse of prescription drug or over the counter medication or household products.
- **Serious:** possession of, use of, or under the influence of a controlled substance.
- **Dangerous:** repeated use of a controlled substance, irresponsible or unsafe behavior while under the influence of a controlled substance, sale or distribution of a controlled substance.

5. ALTERNATE PROCESSES

CONFLICT RESOLUTION/ RESTORATIVE JUSTICE DIALOGUE

In some instances, interpersonal conflicts may arise where mediation may prove to be an alternative to disciplinary action. The purpose of the resolution process is to promote reconciliation or bring together parties who have a conflict for the purpose of resolving that conflict and effecting an agreement. The process is an attempt to repair the harm caused to involved parties and the community to the best of their ability, and work to reduce the risk of further violations by rebuilding positive connections to the community. This process also affords the opportunity for discussion of varying points of view and encourages individuals to come forward to seek resolution. After a shared dialogue, involved parties (rather than University officials) decide what steps the responding student can take to repair the harm. However, failure to reach an agreement or if one or more of the parties is no longer willing or able to participate, the incident will be

resolved by the University conduct process. The final resolution by the parties can be upheld by the University conduct process. Parties to the agreement are responsible for upholding the terms of that agreement.

The following applies to the conflict resolution/ restorative justice-process:

- The resolution process is not intended to replace the judicial system. Rather, it affords an alternative for the resolution of interpersonal student or student organization conflicts.
- Students or student organizations may bring to resolution 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 resolution.
- Resolution facilitators include members of the Student Life Division. Students or student organizations should contact the Dean of Students for an up-to-date listing of facilitators.
- If a resolution process is to be implemented, all parties in conflict must agree to the process as an option to resolving their dispute. Resolution, when chosen as a means to settle conflict, must precede the judicial process. The judicial process, however, remains an option should resolution prove unsuccessful or if all parties do not agree to a resolution process.
- If a resolution is reached which is agreeable to all parties in conflict, the terms will be drafted by the parties participating. The document will be signed by all parties, witnessed by the facilitator 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.
- Details of the process are kept confidential except for a brief report from the facilitator 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, they will inform the parties that appropriate authorities must be notified.
- Once an agreement has been finalized and signed, the option of bringing a charge through the conduct 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. Another option for the resolution of a breach of a resolution agreement is to resubmit the conflict for a second resolution process. One party may request this, but all parties must agree. The revision or the redrafting of the agreement may be handled by the original facilitator or may be referred to another facilitator.

MEDICAL AMNESTY POLICY

When it comes to alcohol or drug-related medical emergencies, Susquehanna University recognizes the possibility that some students may be reluctant to seek assistance out of fear that they may face sanctions through the student conduct process. The University seeks to remove barriers that prevent students from seeking the medical attention they need.

When someone is in need of medical assistance due to alcohol and/or other drug use, individuals should always call 911 to contact trained medical emergency personnel.

- **Students who seek emergency medical assistance for themselves** for potential health risks related to the use of alcohol and/or drugs will not be charged with violations of the Student Code of Conduct related to consumption of alcohol or other drugs.
- **Students who seek emergency medical assistance for someone else** for potential health risks related to the use of alcohol and/or drugs will not be charged with violations of the Student Code of Conduct related to consumption of alcohol or other drugs, so long as the student remains with the other student until help arrives and fully cooperates with University and emergency officials. In this situation, the student for whom the call was made will not be charged with violations of the Student Code of Conduct related to consumption of alcohol or other drugs.
- **Student Organizations are required to seek immediate medical assistance for their members or guests** when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. If leadership of a recognized student organization seeks emergency medical assistance for someone attending the organization's function because of potential health risks related to the attendee's use of alcohol and/or

drugs, then the organization will not be charged with violations of the Student Code of Conduct related to registered events or consumption of alcohol. **A student organization that fails to seek assistance for a member or guest in need may be charged with violations of the Code Student of Conduct. It is paramount that organizations seek assistance in any emergency situation.** In this situation, the attendee for whom the call was made will not be charged with violations of the Student Code of Conduct related to consumption of alcohol or other drugs.

Importantly, in the situations described above, while not resulting in official charges or sanctions, all students seeking or receiving amnesty from disciplinary action under this Policy must meet with a university official within the Division of Student Life. This meeting may result in required educational outcomes related to the health and wellness of involved students. Failure to complete the educational outcomes may result in disciplinary action.

Additional Amnesty Information:

- 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.
- A student organization that fails to seek assistance for a member or guest in need may be charged with violations of the Student Code of Conduct. It is paramount that organizations seek assistance in any emergency situation.
- Students are not limited to one use of this policy, as the expectation is students should always feel empowered to help those in need.
- This policy is subject to the discretion of the Vice President for Student Life & Dean of Students who may decide to overturn amnesty based on the health and safety of the student(s) involved.
- 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 misconduct, theft, harassment, or assault.
- Students should be aware that the University does not control action taken by local or state law enforcement officials.

Notification of Conduct Outcomes and Sanctions to individuals other than Respondent

The outcome and sanctions of a conduct process are considered part of the educational records of the respondent(s) and is protected under FERPA, except under certain conditions.

Complainant's Right to Receive Notification of Conduct Outcomes and Sanctions

As allowed by FERPA, when a student accepts responsibility for or is found responsible of a violation of the Code of Student Conduct that would constitute a crime of violence or forcible or non-forcible sex offense, Susquehanna University will inform the victim or party serving as complainant in the process in writing of the outcome of the conduct process.

FERPA defines "crimes of violence" to include:

- Arson
- Assault offenses (including stalking)
- Burglary
- Criminal Homicide-manslaughter by negligence
- Criminal Homicide-murder and non-negligent manslaughter
- Destruction/ damage/ vandalism of property
- Kidnapping/ abduction
- Robbery
- Forcible sex offenses
- Non-forcible sex offenses

Maintenance of Conduct Records

Student conduct records are maintained in a secure online file management system by the Office of the Dean of Students. In order to verify compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, all student conduct records are retained for seven (7) years after student's last enrollment. These records are only released to the authorities to which information must be made available under federal and/or state law or as

otherwise required or permitted by law. Generally, sanctions of disciplinary warning and reprimand are not reported unless specifically requested by the student.

Student Files and Degrees, Student File Encumbrances

In pending cases that could result in suspension or expulsion, a temporary encumbrance may be placed on a student's records by the Vice President for Student Life & Dean of Students or designee.

Revocation of degrees

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

III. ADDITIONAL POLICIES

STUDENT COVID-19 PROTOCOL POLICY

COVID PROTOCOL POLICY COMPLIANCE

Students who fail to meet the requirements of the Student Covid Protocol Policy will be reviewed immediately by a subcommittee of members of the Pandemic Committee and may be required to leave campus for a designated amount of time. If additional code of conduct violations occurred, or if the non-compliant behavior was egregious, students may also be subject to sanctions through the process outlined in the Code of Student Conduct. Note that the student conduct process is separate from removal from campus for violation of the Student Covid Protocol Policy and removal may occur prior to completion of any related student conduct process outlined in the Code of Student Conduct.

To protect the health and safety of our students, faculty, staff and the broader community, Susquehanna University requires students who learn, live or work on campus to be fully vaccinated for Covid-19.

- Students must comply with the University's Covid vaccination policy and protocols. The updated vaccination protocols are posted to the official university website <https://www.susqu.edu/coronavirus-update/vaccinations/>.
- Students must follow evolving Covid protocols and guidance from the University. Susquehanna will send updates using the university's official "[susqu.edu](https://www.susqu.edu)" email addresses and post them to the website.

SUSQUEHANNA UNIVERSITY ALCOHOL AND DRUG POLICY

Susquehanna University is committed to the education of students when it comes to drugs and the legal, safe, and responsible use of alcohol. The misuse, abuse, or illegal use of alcohol and other drugs – 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 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 of Student Conduct. Susquehanna will cooperate with all agencies responsible for the enforcement of federal and state laws concerning drugs and alcohol.

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 drugs and 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.

The university prohibits the use, possession, and sale of illegal drugs. The university prohibits the sale of alcohol. Students 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.

Alcohol is not permitted in other campus buildings or outdoors unless associated with an approved campus event. All events with alcohol present must be approved by a member of the president's senior leadership team or designee. Any university department wishing to have alcohol present at an event must follow appropriate procedures through Events Management.

Student Organizations wishing to have alcohol present at an event must follow the guidelines in the "Registered Events Overview." Student activities allocations may not be used for the purchase of alcoholic beverages.

Student tailgating is permitted for home athletic games and must be registered appropriately through Events Management and the Office of Leadership & Engagement.

TAILGATING POLICY

Susquehanna University wants to promote a quality game day experience that is family-friendly and safe for all fans. In order to do so, we require adherence by all parents, alumni, fans and visiting teams to the tailgating policy*.

**In addition to the expectations outlined in this tailgating policy, all Susquehanna University students are also responsible for adhering to all policies outlined in the code of student conduct published in the Susquehanna University Student Handbook.*

General Tailgating Policies and Expectations

- Tailgating is only allowed in designated areas, which are listed below. It is important that individuals and groups stay within the designated area with all food/beverages.
- Tailgating should not impede upon traffic flow when set up in a parking lot.
- Groups should dispose of all trash and leave the designated area free of any debris.
- Gas grills are permitted, but must be elevated. No open flame or charcoal grills are permitted.
- All state and local laws, along with University policies, are in effect during tailgating. It is prohibited for a person under 21 years of age to possess or consume alcohol. Anyone furnishing alcohol to minors may be subject to arrest by police and/or removal from the university.
- Drinking games (e.g., beer pong) are prohibited.
- The sale of alcoholic beverages is prohibited.
- Containers such as beer kegs and party balls are prohibited. Excessive quantities of alcohol will be subject to removal or confiscation.
- Alcohol beverages are not permitted outside of the designated tailgating area.
- Open flames in the tailgate area are prohibited.
- Any individuals or groups not following the policies or who are exhibiting disorderly or disruptive behavior may be asked to leave the campus. Students violating this or other code of conduct policies will be subject to the student conduct process.

Designated Tailgating Areas – See Campus Map

Football/ Track & Field:

Parking lot behind Doug Arthur Stadium – access is from Sassafras St.

Tennis/Visiting football teams:

Grass practice field adjacent to tennis courts (if available) – access is from University Ave.

Field Hockey/Soccer/Lacrosse/Softball:

West end of parking lot adjacent to Sassafras housing complex west of Sassafras Field – access is from Sassafras St.

Parking lot adjacent to University Facilities Management (east of Sassafras Field) – access is from Sassafras St.

“SU Parents Only” tailgate – area west of general parking lot, access is from Sassafras St.

Baseball:

West end of parking lot adjacent to Sassafras housing complex west of Sassafras Field – access is from Sassafras St.

MOTOR VEHICLE & PARKING REGULATIONS

I. Introduction

The operation and parking of a motor vehicle on the property of Susquehanna University is a privilege granted to the students, faculty, staff, and guests of the University. Susquehanna University reserves the right to make and enforce those regulations which are deemed to be in the best interest of the University community. Motor vehicle privileges may be denied, suspended or revoked by the University. Parking regulations and instructions may be found at www.susqu.edu/safety. Parking is at the risk of the driver. The University is not responsible for theft or damage to parked vehicles on University property, however, if a student vehicle is

damaged or items are stolen from the vehicle, contact The Office of Campus Safety immediately so that an incident report can be filed and an investigation can be performed.

II. Purpose

The Motor Vehicle Regulations at Susquehanna University are for the benefit of the campus community and to ensure;

- A. Safety and protection of life and property on campus;
- B. Optimum use of campus roads and parking areas;
- C. Free flow of traffic;
- D. Service and emergency vehicle access to all parts of campus.

III. Definitions

- A. Motor Vehicle: Any vehicle which is self-propelled and/or registered to operate on public roadways.
- B. Registrant: The individual in whose name a motor vehicle is registered with the University or, for unregistered vehicles, the individual in whose name the vehicle is registered with a state department of motor vehicles.
- C. Fine: A fee against a registrant for the violation of Motor Vehicle Regulations.
- D. Boot: A device used to immobilize a vehicle. This device is placed around a tire.
- E. Appeal: A written request for a review, reduction or cancellation of a fine, penalty, and/or disciplinary action.
- F. Low-Emitting and Fuel Efficient Vehicles are classified as either of the following:
 - 1. Zero Emission Vehicle (ZEV) by the California Air Resources Board (ZEV Vehicle List attached or copy at the Office of Campus Safety). The information may also be accessed at <http://www.arb.ca.gov/msprog/zevprog/zevprog.htm>
 - 2. Having a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide (LEED Vehicles 2010 attached). The information may also be accessed at <http://www.greencars.org/news.htm>
- G. Carpool: an arrangement by which two or more SU faculty/staff share a vehicle for transportation.

IV. Registration

- A. All motor vehicles parked on Susquehanna University property by a student, faculty member, or staff member must be registered with the Susquehanna University Office of Campus Safety and must display a valid registration sticker or placard.
- B. The registrant is responsible for all violations of these regulations regardless of who was operating the vehicle at the time the violation occurred.
- C. Occasional guests to the campus, who are neither students nor employees of the University, are not required to register their motor vehicles, but their vehicles must be parked in those areas designated as visitor parking. Visitors may park in these designated areas for no more than eight (8) hours on a given day and no more than two (2) consecutive days. Longer term visitor parking will require a temporary parking permit placard being placed on the vehicle's rear view mirror. These temporary permits may be obtained at the Office of Campus Safety, located at the 18th Street Commons House, at no charge. Overnight guests must register with the Office of Campus Safety, per the guest policy, and give their vehicle information along with the location of the vehicle to the Office of Campus Safety.
- D. Student registrations expire August 31 of each year. New permits are issued at the beginning and throughout the school year. Employee registration expires when the employment status is terminated. All registrations expire when the ownership of the registered vehicle is transferred.

- E. Affiliates who wish to park in the spaces designated for “Low-Emitting and Fuel-Efficient Vehicles” or “Carpool” must first have the appropriate Faculty/Staff or Student registration sticker and must obtain the appropriate tag from the Office of Campus Safety. Information regarding authorized vehicles may be found in this policy or at the Office of Campus Safety located at the 18th Street Commons House. Vehicles permitted to park in these spaces must display the hanging tag inside of their vehicle around the rearview mirror. These spaces are on a first come/first serve basis. These spaces will be marked with painted green lines and signage. A map noting locations is attached, www.susqu.edu/safety.
- F. The number of parking registrations may be limited.
- G. Student, Faculty and staff may register their vehicles online on the mySU Campus Safety site under forms.

V. Parking Registration Stickers

- A. Acceptance of a motor vehicle registration sticker from Susquehanna University is an acknowledgement by the registrant that these regulations have been read and understood and constitutes an agreement by the registrant to abide by the regulations.
- B. Registration stickers must be displayed in a clearly visible location on the rear bumper or rear window of a motor vehicle.
- C. Registration stickers are not transferrable from vehicle to vehicle or person to person.
- D. Failure to display registration stickers in a clearly visible location will be treated as a failure to register a vehicle and will be subject to ticketing, towing or immobilization (Booting).
- E. Parking Registration Stickers will be issued as follows:
 1. Faculty and Staff
 2. First-year Student – Lot east of Trax and west end of Sassafras Lot
 3. Upper Class – Student parking lots around campus
 4. Non-resident Commuter, exception is first-year student commuters, upper class sticker and green temporary hanging tag
 5. Temporary

VI. Traffic Regulations

- A. Operators of motor vehicles must obey all signs and follow the directions of Susquehanna University Campus Safety Officers. This also includes operators of bicycles.
- B. The maximum speed limit on campus roads is 20 mph.
- C. Drivers must always yield to all pedestrians and electric carts on campus.
- D. Stop Signs: All vehicles must come to a full stop at all stop signs.
- E. One Way Roads: Operators of motor vehicles must drive in the correct direction on one way roads and conform to all other established campus traffic patterns.
- F. Off-Road operation of vehicles on campus is prohibited. Violators are subject to a fine and payment for any damages.
- G. Reckless Driving: Operating a motor vehicle in any manner which disregards the rights of others or in any manner which endangers or harms persons or property.
- H. Snowmobiles, ATV and other recreational off-road vehicles are not permitted on campus.
- I. Motorcycles shall be operated in a manner complying with all laws of the Commonwealth of Pennsylvania.
- J. All motor vehicles must be operated in a manner complying with all laws of the Commonwealth of Pennsylvania.
- K. Violation of any traffic regulation is punishable by a fine up to \$200. Student violators are subject to sanctions imposed by the Susquehanna University Office of Community Standards & Student Conduct.

VII. Parking Regulations

- A. Parking is permitted only in designated areas indicated by signs, painted spaces, and/or Susquehanna University Campus Safety Officer direction.
- B. Students may not park in areas designated for faculty, staff.
- C. Faculty & staff may park in lots designated for faculty/staff and all general parking areas
- D. A limited number of non-resident student parking permits will be issued. This permit will allow non-resident students to park in the commuter lot outside of Trax or general student parking. Students with general parking permits may not park in the commuter lot.
- E. Students, faculty, and staff may not park in areas designated for visitors/reserved.
- F. No one may park in restricted areas designated by 'No Parking' signs, yellow curbs or yellow/white lines indicating no parking zone.
- G. No one may park in or block service drives, loading zones, walkways or entrances and exits of parking lots.
- H. No one may park in a fire lane or within 15 feet of a fire hydrant. Violator's vehicles are subject to immediate towing and will be issued a Borough of Selinsgrove ticket.
- I. No one may park on a lawn or other planted area or on a surface not designated for motor vehicles.
- J. All first-year students are required to park in the designated 1st year lots. First-year lots are located on the West side of the Sassafras Residence Halls and the lot east of Trax. General street parking is permitted on Zeigler Lane (Between Scholars House & basketball courts) and the access road behind the West Village Complex (leading to baseball field). To allow maximum usage all vehicles parked in this area must display a valid SU parking permit and be parked within a marked space. All vehicles must be parked with the front end facing east (toward Degenstein Campus Center).
- K. Double parking is not permitted without authorization of the Susquehanna University Office of Campus Safety.
- L. Vehicles bearing a special handicapped-driver registration plate or placard may be parked in designated handicapped parking spaces. In special circumstances a temporary handicapped placard may be approved by Coordinator Disability Services. Violator's vehicles are subject to immediate towing.
- M. No parking against traffic along any roadway on University property, unless authorized by the Office of Campus Safety or properly marked.
- N. Only authorized vehicles are permitted to park in the cut out area on University Avenue outside of Seibert Hall. This area is posted with appropriate signage. Violators are subject to traffic tickets issued by the Borough of Selinsgrove.
- O. Geisinger parking lot is for workers, patients, and individuals with specific business inside of the Geisinger/SU medical facility.
- P. The parking map is located on the Campus Safety website. It is the responsibility of all students, faculty, and staff to be aware of this policy and map.
- Q. Violation of a parking regulation is punishable by a fine up to \$200. Violator's vehicles are also subject to being towed or booted according to this policy.

VIII. Major and Persistent Violations

- A. Tampering with a parking ticket, registration sticker, parking sign, traffic sign, or disobedience to traffic directions issued by Susquehanna University Office of Campus Safety staff may be punishable by a fine of up to \$200, loss of vehicle parking privileges, and also may be referred to the Office of Community Standards & Student Conduct if violation is committed by a student.
- B. Interfering with a Susquehanna University Office of Campus Safety official or outside law enforcement officer performing traffic direction or parking enforcement will result in a referral to the Office of Community Standards & Student Conduct (If violator is a student) and may

result in a fine of \$200 and/or criminal charges. If the violation is committed by an employee, the Vice President of Human Resources will be notified and matter will be treated as a disciplinary situation.

- C. Anyone who flagrantly or persistently violates any of the provisions in this policy or any law of the Commonwealth of Pennsylvania pertaining to traffic or parking is subject to having parking privileges revoked, vehicle immobilized (i.e., booted), and/or vehicle towed. Students will be referred to the Office of Community Standards & Student Conduct and employees will have their supervisor notified.

IX. Enforcement

- A. Enforcement of the Motor Vehicle Regulations is the responsibility of the Office of Campus Safety.
- B. Fines may be paid at the Student Services Building within ten (10) University work days of the issuance of the ticket. Otherwise, the fine will be forwarded to the Business Office to be billed to the offender/registered operator.
- C. Unpaid parking tickets will result in a financial hold on the students account and this will impact the student's ability to register for classes and/or diploma at graduation.

X. Parking and Traffic Violation Tickets

- A. Susquehanna University Parking and Traffic Violation tickets may only be issued by members of the Susquehanna University Office of Campus Safety.
- B. Susquehanna University Office of Campus Safety is authorized to issue tickets for Susquehanna University. Tickets issued on behalf of SU will be handled by the Business Office for billing. Borough of Selinsgrove tickets will be handled by the Borough Police Department.
- C. Parking and Traffic Violation tickets will be the most common enforcement measure; however, there will be times that illegally parked vehicles do not receive a parking ticket. This will not be an excuse or defense for others to illegally park vehicles.
- D. A copy of an issued Parking ticket will be placed on the front windshield and under the driver-side wiper blade of the offending vehicle. In the event that an offending vehicle leaves the scene prior to the parking ticket being issued; a copy of the parking ticket will be mailed to the campus residence of the offender. In the event that there is no campus address the copy of the parking ticket will be sent to the address of registration of the vehicle.
- E. The Parking Violation Tickets will have a space to note the fine for a particular offense. At the time of issuance this space will be completed and fine noted.

XI. Immobilization (Booting)

- A. The Susquehanna University Office of Campus Safety in the following circumstances may immobilize or boot a vehicle parked in violation of regulations:
 - 1. A vehicle parked in a space and failing to display a registration sticker. This does not apply to actual visitors parked in a visitor space unless violator is an affiliate of SU and should be parked in a designated space.
 - 2. Vehicles registered to students who are parked in a space designated for faculty, staff, or visitors.
- B. The cost to have the boot removed from the vehicle will be \$50 in addition to the fine attached to the ticket. If the boot remains on the vehicle for five (5) days, the vehicle is subject to being towed at the owner's expense (\$85 - \$100). This fee is non-refundable.
- C. Individuals who have a boot on their vehicle must contact the Office of Campus Safety (570-372-4444) to have the device removed. The owner of the vehicle will be billed for the cost of this process.

- D. Damage to the boot caused by an operator of the offending vehicle in an attempt to free said vehicle will be considered vandalism and subject the involved individual to replacement costs, fines, and possibly criminal charges.
- E. Interference with a Campus Safety official in the performance of their duties may result in a fine of \$200 and referral to the Office of Community Standards & Student Conduct, employee's supervisor, or possible criminal charges.

XII. Towing

- A. The Susquehanna University Office of Campus Safety in the following circumstances may tow a vehicle parked in violation of regulations:
 - 1. Vehicle parked in a hazardous position as interpreted by a member of the Susquehanna University Office of Campus Safety.
 - 2. Vehicle parked in a fire lane.
 - 3. Vehicle parked in a space designated by a handicapped sign without a proper handicapped registration plate or placard.
 - 4. Repeat offenders are subject to towing.
 - 5. Vehicle parked in a roadway, loading zone, sidewalk, blocking handicapped access to sidewalk, field, or grassy area, etc.
 - 6. Vehicle parked in any space not intended for vehicle parking including grass.
 - 7. Students parked in a faculty/staff space.
- B. Susquehanna University uses a vendor for all towing incidents:
 - Keller's Auto Body Inc.
 - 825 N. High Street
 - Selinsgrove, PA 17870
 - (570) 374-4333
- C. Vehicles towed to vendor will be recovered at owner's expense. Susquehanna University does not receive any funds from towing incidents. The cost to the owner to recover vehicle is \$85-\$100. If the operator arrives at the tow truck after the offending vehicle is attached to the truck the cost will be \$50 to have the vehicle unattached to the tow truck. This will be in addition to the fine attached to the ticket.
- D. Interference with a Campus Safety official in the performance of their duties may result in a fine of \$200 and referral to the Office of Community Standards & Student Conduct, employee's supervisor, or possible criminal charges.

XIII. Extenuating Circumstances and Abandon Vehicles

- A. Realizing that there are many extenuating circumstances, the Office of Campus Safety will work with all members of our community in situations where special traffic or parking arrangements may need to occur. If someone needs a special arrangement (loading/unloading, overnight arrival, escort, etc.) the Office of Campus Safety must be notified prior to the need of a special arrangement. If the Office of Campus Safety does not receive notification, the vehicle is subject to all regulations and sanctions for violation.
- B. Abandoned vehicles left on campus after the semester is over must be removed with seven (7) days. Contact with the owner will be made via email and/or telephone by Campus Safety to determine timeframe for removal of vehicle. Any vehicles remaining after the seven (7) days will be towed at the owner's expense by Keller's Auto Body.

XIV. Appeals

- A. Appeals must be submitted via the online parking appeals form located on the Campus Safety website.
- B. Appeals must be made within ten (10) calendar days of the issuance of the Parking and Traffic Violation ticket. Appeals will not be accepted after this time.

- C. The Office of Community Standards and Student Conduct will periodically convene a Student Conduct Board to review appeals. The Student Conduct Board will determine the merits of the appeal and will issue a decision to either deny the appeal or uphold the appeal and void the ticket. The board may also decide reduce the fine of the sanction. The board will review appeals involving towing to immobilization of vehicles. The decision of the board is final

XV. Payment

- A. Payment of fines associated with tickets issued by SU Office of Campus Safety should be made to the Student Services or may be mailed to the same office within ten (10) working days. All checks should be made to Susquehanna University.
- B. Fines associated with unpaid tickets will be billed to the account of student, faculty or staff member. Non-affiliated violators will be referred to the Selinsgrove Borough Police Department.
- C. Payment of fines associated with tickets issued by or on behalf of the Borough of Selinsgrove should be directed to the Police Department located at 100 W. Pine Street, Selinsgrove, PA 17870. Payment instructions are written on the enclosed envelope and must be received by the Police Department within forty-eight (48) hours of issuance.

XVI. Fines (offense count is by academic year)

Failure to comply with Campus Safety staff or tampering with parking enforcement equipment – \$200 and possible loss of parking privileges.
Handicapped/Special Needs – \$50 first offence, \$100 second offence, possible immobilization or towing plus loss of parking privileges.
Fire Lane/Hydrant – \$50
All others – First offence \$15, second offence \$30, third and subsequent offence \$50, possible immobilization or towing plus loss of parking privileges.

HOSTED EVENT POLICY

Purpose:

The purpose of this policy is to allow student to hold small gatherings outside their living units with alcohol.

Summary:

This policy permits small gatherings of students on campus in a social setting outside of their living units with alcohol. Similar to the current Social Event Policy that allows student organizations to hold events with alcohol on campus, this policy requires individual students to register their events using the “Registration for Hosted Events” form (<https://susqu.presence.io/form/registration-for-hosted-events>). The policy limits the number of individuals to prevent large and uncontrollable gatherings. This policy limits the length and number of events being held at any one time in specific geographic areas on campus. Non-compliance will result in the gathering being dispersed and loss of privileges to hold future hosted events in that living unit. Violations will be handled through the student conduct process for adjudication. To delineate these events, we will refer to private events as “hosted events” while organizational events will be referred to as “social events,” see Social Event Policy. The Hosted Event Policy does not preclude small gatherings within residential space assuming all residential rules and regulations are being followed.

Details:

- Hosted events will be limited to those areas of campus that are predominately occupied by upper class students including: 18th Street, West Village, Liberty Alley, and Sassafras housing. University Ave. and all Greek houses are specifically excluded from this policy: all events held in those areas must follow the Social Event Policy.
- The number of hosted events will be limited to no more than: three (3) in 18th Street, two (2) in Sassafras, two (2) in Liberty Alley, and two (2) in West Village at the same time.
- Units may not have a gathering inside while they are hosting an event outside.
- Any music must be kept at a reasonable level. Any noise or other complaints will result in a Campus Safety investigation and report.

- Indoor furniture cannot be moved outside. The only exception to this would be plastic chairs that must be returned to the unit after the event is over.
- Hosts are responsible for restoring the unit, including the outside of the unit, to its original state as determined by the Office of Residence Life and the Office of Facilities Management and assume all costs for damage and cleaning.
- Residence Life and/or Campus Safety will periodically check in on hosted events to confirm compliance. Cooperation from the hosts and guests with these checks is required.

Registration:

- Events must be registered at least eight (8) hours prior to the desired start time using the “Registration for Hosted Events” form (<https://susqu.presence.io/form/registration-for-hosted-events>).
- At least two occupants of the unit must be listed as the hosts and remain present throughout the event.
- Outdoor hosted events can have no more than: Triple the number of occupants (e.g., two guests per occupant) OR 12 people total, whichever is less. Each guest must be sponsored by an occupant. All guests must be SU students and have their SU IDs with them.
- Hosts of the event are responsible for the oversight of guests’ actions (e.g., excessively loud noise, conduct unbecoming, underage individuals consuming alcohol).

Scheduling:

- Hosted events are limited to Friday nights from 6 p.m. through 2 a.m., Saturdays from 2 p.m. through 2 a.m. and Sundays from 1 p.m. through 8 p.m. Hosted events cannot be combined.
- The length of hosted events is to not exceed four (4) hours.
- A living unit can host one event per weekend.
- Hosted events must end promptly and cannot move inside to continue: all guests are expected to leave the area.

Alcohol Control:

- All hosted events must follow all current alcohol policies found in the Student Handbook.
- An event where alcohol is present may not be advertised; must be by invitations only. Attendance should be reflected on the guestlist required during registration.
- The only acceptable means of distributing alcohol is BYOB. Alcohol may be brought to a hosted event (BYOB) by individuals who are both: 21 years old or older and, appear on the hosted event guest list as it is submitted at registration.
- Distributing alcohol through a common source, including bulk quantities (e.g., kegs, jungle juice, coolers), which are not being served by a licensed and insured third party vendor, are prohibited. The only acceptable means of distributing alcohol is described below.
- Alcohol being consumed at the Hosted Event must only be consumed by the 21+ year old who brought it to the event and may be in possession of one beverage at a time; may only consume one beverage per hour. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- The total amount of alcohol at the event may not exceed four portions per 21+ year old who appears on the guest list. Alcoholic portions are defined as 12-ounce beers or spiked seltzer, 187-mL wine, or 8-ounce malt liquor per 21+ year old who is present. Guidelines for beverages are as follows: must be in cans, paper, or plastic containers; no glass; must be a single serving container; may not exceed 6% alcohol content; all containers must be sealed upon arrival.
- Hosts or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

PEACEFUL ASSEMBLY POLICY

The residential, liberal arts college is dedicated to research, teaching, and service. Susquehanna University encourages open, on-going intellectual engagement and debate by members of the University community through civil, mutually respectful interactions that preserve the openness of public dialogue and debate. As such, the right to dissent is essential to academic freedom and scholarly pursuits. Susquehanna expects all members of the community to be respectful of each other and to contribute in positive ways to an orderly and civil exchange of diverse ideas and opinions. Susquehanna wants all community members to feel welcome and safe in an environment dedicated to the critical discussion of complex and challenging ideas. Accordingly, Susquehanna University permits University students to assemble and express views on

campus subject to this policy, consistent with its mission and its commitment to protecting campus buildings, grounds, and facilities.

All University students must adhere to these specific guidelines when engaging in peaceful assembly and protest on campus. Examples of types of peaceful assembly covered by this policy include (please note that this is not an exhaustive list):

- Demonstration – A large group of people, usually gathering for a cause. It often includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals.
- March – A walk by a group of people to a place in order to express an objection with any event, situation, or policy
- Picket Line – A line or group of people who are refusing to go to work until their employer agrees to certain demands
- Protest – A protest is an organized way to express objections with any event, situation, or policy. These objections can be manifested either by actions or by words.
- Sit-In – Any organized protest in which a group of people peacefully occupy and refuse to leave university premises.
- Vigil – An observance of commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

These forms of expression are permitted on campus so long as they are orderly, lawful, do not disrupt or interfere with the regular operations or authorized activities of the University, and comply with the requirements of this policy and all other policies within the Student Handbook.

The following guidelines apply to all types of assembly and protest on campus by University students:

Notification

- To ensure safety and the orderly functioning of the University, assembly and protest should be registered no later than five (5) business days before the assembly/protest through the Events Management Office. If for some extraordinary reason organizers cannot submit a notification five (5) business days prior to the assembly or protest, the regular operations and special functions of the University must be respected, and organizers still must notify the Events Management Office prior to the assembly or protest.
- Upon receiving written notification, a University representative will offer to meet with organizers to provide appropriate support and resources to mitigate risk and protect participants' ability to assemble and protest. Notifications received fewer than five (5) business days before the assembly may be reviewed subject to staff availability; however, support and resources may be limited.

Time

- Indoor assemblies and protests must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be kept open beyond regular hours to accommodate assemblies.
- Assemblies are prohibited during final exams.
- Assemblies cannot extend past 12 a.m. (midnight) or a time determined by an authorized University official, whichever is earlier.

Place

- Students may hold peaceful assemblies and protests in any venue that can be reserved for events.
- Assemblies may not take place in any space that has been concurrently reserved or scheduled by other members of the University community or guests.
- It is not permissible to occupy or assemble in University offices for purposes of engaging in expressive activities.
- Assemblies and protests may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building/office/room entry or exit points.
- The University makes the final determination on the most appropriate venue for assemblies and protests.

Manner

- All forms of assembly and protest should not disrupt or interfere with the normal operations of the University or with the ability of other members of the community to engage in and benefit from the programs and services of the University, and must adhere to all other applicable policies.
- Protesters will conduct themselves in a peaceful and orderly manner and should not disrupt classes, meetings, assemblies, or academic pursuit.

- When assemblies and protests occur in the context of a speaker on campus, audience members should behave in a civil manner and not infringe upon others' ability to view or hear the speaker.
- Protesters should respect the rights of all people, property, and the environment and should not represent a threat to campus safety or physical property.
- Assemblies and protests may not take place in a manner that violates the law, defames any individual, constitutes a genuine threat or harassment, or incites violence.
- While participating in an assembly, individuals are prohibited from possessing or utilizing objects and/or apparel that could present a threat to the health or safety of the campus community including, but not limited to, weapons, pepper spray, mace, torches, helmets, or protective armor or gear or similar items that could cause injury or harm to others, whether intentionally or unintentionally.
- Assemblies and protests may not utilize amplified sound in a manner that interferes with classes or other events in progress.
- Individuals engaged in an assembly may not claim to speak for or otherwise represent the position of the University, unless officially sanctioned by the University. Sanctioning occurs as part of the Notification process described above.

Failure to comply with this policy or with the direction of law enforcement or University officials can result in removal from the event and referral to the student code of conduct process. The University may interrupt or stop any assembly or protest that violates this policy or other policies or the Student Handbook. A decision to interrupt or stop an assembly or protest is final. If an assembled group does not voluntarily disperse when warned that its behavior is unacceptable, the University may request that the Office of Campus Safety or local law enforcement take action to restore order to the University.

Persons and groups who are not members of the University community (i.e., persons who are not University students, faculty, administrators, or staff) are not permitted to engage in assembly or expression on campus. Their presence on campus is contingent on their compliance with the University's policies and procedures, and they must leave the campus if directed to do so at any time for any reason by any authorized official of the University. The University will not allow non-University groups to hold protests on campus property or at University events. Failure to accept the directions of authorized University officials may render nonmembers of the University community liable to action by local law enforcement.

POLITICAL ACTIVITY ON CAMPUS POLICY

Policy Summary

Susquehanna University is committed to the free expression of political views by members of the campus community and to the value of discourse and debate in the educational process. The university's policy on "Academic Freedom" and "Statement of Professional Ethics" are printed in the Faculty Handbook. Nothing in the following policy shall be construed as superseding these foundational policies for the university. Rather, the following policy should be understood as clarifying and elaborating how academic freedom should be exercised while respecting and protecting the university's status as a tax-exempt institution. The university encourages students and other members of the campus community to learn about and participate in the political process. The purpose of this policy is to provide clear guidelines for Susquehanna University faculty, staff and students as to how they might appropriately do so.

Reason(s) for the Policy

To provide clear guidelines for permissible political activity by Susquehanna University faculty, staff and students in compliance with all election laws applied to non-profit institutions. Unless otherwise stated, activities listed as permitted or prohibited apply to faculty, staff or students acting in a capacity that could be construed as representing the university as an institution. The status of "permitted" or "prohibited" does not apply to activities clearly undertaken in an individual capacity as teachers, academic, intellectual, scholar, writer or citizen. Examples of situations when an activity could be construed as representing the university as an institution include, but are not limited to: using an official university email address; performing the activity on university property; posting messages on university space, virtual or materials; or failing to appropriately distinguish in the public sphere between a personal view and an institutional one.

Policy

I. Permitted Activities

- a. Voter education and voter registration

- i. Conducting training programs designed to increase public understanding of the electoral process or to encourage citizens to become involved in the process, provided that such training is nonpartisan in the recruitment of instructors, the selection of students, and the curriculum. The program should be widely publicized.
- ii. Annually preparing and distributing a compilation of voting records of all members of Congress on major legislative issues that involve a wide range of topics, without political skew and without editorial opinion, provided that the information is not geared to coincide with the election period. Guides such as these should avoid rating candidates, even if the rating criteria are nonpartisan (e.g., based on professional qualifications) and should not be accompanied by a statement or actions that tie a position articulated in the guide to a particular candidate or election (see below for more details on publishing ratings of the candidates).
- iii. Circulating unbiased questionnaires to all candidates for an office, and tabulating and disseminating the results; provided that the questionnaires cover a broad range of subjects and neither reflect political skew nor contain editorial opinion. Candidates should be given a reasonable amount of time to respond to the questionnaires. To the extent the questionnaires include questions with “yes” or “no” answers, candidates should be given an opportunity to explain their answers.
- iv. Conducting public opinion polls with respect to issues (rather than candidates), provided that the questions are framed to be fair and neutral, accepted polling techniques are used, and the questions do not directly or indirectly concern records or positions of particular candidates or parties. With respect to such activities of faculty, the limitations should be addressed with due regard for academic freedom.
- v. Participating in non-partisan voter registration activities.

b. Candidate appearances

- i. Providing access to airtime on a university-owned radio station on an equal basis to all legally qualified candidates for public office, in a manner consistent with the limits imposed by the Federal Communications Commission standards.
- ii. Providing opportunities to speak at university events on an equal basis to all legally qualified candidates for public office. If the university chooses to invite candidates to speak individually in their capacity as a candidate, it must take steps to ensure that all such legally qualified candidates are invited and that none are favored in relation to the activity. For example, if the university invites one candidate to speak at a well-attended annual banquet but invites another candidate to speak at a sparsely attended general meeting, the university will not have provided equal opportunity to participate. An explicit statement should be made as part of the introduction of the speaker and in communications concerning the speaker’s attendance that the university does not support or oppose the candidate. Campaign fundraising at the event is prohibited. The university must make reasonable efforts to ensure that the appearances constitute speeches, question-and-answer sessions or similar communications in an academic setting and are not conducted as campaign rallies or events.
- iii. Conducting university-sponsored public forums to which legally qualified candidates for a public office (or for the nomination of a particular party) are invited and given equal access and opportunity to speak, if the format and content of the forum are presented in a neutral manner.
- iv. Inviting candidates to appear in a non-candidate capacity, provided that the individual chosen to speak solely for reasons other than his or her candidacy, the individual speaks only in his or her non-candidate capacity, no reference to the election is made, and the university maintains a nonpartisan atmosphere on the premises or at the event. Campaigning at the event is prohibited. The university should clearly indicate the capacity in which the candidate is appearing and should not mention the candidacy or the upcoming election in any communications announcing the candidate’s attendance.

c. Issue advocacy

- i. Engaging in usual and permissible lobbying and public policy education activities, within the constraints ordinarily applicable to such activities conducted by the university.

d. Use of university resources

- i. Establishing genuine curricular activities aimed at educating students with respect to the political process. For example, a political science program may, as part of a for-credit course, have students participate in several weeks of classroom work to learn about political campaign methods, and then be

excused from classes to participate in campaigns of their choice, without the university influencing which campaigns are chosen.

ii. Rearranging the academic calendar to permit students, faculty and staff to participate in the election process, if the rearrangement is made without reference to particular campaigns or political issues; provided that the recess is in substitution for another period that would have been free of curricular activity.

iii. Providing financial and administrative support to a student newspaper even though the newspaper publishes editorial opinions on political and legislative matters.

iv. Allowing established student groups to use university facilities for partisan political purposes, provided that such groups pay the usual and normal charge, if any, for use of university facilities by student groups. Fees usually are not required for traditional, on-campus student political clubs. Generally, groups other than student groups should be charged. Administrators and faculty should take special care in relation to any such proposed student activities, to avoid the appearance of university endorsement and to observe the other principles this policy identifies. Subject to applicable law, the university may decline to permit their facilities to be used for such purposes.

e. Participation in the election process by faculty, administrators, and other employees of the university

i. Members of the university community are entitled to participate or not, off hours, as they see fit, in the election process; provided that speaking or acting in the name of the university is prohibited except as described in this policy; provided further that they are not acting at the direction of a university official; and provided further that if the university is identified, that the opinions expressed are not the opinions of the university should be communicated. It is acceptable for faculty, students, and staff to express classroom political opinions so long as it is clear, in context, that the opinion is an individual one. It is profoundly inappropriate to require the expression of a particular political opinion as a class assignment – for example, signing a petition of support for a political candidate, or requiring students to write letters to their congressional representative advocating a specific law or political action. Likewise, it is impermissible to grade based on political opinion rather than on the academic standards of the relevant discipline.

ii. A faculty member, administrator or other employee may, engage in federal campaign-related activity that is (a) outside normal work hours; (b) within ordinary work hours, if the time is made up within a reasonable period by devoting a comparable number of extra hours to work for the university; (c) charged to vacation time to which the person is then entitled or occurs during a regular sabbatical leave; or (d) during a leave of absence without pay taken with the university's approval. Senior staff members, such as the president and vice presidents, should ordinarily refrain from or otherwise limit campaign activity, as there is a risk that such activity would be perceived as support or endorsement by the university.

iii. Public statements, oral or written, by university officials (such as the president, vice presidents, and deans) in support of a candidate, political party or the like, where the university official clearly indicates that his or her comments are personal and not intended to represent the views of the university. For example, the IRS condoned a full-page advertisement in a local newspaper, paid for by a candidate, where the advertisement referred by name and title to the president of a 501(c)(3) organization as a campaign supporter, when the ad expressly stated that the "titles and affiliations of each individual are proved for identification purposes only."

II. Prohibited Activities: when the action can be construed as representing the university as a whole.

a. Voter Education (including voter guides) and voter registration

i. Conducting "voter education" activities, such as those involving questionnaires, if confined to a narrow range of issues or skewed in favor of certain candidates or a political party. For example, the IRS disapproved such activities that involved selecting voting records of certain incumbents on a narrow range of issues, such as "land conservation."

ii. Publishing ratings of candidates, particularly in situations where the ratings could be viewed as reflecting the views of the university, or university resources are used in connection with the preparation or publication of such ratings without reimbursement at the usual and normal charge.

iii. Endorsing, expressly or impliedly, a candidate for public office. Examples of endorsement include the placement of signs on university property, including outside doors and windows, that show support for

a particular candidate, and contributing to political campaign funds. Examples of implied endorsement are public statements at a university event by an official of the university, praising a particular candidate in relation to holding of public office, and a pattern of university activities in relation to or support of a particular candidate. As with all of the prohibitions discussed in this policy, such a prohibition applies even if the candidate is an administrator or faculty member of the university. However, the policy does not apply to the interior of students' private rooms in residence halls, where individual political expression is permissible and not visible from the exterior of the building.

vi. Commenting on specific actions, statements or positions taken by candidates, including incumbents, in the course of their campaigns. The university is not forbidden to comment on specific issues pertinent to its tax exempt purposes, particularly if it has a track record of commenting on such issues in non-election years.

v. Promoting action (voting) with respect to issues that have become highly identified as dividing lines between candidates. This principle does not bar the institution from commenting on issues critical to its tax-exempt purposes, if it has a track record of commenting on such issues in non-election years with respect to such issues.

vi. Coordinating voter education activities with campaign events.

b. Use of university resources

i. Coordinating university fund-raising with fund-raising of a candidate for public office, political party, or the like.

ii. Reimbursing university officials for campaign contributions.

iii. Providing mailing lists, use of office space, email, telephones, photocopying or other university facilities or support to a candidate, campaign, political party, political action committee (PAC) or the like.

iv. Using university letterhead in support of a candidate, political party, PAC or the like.

v. Sponsoring events to advance the candidacy of particular candidates.

vi. Using message boards and forums affiliated with the university's website to support particular candidates, if the statements of the provider of the information can be reasonably attributed to the university. A disclaimer that states that the opinions are neither those of the university nor sanctioned by the university is recommended in those public discussion areas where the information could reasonably be attributed to the university.

vii. Providing hyperlinks to the webpages, or other space on the university's website, of one or more candidates for public office in a manner that favors one candidate over another. Generally, information posted on a university's website that favors or opposes a candidate for public office is treated the same as if it was distributed printed material, oral statements or broadcasts that favored or opposed a candidate.

viii. Providing a candidate forum, to promote his or her campaign if other candidates are not treated equally, even if the forum is not intended to assist the candidate. For example, the IRS concluded that a charitable organization violated the prohibition on campaign intervention when the candidate solicited funds on the organization's behalf, because the content of the solicitation included campaign rhetoric.

c. Participation in the election process by faculty, administrators, and other employees of the university

i. Public statements, oral or written, by university officials (such as the president, vice presidents and deans) in support of a candidate, political party or the like, where there is risk that the statements would be perceived as support or endorsement by the university. For example, the IRS has indicated that it would be inappropriate for a column titled "My Views" to appear in the university's monthly newsletter in which the university president stated, "it is my personal opinion that Candidate U should be reelected," even though the president paid part of the cost of the newsletter.

ii. Remarks at a university meeting by a university official in support of a candidate, political party, or the like. For example, university officials should not make statements that could be perceived as support for a particular candidate at a meeting of the board of trustees.

This policy is adapted from the American Council on Education Memorandum on Political Campaign-Related Activities at Colleges and Universities prepared by the Washington, DC law firm Hogan Lovells US LLP (September 2014).

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."

This policy addresses service and assistance animals for students. Members of the Faculty and Staff should contact the Office of Human Resources for information and procedures regarding Service and Assistance Animals on campus.

Definitions

- **Service Animals:** 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
- **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).
- **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.
- **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.

Procedures to have Service Animals on Campus

- Students 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.
- Upon receiving a request for the use of a Service Animal, the Director of Disability Services will schedule an appointment with the student to discuss the accommodation request.
- If it is not readily apparent that the Service Animal is trained to do work or perform tasks for the individual, then the Director 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
- 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).
- The requested Service Animal accommodation will be denied if:
 - The animal is out of control and the Owner of the Service Animal does not take effective action to control it;
 - The animal is not housebroken (i.e., trained so that the animal controls its waste elimination); or
 - 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.

- Students whose request for a Service Animal through this process is not granted will have the opportunity to appeal such decisions by contacting the Vice President for Student Life & Dean of Students, verbally or in writing.

Procedures to have Assistance Animals in University Housing

- 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: March 1 for the upcoming academic year. Students are encouraged to meet with the Director of Disability Services prior to the Room Selection Process.
- Upon receipt of a request for the use of an Assistance Animal, the Director of Disability Services will schedule an appointment with the student to discuss the accommodation request, either in person, by telephone or via video meeting.
- The Director of Disability Services will ask at the appointment with the student requesting the accommodation:
 - Whether the student seeking to use and live with the animal has a disability; and
 - Whether the student making the request has a disability-related need for the Assistance Animal.
- If the answers to these two questions are “no,” then the accommodation request may be denied.
- If the answers to these two questions are “yes,” then the request may be granted for the student’s dormitory, unless doing so would impose an undue financial and administrative burden or would fundamentally alter the nature of the dormitory’s services.
- The requested Assistance Animal accommodation will be denied if:
 - 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
 - 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.
- 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.
- 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.
- Students whose request for an Assistance Animal through this process is not granted will have the opportunity to appeal such decisions by following the Appeals Process outlined on the SU Office of Disability Service’s webpage.

Assistance/Service Animal Owner Responsibilities

- 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 provided and are subject to review on an annual basis.
- 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.
- Approved animals must not be allowed to initiate contact/approach/sniff people, tables in eating areas, or personal properties of others.
- 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.
- 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.

- The owner must notify Director of 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, along with new health and vaccination records.
- 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.
- 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.
- 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.
- 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.
- In the event that the Owner must quarantine or become unable to care for the needs of the animal, the Owner's emergency contact must come to retrieve the animal.
- Residence Life has the ability to relocate the Owner of an Assistance Animal and the Assistance Animal as necessary.
- The Owner of an Assistance Animal must abide by all other residential policies.
- 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.
- Should the approved animal be removed from University housing for any reason, the owner is expected to satisfy their housing obligations.
- All approved animals must be treated humanely. Any reports of mistreatment may result in immediate removal of the animal from the university.
- 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. 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 the University process and appeal rights as set forth in the Code of Student Conduct.

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:

- 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.
- Allow approved Assistance Animals to provide the necessary support to its Owner in the residence where the Owner abides.
- Do not touch an approved Service or Assistance Animal unless invited to do so by the Owner of the animal.
- Do not feed approved Service or Assistance Animals, unless you are the Owner.
- Do not purposefully startle an approved Service or Assistance Animal.
- Do not separate or try to separate an Owner from their approved Service or Assistance Animal.
- Do not request details about a person's disabilities. The nature of a person's disability is a private matter.

UNIVERSITY CLOSURES

Policy

The university will not be closed except in extraordinarily dangerous weather or other circumstances. 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. In the case of all classes not being held on campus, the president or their designee will communicate via the following:

- An email or text to the campus community
- An announcement in mySU
- The home page of the SU website

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, campus safety, the switchboard and facilities management, which must remain open with at least minimal services throughout any weather emergency.

The individuals in charge of specific public events will make cancellation decisions, post them on mySU and notify University Marketing and Communications, which will note cancellations on the home page of the SU website. Other cancellations, closings or additional weather-related notices to the campus community should also be posted by individual departments and offices on mySU.

ACADEMIC LIFE POLICIES

The primary source of academic information and regulations can be found in the [Course Catalog](#). Students are expected to become familiar with the contents of the Catalog and to use it as an academic guide.

Some important academic policies are summarized below. For full text of policies, see the [Course Catalog](#).

To receive the full benefit of a Susquehanna education, each student has these basic responsibilities:

- Attend class regularly.
- Get to know your instructors.
- Meet regularly with your advisor to ensure you're making steady progress toward graduation.
- Understand and follow university policies outlined in the [Course Catalog](#) and the [Student Handbook](#).

Attendance

When a student has missed a week of a particular course during the semester, the instructor may warn the student in writing of the consequences of additional absences. When a student has missed two weeks of a particular course (one week for a seven-week course), the instructor may award a grade of F. As with any grade, appeal may be made through normal channels (see **Grades and Grading** policy) if gross unfairness or illegal discrimination is alleged. Instructors may establish different attendance requirements than the University's policy. Regardless, the attendance policy for each course must be clearly stated in the syllabus.

Grades and Grading

If you believe you received an incorrect final course grade, talk with the instructor. Any grade conflict that cannot be resolved between the instructor and the student shall be referred to the department head. If the conflict cannot be resolved at the departmental level, the issue may be referred to the dean of the school.

Note that final course grades are changed only in the event of an error, and changes require authorization by the instructor and approval by the dean of the appropriate school. All grade changes must be submitted within one month from the end of the semester in which the grade was assigned. A student may not raise a final grade by doing additional assignments after the course has concluded or by revising previously submitted assignments.

Academic Standing and Satisfactory Progress Toward Degree. To be in good academic standing, a student must maintain a 2.0 or better cumulative GPA.

Credits Earned	Class Standing	Warning	Probation	Suspension
Less than 26 credits	First-year	Less than a 2.00 overall or less than a C- in at least 8 credits in a semester	Less than a 1.80 overall or less than 2.00 (i.e., on warning) for second semester or less than a C- in at least 8 credits while on warning	Less than a 1.50 overall or second semester on probation or less than a C- in at least 4 credits while on probation
26-57	Sophomore	Less than a 2.00 or less than a C- in at least 8 credits in a semester	Less than a 1.90 or less than a 2.00 (i.e., on warning) for second semester or less than C- in at least 8 credits while on warning	Less than a 1.70 or second semester on probation or less than a C- in at least 4 credits while on probation
58-93	Junior	None	Less than a 2.0	Less than a 1.901
More than 93 credits	Senior	None	Less than a 2.0	Less than a 2.00

*A junior who has attempted more than 110 semester hours, including withdrawals, is subject to loss of federal financial aid if their GPA is <2.00.

A second semester on warning leads to probation, but warning is not a prerequisite for probation.

In a case of catastrophic academic performance (e.g., D, F or W in all courses for a given term, leading to a term GPA of 1.00 or less), a first-year student may be placed on suspension without having been on probation. Otherwise, a student must be on probation for at least one semester before suspension, and a second semester below the relevant probation criterion leads to suspension.

If a first-year student or sophomore completes a semester on probation above the relevant probation criterion but below the relevant good academic standing criterion, they will be continued on probation. Juniors and seniors must return to good academic standing or be liable to suspension.

A student on probation must complete an academic recovery plan with the Center for Academic Success, signed by their adviser, within the first two weeks of the semester every semester they are on probation. The student must meet the academic performance milestones and any other requirements of the plan or be subject to suspension.

A student returning from suspension will be on probation until meeting the criteria for good academic standing and must complete an academic recovery plan. Students returning from suspension are expected to achieve good academic standing by the end of two semesters after being readmitted. If, after two semesters, the student remains below the relevant probation criterion, they will normally be permanently suspended from the university. If, after two semesters, the student is above the relevant probation criterion but still below good academic standing, they may have a third and final semester to achieve good academic standing.

The first suspension must include at least one semester and one summer and, depending on circumstances, may require two semesters and one summer. If the student again meets the criteria for suspension after readmission, they will be permanently suspended from the university.

Warnings are not subject to appeal. Academic probation or suspension may be appealed in writing to the provost. The appeal must include new information that was not available to the Academic Standing Committee and must include a recommendation by the student's adviser and dean. An appeal based on discrimination or on capricious or negligent action by the Academic Standing Committee may also be addressed to the provost.

Services for Students with Disabilities

In compliance with the Americans with Disabilities Act of 1990 and section 504 of the Rehabilitation Act of 1973, the University makes efforts to provide reasonable accommodations for students with disabilities. To be considered for disability accommodations, students must submit appropriate documentation of the condition to the Office of Disability Services. Full information about the required documentation and steps for obtaining accommodations is available on the [Disability Services](#) web page.

Residence Requirement

To fulfill graduation requirements, baccalaureate degree-seeking students must take at least 65 semester hours of their total coursework in residence or approved off-campus programs, including:

- 24 of the final 32 semester hours
- The major capstone course and any other course a major program may designate.
- At least half the courses applied to a student's major or minor.

The faculty or the Residence Waiver Committee, as its designee, must approve any variation from this policy.

Leave of Absence (LOA)/Withdrawal

A student may wish to withdraw or take a leave of absence from the university for personal, medical, or financial reasons, or study at other institutions with which Susquehanna has no formal cooperative program. Students who wish to take time away from the university may do so at any point after their first semester and are advised to proceed through the withdrawal/leave of absence process. (Simple departure from campus does not constitute an official withdrawal.)

Meet with Advisor

Students are advised to first meet with their academic advisor before continuing the withdrawal/leave of absence process.

Complete and Discuss Exit Survey

Students must contact the Center for Academic Success to complete the Exit Survey and meet with the Transitions & Completion Coordinator or Center for Academic Achievement staff member. Students can email su-cas@susqu.edu to schedule an appointment.

Submit Withdrawal/Leave of Absence Form to the Registrar's Office

The Withdrawal/Leave of Absence Form must be submitted to the Registrar's office before all courses can be dropped, and administrative offices are notified.

Academic Plan

Degree candidates who withdraw or take a leave of absence from the university for more than one year are subject to any changes made in their academic program requirements. Students who have left the University for one year or less may fulfill their original major and Central Curriculum requirements or the revised requirements.

Transcripts

The Registrar's Office will issue official transcripts of the student academic record upon signed request. Susquehanna reserves the right to withhold transcripts of students who have outstanding financial obligations to the University.

Financial Details

Students are advised to contact [Student Financial Services](#) (SFS) prior to their withdrawal/leave of absence from the University, to understand the impact on their student account. Students withdrawing from the University that utilize federal or state student aid should also contact SFS to understand the impact on their financial aid eligibility and student loan repayment. For more information, review the [SFS refund policy](#). Additionally, students should plan to file the FAFSA in advance of their return to SU to be considered for financial aid.

International Students

International students are also required to complete the withdrawal process and notify the University's International Student Services Coordinator at iss@susqu.edu.

Reentering the University

Students who wish to return following a leave of absence (LOA) should contact the Center for Academic Success at su-cas@susqu.edu. Students Returning must notify the Center for Academic Success before the semester they intend to return. Please note:

- The Academic Standing Committee must formally reinstate students on academic warning or probation upon taking an LOA.
- Students who take a medical leave of absence (described below) must receive approval from the Senior Director of the Center for Academic Success to return.

- To allow time for processing requests for readmission, all required materials must be received by the deadline for the semester you intend to return:
 - Fall semester: June 15
 - Spring semester: Nov. 15
 - Summer semester: March 15

Medical Leave of Absence and Involuntary Health-Related Withdrawal Policy

Policy Summary

Students may experience life situations, medical conditions, or psychological conditions that significantly impair their ability to function successfully and safely in their role as students. In these instances, a course reduction or time away from the University for treatment and recovery can often restore functioning to a level that will enable a return to the University. The decision to withdraw from a course or leave the University for medical reasons may happen at any time in the semester, independently of otherwise posted withdrawal deadlines. A medical leave, whether voluntary, involuntary or temporary, may be approved when criteria for the leave are met.

Reasons for the Policy

When a student becomes impaired to the extent of needing a medical leave of absence (MLOA), this impairment often impacts the broader community.

There are usually significant advantages to requesting an MLOA. These include:

- Students may typically request an MLOA after published withdrawal deadlines have passed.
- Students who take an approved MLOA will receive a W for their courses, which will not impact cumulative GPA.
- An MLOA may reduce the negative impact on financial aid.
- For students with tuition reimbursement insurance, an MLOA generally qualifies a student for benefits. (Students who think they may need to take a MLOA during the coming semester may wish to consider purchasing tuition reimbursement insurance before that semester begins.)
- For international students, an MLOA may provide a way to remain in the USA while maintaining legal status.

Definitions/Glossary

- **Medical Leave of Absence (MLOA):** a voluntary withdrawal from the University in order to improve mental or physical health, which has been supported by a healthcare provider and approved by the Senior Director of the Center for Academic Success.
- **Medical Course load Reduction:** a voluntary course load reduction after published deadlines for withdrawing from courses, which is granted to improve mental or physical health.
- **Voluntary interim emergency leave:** a temporary leave from the University to accommodate a medical or mental health emergency.
- **Involuntary Health-Related Withdrawal:** an involuntary withdrawal from the University imposed on the student by the University as a result of behavior due to medical or mental health conditions that meet the standards for such withdrawal, as defined below.
- **Direct Threat:** a significant risk to others' health or safety that cannot be eliminated by the provision of auxiliary aids or services or by a modification of policies, practices, or procedures.
- **Significant Risk:** Behavior with a high probability of substantial harm to the University community, given information concerning the available behavior at the time of consideration.
- **Substantial Disruption:** Behavior that continually and considerably interferes with other students' participation in academic, extracurricular, housing/residence life, employment, or other university-related activities.

Policy

A medical leave, whether voluntary, involuntary, or temporary, will be approved when criteria for the leave are met. Students placed on such leave must leave campus as directed by the Senior Director of the Center for Academic Success, or a designee. If accommodations are required upon a student's re-enrollment, those will be reviewed by the Senior Director of the Center for Academic Success in consultation with appropriate administrators in Health, Counseling & Psychological Services, and/or Disability Services. If no accommodations are required, students will be expected to follow the procedures described below in order to re-enroll.

Medical Leave of Absence (MLOA) or Medical Course Load Reduction

All requests for an MLOA or medical course load reduction require the recommendation of a healthcare provider. An MLOA or medical course load reduction may be granted when a student experiences serious medical or psychological issues while enrolled as a student that impact the student's ability to function effectively, including ability to attend class, cognitive functioning, or ability to complete work. Students who determine a need for an MLOA between semesters should go through regular withdrawal procedures through the Registrar's Office.

The process of re-enrollment is described [online](#), and specific recommendations are outlined in the MLOA approval letter sent to the student from the Center for Academic Success. Students are strongly encouraged to follow the recommendations outlined in the approval letter to help facilitate their return. In addition, students who are approved for an MLOA are generally expected to spend at least three months to one full semester away from the University to focus on treatment and recovery from the matter(s) that precipitated the MLOA before reenrollment will be approved. Please note that University's decision to support re-enrollment will be made on a case-by-case basis by the Senior Director of the Center for Academic Success in consultation with the Dean of Health & Wellness.

To allow time for processing requests for re-enrollment, previously enrolled students must submit all required materials by the deadline for the semester they intend to return, as follows:

- Fall Semester: June 15
- Spring Semester: November 15
- Summer Semester: March 15

Involuntary Health-Related Withdrawal

To create a safe and healthy learning environment and ensure the well-being of all students and employees, Susquehanna University may initiate an Involuntary Health-Related Withdrawal (IHRW) of a student. An IHRW is enacted if it is determined that, due to the student's medical or mental health condition, the student poses a direct threat to the health or safety of others or the student's, the student's behavior is a substantial disruption to the University community, and/or the student has allegedly violated the student code of conduct and upon a preliminary investigation it is reasonably believed that the alleged misconduct was involuntary or the student lacks the capacity to comprehend the nature of the act or to participate in the disciplinary process. In determining whether a student meets the criteria for a IHRW, the University's Concern Assessment Response Evaluation (CARE) Team will make an individualized assessment, based on reasonable judgment that relies on current medical information and the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

Voluntary interim emergency leave

If a student has a critical incident or life event that requires them to leave the University temporarily but does meet the criteria for a Medical Leave of Absence (MLOA), a Voluntary Interim Emergency Leave (VIEL) might be appropriate. Unlike an MLOA, a VIEL may be implemented immediately when the Senior Director of the Center for Academic Success, or designee, determines that the student's situation necessitates a brief absence from the University.

Right to Appeal

A student may appeal any of the following decisions rendered under this policy:

- An Involuntary Health-Related Withdrawal from the University and/or from University housing recommended by the CARE team.
- The conditions recommended by the CARE Team in order for the student to remain enrolled and/or continue living in University housing.
- A denial of the student's request for re-enrollment.
- The conditions specified by the CARE Team for re-enrollment in the event of an Involuntary Health-Related Withdrawal.
- An Involuntary Health-Related Withdrawal based on the student's failure to comply with this policy.

The appeal must be based on a material procedural error and/or the student's receipt of relevant new information. The Vice President for Student Life & Dean of Students will serve as the appeal officer.

Transcripts

A student who is approved for voluntary or involuntary withdrawal or leave of absence for medical reasons will be given a "W" grade in courses from which they have withdrawn. An administrative hold will be placed on the student's academic record to prevent any unauthorized reenrollment by the student.

Refunds

[Refunds of tuition and meal plan payments](#) will be made in accordance with applicable University policies and procedures.

Academic Honesty

Susquehanna recognizes honesty and integrity as being necessary to the academic function of the university. A violation of academic honesty can take a number of forms including, but not limited to:

- Cheating or plagiarism on tests, quizzes, exams, papers or any class assignment
- Unauthorized possession of tests, examinations or papers
- The physical theft, duplication, unauthorized distribution or sale of tests, examinations or papers
- Tampering with grades or grade books/attempting to alter in any way grades assigned by the instructor
- Complicity, fabrication, falsification, or other acts of academic dishonesty

Definitions

Cheating: copying from another's work; using unauthorized help or sources.

Complicity: intentionally helping another to commit an act of academic integrity.

Fabrication or Falsification: intentional invention and alteration of information; misrepresentation or purposeful mishandling of materials.

Plagiarism: the use of someone else's language, information, ideas, or original material without acknowledgment of sources. The failure to acknowledge and properly document your use of sources and materials, even if unintentional or innocent, amounts to representing someone else's work as your own. When the words of another are used in student work, they must be placed in quotation marks and cited in some form of documentation, such as a footnote.

University Records

Students and organizations shall complete university records honestly, neither altering nor causing to be altered any records, forms, or documents used by the university, nor shall knowingly misuse such documents. Students and organizations shall not hinder or mislead, or attempt to hinder or mislead, a university official in the performance of their duty by providing false or misleading information.

Jurisdiction

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

Procedure When the Faculty Member Has Original Jurisdiction

- Before determining responsibility, the instructor will contact the Center for Academic Success to check the records to determine whether the incident is a repeat offense. If the student has a prior history of academic dishonesty, the case will be referred to the AHJB.
- The instructor shall make every effort to investigate the violation as thoroughly as possible and confer with the student before assessing responsibility.
- The instructor will turn in a grade of "N" (no grade) for any individual whose case is unresolved by the time final grades are due.
- If the student is found responsible for violating the academic honesty policy, the instructor shall determine the sanction in consultation with the academic department head.
- The instructor shall provide written notification to the Senior Director of the Center for Academic Success by completing the [Academic Honesty Report Form](#).

- The instructor must provide written notification to the student of the sanction imposed.
- The student will have seven (7) days from the date of receiving written notice of the sanction to appeal the decision to the AHJB. Appeals can only be made on the grounds of new evidence, denial of a fair hearing, or an unduly harsh sanction.

Academic Honesty Judicial Board

- Membership
 - The AHJB shall be composed of four students from the Conduct Board and three faculty members elected by the faculty.
 - The students shall serve for a term of one year with the opportunity to serve additional terms.
 - 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.
 - The Senior Director of the Center for Academic Success shall serve as an ex officio, non-voting member and record keeper of the AHJB.
- Procedures
 - The Respondent is entitled to a minimum of two (2) days’ notice of a hearing, a statement of the charges and a fair hearing.
 - Hearings shall be closed.
 - The instructor filing the charges will present the case at the hearing. Witnesses may be called for additional information.
 - The Respondent will present their case and may call witnesses.
 - Both the Complainant and Respondent may give a closing statement.
 - The Respondent and instructor will be notified in writing of the decision of the AHJB.
- Appeals of AHJB Decisions
 - 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.
 - Appeals must be made within seven (7) days of the date of notification of the AHJB’s decision.
 - 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.
 - The Provost shall serve as the appeals officer.
 - Final appeal jurisdiction in any case, rests with the President of the University.

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

* If the instructor or AHJB imposes the sanction of failure of the course and the student has already withdrawn from the course, the F grade would replace the W on the student’s transcript. Students not receiving the sanction of failure of the course may choose to withdraw from the course as allowed by course withdrawal policies.

Audio and Video Recording

Advance, written permission is required in order to record course materials such as class lectures, discussions, or presentations. When granted, permission to record course materials is subject to the limitations set forth in this policy. Violations of this policy may constitute copyright infringement in violation of federal and state law. Additionally, violations of this policy may be subject to University disciplinary action according to the policies governing the Academic Honesty Judicial Board.

Course materials are defined as lectures, lecture notes, outlines, PowerPoint presentations, readings, or other content made available to students by the instructor or presenter, or through any University online system. Recording is defined as a video or audio replication or photographic image recorded on devices including, but not limited to, audio recorders, video recorders, cell phones, smartphones, tablets, digital cameras, media players, computers, or other devices that record images or sound.

Recording of course materials is prohibited unless advance written permission is obtained from the class instructor and any guest presenter(s). An instructor may provide such permission to an entire class as part of the course syllabus or other written description of a course.

Students who require recording or other adaptations of course materials as a reasonable accommodation for a disability should contact the [Office of Disability Services](#) before the course begins in order to obtain permission for the recording. Every effort should be made to protect the confidentiality of a student with a disability who is being granted an accommodation, i.e., the instructor will not name the student who is doing the recording when it is due to a disability accommodation. Any unauthorized distribution of recordings will result in an academic integrity judicial board case.

In the event permission to record course materials is granted, the instructor must notify all students, speakers, and other class attendees in advance that recording may occur.

Permission to allow the recording of course materials is not a transfer of any copyrights in the recording or related course materials. Such recordings and materials may be used only for individual or group study with other students enrolled in the same class, and may not be reproduced, transferred, distributed, sold, traded, or displayed in any public or commercial manner. Students must destroy recordings at the end of the semester in which they are enrolled in the course or sequence of courses

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.

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.

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 Website 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 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. 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, an administrator 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 for Student Life & Dean of Students. However, the Vice President for Student Life & Dean of Students 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 for Student Life & Dean of Students, waiting may cause harm to a student or the community.

Circumstances When Parental Notification May Occur

In general, university staff may notify parents when they have knowledge of circumstances adversely affecting a student. A Student Life administrator, in consultation with appropriate staff, will determine when parental notification will occur. These situations include:

Academic Issues

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

Medical and Mental Health

Health Center and Counseling & Psychological Services staff are prohibited by law from sharing detailed information regarding complaints or diagnoses, including attendance at the Health Center or Counseling & Psychological Services, without express consent from the student. However, staff will encourage students to discuss serious medical and mental health issues with parents or guardians. Counseling & Psychological Services 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.

- Parents/legal guardians of dependent students may be notified 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/ legal guardians.
- A Student Life administrator 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.
- A Student Life administrator may notify parents/legal guardians of a dependent student when they have knowledge of a hospital visit for suspected alcohol poisoning.

In some instances, we may need parents/legal guardians 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.

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 under the age of 21 may be notified by the university if a student is found responsible for a violation of the University Alcohol or Drug Policies. (Refer to the Code of Student Conduct in this Handbook)

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

ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY

Policy Summary

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.

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:

- 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.
- Discrimination – Conduct directed at an individual because of their 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.
- Harassment – Verbal or physical conduct that is directed at an individual because of their 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.
- 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.
- 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 they indicate that they find 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.

- Racial Harassment is any verbal or physical conduct that is directed at an individual because of their 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.
- Gender Identity Harassment is any verbal or physical conduct that is directed at an individual because of their 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. Such harassment is prohibited.
- Sexual Orientation Harassment is any verbal or physical conduct that is directed at an individual because of their 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.
- 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 their 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.
- Religious Harassment is any verbal or physical conduct that is directed at an individual because of their religion and/or religious beliefs 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.

This Policy Applies to all full-time, part-time and temporary employees

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

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 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 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.

Harassment/Discrimination Grievance Procedures Description of Process

Employees wishing to make a complaint should contact Human Resources (first floor of Selinsgrove Hall) for assistance with the process and to answer any questions.

Jennifer Bucher, Vice President for Human Resources
514 University Avenue
Selinsgrove, PA 17870
570-372-4157
bucherjennifer@susqu.edu

Informal Complaint Resolution

The purpose of the informal complaint resolution is to encourage the reporting of complaints concerning harassment or discrimination and to facilitate satisfactory resolution of the complaint without undue anxiety and provocation for the parties involved. An employee making a harassment or discrimination complaint does not have to speak first with their supervisor or the person against whom the allegation has been made. However, they are encouraged to do so with the assistance of their peer supporter (who may be a university employee) in the presence of the Vice President for Human Resources.

If a complainant desires, when filing a complaint, they may be accompanied by another university employee who may advise and assist the complainant throughout the resolution process. The peer supporter must be an individual from within the university community and can include, but is not limited to, a faculty or staff member, or a Human Resources representative.

The complainant (and the peer supporter) will discuss the complaint with the person against whom the allegation has been made in the presence of the Vice President for Human Resources in order to reach resolution of the complaint. (In the event that the person against whom the allegation has been made should be from the Vice President for Human Resources, the complainant will discuss the complaint in the presence of the Executive Vice President or the Provost). Although encouraged, there is no obligation on the part of the complainant or the person against whom the allegation has been made to participate in the informal resolution process. If the complaint cannot be resolved informally, or step one is bypassed, the complainant may file a formal complaint. Additionally, informal resolution will not be used in cases alleging any form of sexual assault or other sexual violence.

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

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

Formal Complaint Resolution

If the complaint cannot be resolved informally, or the informal process is bypassed, the complainant may file a formal written complaint. Formal complaints will be investigated and resolved in accordance with the procedures outlined below.

Complaints against a university employee are filed with the Vice President for Human Resources, who is responsible for initiating the formal resolution process. The Vice President for Human Resources or designee will conduct an investigation meeting or meetings.

In the event that the person against whom the allegation has been made is a vice president, the Office of the President will make a final determination. Should the person against whom the allegation has been made be from the Human Resources Office, the Executive Vice President will investigate and make a final determination.

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

Investigation meeting(s) will commence within ten (10) working days of receipt of written complaint.

The Vice President for Human Resources will then forward their report to the supervising vice president of the person against whom the allegation has been made, or in the case of faculty, to the provost for review and resolution along with the evidence gathered during the investigation meeting(s). Any formal action to be taken against a party as a result of the factual findings in the submitted report will be taken in accordance with the applicable policy.

Protection of Both Parties

Notice. When the formal investigation process has begun with the filing of a written complaint, copies of the complaint will be forwarded to the person against whom the allegation has been made. If the allegations are not substantiated, the person against whom the allegation has been made will be notified.

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

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

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

Failure to cooperate with investigation. If the person against whom the allegation has been made elects not to cooperate with the investigation, the Director of Human Resources will complete the report based on the information in their possession.

Confidentiality and Completed Report. During the complaint process, the university will make every effort to ensure confidentiality. Please note that confidentiality cannot be guaranteed. Both individuals will be fully informed of the steps taken during the course of the complaint procedures by the administrator who conducts the investigation. In addition, both parties will be informed within ten (10) working days of the completed report, whether the report has been forwarded to the appropriate vice president and the president. A record of the complaint will be located in a file separate from the general personnel file of the complainant and the accused.

Unfounded Report. If the matter is determined as unfounded after the conclusion of an investigation by the Director of Human Resources, then the Office of the President or the individual's supervising vice-president will communicate findings to the complainant and the matter will be deemed closed.

Notification to Complainant and Respondent. Within ten (10) working days of the conclusion of the investigatory process and a decision by the president or appropriate vice president, the complainant and respondent will be notified whether the allegation was judged to be founded or not founded. If founded, specific disciplinary actions will not be discussed to maintain confidentiality.

Sanctions

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

Right of Appeal by Employees

A three-member President's Appeal Board will be appointed as needed by the Office of the President. The appeal board will be comprised of a faculty member, an administrator and an hourly staff member. The complainant and the person against whom the allegation has been made will be entitled to one written appeal of any decision rendered. Appeals must be based only on new evidence (not available during the investigation) or procedural error. In preparation of the appeal, both the accused and the complainant will have normal access to their file. Such appeal will be heard by the President's Appeal Board, which will forward its recommendation to the president. Appeals will be filed no later than ten (10) days after the receipt of a report. All faculty appeals will be done in accordance with the Faculty Handbook. In addition to these complaint procedures, individuals may pursue other civil and legal options such as the Pennsylvania Human Relations Commission, Equal Employment Opportunity Commission or the Office of Civil Rights.

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

Time Frame

In order to give the complainant time to finish a particular job assignment, an evaluation period or any other similar reason, the complainant may file a formal complaint of harassment or discrimination up to one hundred and eighty (180) days following the alleged incident of harassment or discrimination.

Formal complaints filed within this period will be investigated even though the complainant has terminated their association with the university. *Original Policy: 4/23/2010; Most recently revised 1/1/2016*

RESIDENCE LIFE & COMMUNITY LIVING POLICIES**Community Living**

As a liberal arts campus with a four-year residential living requirement, we encourage all students and staff to actively work to foster a sense of community in the residence halls and across campus. We practice learning and growth in the residence halls and use the Social Change Model as the basis for our residence hall curriculum. Through work in Consciousness of Self, Congruence, Commitment, Collaboration, Common Purpose, Controversy with Civility, and Citizenship, we strive to create change on the individual, group, and societal levels for all students. The Office of Residence Life is committed to the Statement on Ethical Living and to the creation of an ethos of shared community.

Residence Life provides an environment that supports the institution's mission. More than residential facilities, the residential environment cultivates academic integration, personal discovery, social identity awareness, and leadership in action 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.

Housing Based on Class Year

First year students live together in one of these residence halls: Smith Hall, Reed Hall, Hassinger Hall, and part of Aikens Hall. The second-year experience is focused in North Hall, Seibert Hall, West Hall, the other part of Aikens Hall and GO House. Juniors typically occupy a variety of residences including houses on the Avenue, Sassafras Complex, Liberty Alley, and some West Village suites in more independent living communities. Seniors typically live on 18th Street, Liberty Alley, and West Village.

Residence Life assigns residents to first-year housing. Housing for the second through fourth years is selected by residents based on their class year and a random lottery number within their class year. Residents are also able to propose and live in Student Created Communities (SCCs).

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) serving as 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. Housing is provided to undergraduate students for four years. Housing for undergraduate students after four years, as well as for graduate students, is not guaranteed and is dependent on available

space, which can vary significantly from year to year.

In rare instances, students may be granted an exception from the Director of Residence Life to reside off campus. Students are required to complete a housing exemption form before the first semester they plan to live off-campus. If the exemption is granted, it is valid for their entire time at Susquehanna. If at any point a student needs on-campus housing, they should be contact the Office of Residence Life. Appeals of the Director's decision should go to the Vice President for Student Life & Dean of Students.

All campus housing includes both a room and a dining plan (a full meal plan) with the exception of Liberty Alley and 18th Street Commons units. Liberty Alley and 18th Street Commons residents are not automatically given a dining plan but may purchase one by indicating their choice of meal plan during the room selection process. 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.

Study Abroad

Students participating in fall GO trips do not select housing in the spring prior to these trips; however, they are guaranteed to be placed into on-campus housing for the following spring, with placement preferences being accommodated on a space-available basis. Many students are able to find complementary swaps for students going on their GO trips, with one student living on campus for the fall and taking their GO semester for the spring and the second student taking a fall semester GO trip and returning to campus housing in the space of the outgoing student.

Gender Inclusive Housing

Susquehanna University strives to create a comfortable living environment for students of all gender identities. We recognize that sex-segregated housing may not be the best option for some students. Each student's needs are different and therefore are reviewed on an individual basis depending on class year.

First Year Students:

Students can indicate gender identity on their first-year housing application. Students who indicate they are non-binary, transgender, or indicate they are comfortable living in a mixed gender room will have conversations with professional staff in the Office of Residence Life to determine a roommate match. Once the semester begins, students can request roommates of a different gender through our room change process, space permitting.

Upperclass Students:

Students can pick the roommates of their choosing, regardless of gender, when selecting suites or doubles. We do not have designated gender-inclusive floors, suites, or buildings. All multi-stall bathrooms in regular corridors are designated by gender. There are also single-user bathrooms in suites, apartments, and in several residence halls.

Additional Information:

- We will not ask relationship status of roommates in the housing selection process. Some things to consider before living with a partner, just like with any roommate, are: communication styles, room cleanliness, guest policies, and privacy needs.
- First-year students are only assigned to gender-inclusive spaces when requested. For upper-class students assigned after the selection process, we communicate with the students of the suite and the student moving in to make sure everyone is comfortable with the situation before assigning someone to a mixed gender suite. We do not assign students to mixed gender doubles.

Early Arrival/Move-In Student housing agreements are as follows:

- First Year students move in the Thursday before classes begin for the fall semester.

- Transfer students are invited to move into their fall assignments the Wednesday evening before classes begin for the fall semester. They may choose to move in on the Thursday with first-year students.
- Returning students move into the residence halls on the Sunday before classes begin for the fall semester.
- All students move in for spring semester the Sunday before classes begin in January.

Any arrival before these established dates is considered an Early Arrival and must be approved by the Director of Residence Life. Fall Sports are considered Early Arrivals. Residence Life and Athletics work collaboratively to establish the specific fall sport arrival time and location. Students who arrive on campus without approval may be asked to leave campus until their approved return date.

Break/Vacation Housing

The residence halls close for Thanksgiving, winter and spring breaks as well as for the summer. Break housing information 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.

Susquehanna realizes that students may have extenuating situations regarding housing, therefore students may request an exception to remain in the residence halls over a break period. Request deadlines are generally a week to ten (10) days prior to the break period. Exceptions may be granted and students will receive notification via their SU email account. During break housing periods, additional policies are in place so students staying over breaks are encouraged to read the application for exception as well as the approval email. It is important to understand that limited or no campus services are available during break periods, i.e., dining services, counseling center, health center, library, sports complex.

At the end of each semester, students are expected to leave within twenty-four (24) hours of their last final exam unless their last exam occurs on the last day of finals. In this case, students may request through the break housing process/ late stay process to remain until the following morning at 10am. 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 including, but not limited to, emptying trash, closing all doors and windows, unplugging all electronics, and taking home all valuables. Students are responsible for acquiring this form from their Resident Assistant or Professional Staff member and posting it on the outside of their residence hall room door upon departure. The Office of Residence Life reserves the right to issue a \$50.00 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 during the academic year. Storage is available on a first come, first serve basis for summer at a minimal cost. 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

Enrollment at Susquehanna University implies a binding room and dining agreement.

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 a semester long internship or student teaching; semester-long study away program; a leave of absence; withdrawal from the university; or completion of a degree program.

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.

A student departure from campus without notification to Residence Life or not participating in the meal plan does not remove the Residential Requirement for full-time students.

Part time Students

Students who take below 12 credit hours per semester are considered part-time and need permission from the Director of Residence Life to live in on-campus housing.

Residence Life Staff

The Director, Associate Director, Community Standards Officer and Area Coordinators lead and manage the residence life program at Susquehanna University.

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 Student 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 are also responsible for setting standards, reinforcing expectations and reporting alleged violations of the Code of Student Conduct and University policy.

Community Assistants work in upper class living units and assist residents with neighborhood and community conflicts, provide resource referral, and facilitate independent living skill-based programming. They are responsible for reinforcing expectations and reporting alleged violations of the Code of Student Conduct and other University policies.

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 Residence 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:

- An initial discussion with roommates to determine problem identification and with compromises with or without the RA.
- 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 fourteen (14) days.
- If issues remain unresolved, residents will talk with their Professional Staff member and Resident Assistant about a mediation to resolve any issues of tension or conflict.
- If roommate issues are not resolved, after the mediation, roommates should contact their Professional Staff member about other methods of resolving the conflict.

After all these measures have been tried and a resident still finds their 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 Professional Staff member.

If the Professional Staff member finds a room change necessary, the resident making the complaint will be the one to move out. In a case where both students initiated a complaint, both students will be given the opportunity to move to different spaces. The Professional Staff member and Resident/ Community Assistant stay neutral in roommate disagreements and conflicts and try their best to work with students' living situations. The Professional Staff member keeps 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 Office of Residence Life. Space may not be sold, loaned to another student for free or compensation.

Room Check-In and Check-Out

At the beginning of each academic year, both the Facilities Management staff and the Resident/Community 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 they 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 proximal 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/CA 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 Office 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 prior to Graduation Day. The Pre-Inspection is completed to assist all students in identifying any billable damage, cleaning concerns, or missing/damaged furniture.

Damage Billing

Damage billing occurs on a monthly basis throughout the year. Students will receive an email notification when damage billing has been added to their student account.

Individual Damage Charges:

Individual students receive these damages. These are damages in their direct bedroom. These charges can be appealed.

Community Damage Charges:

These are charges in a common area in a building, suite, townhouse, or house. This can include damages to the exterior of buildings. These charges are not able to be appealed. These charges are divided among all who live in that space. Should the responsible party or parties be known it is up to those with this knowledge to report this to The Office of Residence Life. 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. Community damages are communicated during the monthly damage billing process.

Appeal Process:

If a student would like to appeal the individual damage charges that have been applied, the student must contact Residence Life at residencelife@susqu.edu directly by the specified date. In the email include the rationale for the appeal. If a student has not contacted our office by the specific date, the charges will stand.

Key Policies

Each student is given a key(s) to their space upon move-in. Failure to pick up keys may result in referral to the conduct process. Each student must complete a key card before receiving their key(s). Students are responsible for their key(s) and will be held accountable if the key is lost, damaged, and/or if the key is being used in a way that violates University policy (e.g., given to others not assigned to that space). Students are expected to return their key to the Office of Residence Life when they vacate the space. Failure to do so will result in billing for a lock change.

If a key is lost:

- Students must come to the Office of Residence Life to request a "temporary key." The student will then have three (3) business days to locate their missing key.
- If the key is found, the student must return the "temporary key" to the Office of Residence Life within those three (3) business days. Failure to return the "temporary key" will result in the lock change process moving forward.
- If the key is not found, the Office of Residence Life will request a lock change to be completed. The student will be notified via email that the lock change has been requested. Once the lock change is completed, the residents of that space will be notified via email. All residents affected by the lock change will be directed to the Office of Residence Life to pick up their new keys and return old or temporary keys. Failure to pick up new keys may result in referral to the conduct process.

Keys

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.

Dining Services / Evert Dining Room

All students residing in university-owned living facilities (with the exception of Liberty Alley Apartments and 18th Street Commons) 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 a meal plan who fail to bring their ID for entrance to any dining facility may obtain a temporary ID card from the Dining Services 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 Director of Dining Services.

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 and/or the Facilities app 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. Students should not attempt to make repairs themselves. Improper repairs will be charged as Damage Billing.

Room Entry

- University officials may enter a room or unit if there is a possible safety hazard, life and safety concern, or other emergency. For any other reason, university officials will request the occupant of the space (resident or not) to allow access to address individuals in the room. If occupants of the space fail to comply or deny entry, university officials will contact the Vice President for Student Life & Dean of Students or their designee for permission to enter the space. Residents are expected to comply with the reasonable directions of university officials who are addressing or investigating possible policy violations including requests to open the door to speak with university officials.
- Routine Community Rounds: University officials, including paraprofessional 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 as well as suspected university policy violations.
- Inspections and Maintenance Visits: The university makes periodic inspections of, and maintenance visits to, university residence hall rooms and living areas for reasons of health and wellness, safety, and maintenance. The university reserves the right to enter rooms at any time for the purpose of making these inspections and maintenance visits. Students who request work orders in their space will have the ability to schedule when Facilities will enter their room to complete requested work.
- Searches and Seizure: A room may be searched and items seized if there is reasonable cause to believe that students are using their room for a purpose of violating university regulations, or violating federal, state or local law, or if a university official believes there is a safety and security violations or concerns within the room. Students who are on disciplinary probation as a result of being found “responsible” for violating the university alcohol or drug policies are subject to policy compliance checks, regardless of the “cause” while they are on disciplinary probation. The Vice President for Student Life & Dean of Students or designee must authorize all room searches, except those conducted by law enforcement officers. University officials shall give the students involved the opportunity to be present during the search unless the students are unavailable. The students involved will be informed of the purpose of the search and whether any material is found to be in violation of federal, state or local laws and/or university regulation, or both.
- Emergencies: Rooms may be entered without authorization in the event of an emergency, e.g., a situation in which a person’s health or well-being is threatened and/or personal or university property is thought to be in immediate danger.

Animals / Pets

Animals (with the exception of small fish in a 20-gallon or less tank or pre-approved service or emotional support animals) are not permitted to be in the residence halls with the exception of live-in staff pets as outlined by the Pet Agreement. Any animal on university premises must be leashed, 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.

Pest Control

Any pest concerns should be reported through Facilities app. Flea Bombs or other means to control pests on your own are not permitted to be used. All concerns should be reported to Facilities Management who will work to resolve the concern.

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 Office 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 are available from Campus Recreation in the Office of Leadership and Engagement 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 Office 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 interior walls using poster putty, removable hooks (3M or Command M) or thumb tacks. Personal items are not permitted on windows and exterior-facing doors. The use of nails is prohibited. 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. (e.g., empty alcohol bottles as vases, filled with fluorescent fluid)
- No alcohol boxes are to be hung up on walls, regardless of age of occupant.
- Dartboards and free-standing bars are not permitted in residence hall rooms, suite common rooms or university-owned houses or apartments.
- If students provide their own window curtains, 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.
- Nothing should be hung from ceilings or over doorways at any time, including, but not limited to, tapestries, lights, and posters. That would cover lights, and/or fire safety equipment like smoke detectors or sprinkler heads.

Water Features

Pools and Slip and Slides are not permitted to be used on campus. This creates a safety concern. Any water features deemed a safety concern are not permitted.

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), microwaves over 700 watts, and refrigerators over 5 cubic feet. Residents are not permitted more than two large appliances in their personal residence hall rooms — one microwave and one refrigerator, 2 refrigerators, or 2 microwaves.

Students can rent a microfridge from mymicrofridge.com. Microfridges include a 2.13 cubic foot refrigerator, a .74 cubic foot freezer, and a 700-watt microwave. Microfridges are delivered prior to move-in day, are maintained by Microfridge, and include a sensor in the microwave that will turn off the microwave if it detects smoke.

Kitchen appliances, particularly those with an exposed heating unit, are prohibited in personal residence hall rooms. This includes, but is not limited to, hot plates, toasters, 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 can be stored in your personal room, but not used in the residence hall room.

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 be attributed 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 Code of Student Conduct. The Office of Campus 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 (e.g., 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, kerosene or gas powered tools, 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.
- For religious exemptions to this policy, please contact the Director of Residence Life who will confer with the Chaplain to the University about appropriate accommodations.

Each residence hall room and common area, including those in group-housing living areas, have an occupancy limit due to fire codes. 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 may or may not have 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. Certain rooms in North, Hassinger, and Seibert Hall have been designated as “automatic loft” rooms and will come with at least one bed lofted at move-in. Multiples in first year buildings have furniture specific to those rooms. The furniture in these rooms cannot be removed regardless of occupancy.

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 Office 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 or suite/apartment. 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 who is not a Susquehanna University student must obtain a guest pass from Campus Safety and keep it on their person during their entire time they remain a guest on campus.

Guest Passes must be obtained in the Campus 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 their cell phone number
- The building and room number of the host’s on-campus residence
- A name of an emergency contact and their number (e.g., parent or legal guardian)
- The reason for the visit (this should include the particular department who invited the guest to campus if relevant — e.g., field hockey recruit, prospective student from Admissions, Music Department recruit)
- The name of the Coordinating Administrator and their contact number (if the guest is a prospective student)
- The date(s) of the visit

Students may serve as hosts to guests through athletic teams and departments.

Guests may 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 Campus 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 their Guest Pass or violating university policy, they may be arrested by the Selinsgrove Borough Police for trespassing and/or asked to leave campus.

Guests who are registered sex offenders in any state, hold a felony conviction, or have an active warrant or are otherwise wanted by law enforcement may be asked to leave campus under certain circumstances. Hosts who knowingly permit these persons on campus can be held responsible for hosting under university conduct.

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. 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. As a guideline, noise should not negatively impact others in the residential unit or living area.

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 or used at levels which negatively impact individuals or the community with noise or vibration.

Quiet Hours

For all 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. 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

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. Students must take all belongings out of their personal residence hall room after they vacate the space. Any items left behind will be disposed of appropriately and students will be charged excessive cleaning fees.

Students should use caution leaving personal items in public areas such as common rooms, kitchen/kitchenettes, and bathrooms. Items that interfere with the cleaning of these spaces may be disposed of. Students living in suites or townhouses should be aware that cleaning staff will move items in order to clean effectively. Residents who leave personal items in living rooms and common spaces take on the liability of leaving items in those spaces.

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 and other devices). 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 Vice President for Student Life & Dean of Students or a designee is prohibited. No fundraising activity may involve the solicitation/completion of a credit card application.

Student-owned businesses must comply with local laws regarding permits and procedures. Students may not set up goods in common rooms or other public areas without explicit permission from the Vice President for Student Life & Dean of Students.

In accordance with the University’s policy on partisan political activity, no political fundraising may take place on campus, including the solicitation of campaign contributions and the sale of campaign materials. While campus individuals and organizations are free to collaborate on event funding or to request funds from bodies constituted for the purpose of

providing funding for campus events (Student Government Association), individuals and organizations are not permitted to issue blanket and/or anonymous appeals on campus for contributions to events. Non-University-related individuals, groups, or organizations may not solicit for funds or sell goods or services in residence halls.

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, weightlifting 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 Campus 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. There is a \$20 replacement cost for second or subsequent Student Identification cards.

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.

During the summer there are limited to no services on campus, i.e., dining services, health services, counseling center. It is important for students to understand these limited options when choosing on campus accommodations.

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). 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.
- tampering with locks or other security devices.
- sleeping in common areas of residence halls
- having more than one individual in a shower stall at a time
- defacing University property (e.g., spray painting, using sidewalk chalk)
- 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."

MISSING STUDENT POLICY

Any Campus Security Authority may be immediately contacted when a student or employee believes a student who lives in on-campus student housing has been missing for twenty-four (24) hours or anytime a student is missing and the circumstances are not known or there is reason to believe the student may be in danger.

The purpose of this policy is to establish a framework for cooperation among members of the university community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when absent from

the university for more than twenty-four (24) hours without any known reason. All reports of missing students shall be immediately referred to the Office of Campus Safety, which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Every student living in on-campus student housing, regardless of age, shall have the opportunity to identify one or more persons to be contacted by the university in case a student is determined to be missing. Students are offered this option to provide this information to the **Vice President for Student Life & Dean of Students** in writing or by phone at 570-372-4139 each year, regardless of whether the student has identified contact persons in previous years. Contact information will be registered confidentially, accessible only to authorized campus officials and will not be disclosed to external parties except law enforcement personnel in furtherance of a missing person investigation.

If a missing student is under 18 years of age and not emancipated, Campus Safety will notify a custodial parent or guardian of the missing student not later than twenty-four (24) hours after the determination by Campus Safety that the student is missing in addition to notifying any additional contact person designated by the student.

Campus Safety will also notify the Selinsgrove Borough Police Department not later than twenty-four (24) hours after it determines that the student is missing.

ADDITIONAL GROUP HOUSING STANDARDS

Group housing includes housing that is designed to house three or more individuals in a suite, apartment, townhouse, or house. This includes Avenue houses, 18th Street apartments and townhouses, Liberty Alley townhouses, Sassafras townhouses, West Village suites, and Seibert suites.

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 including the University Avenue Housing Manual. Any violation of the standards will result in 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 Office of Residence Life (including Resident Assistants), Greek Life, the Office of Facilities Management (including housekeeping staff) or the Office of Campus Safety.

Vacancy Information

Greek Avenue houses will be filled by the House Manager in collaboration with the Office of Residence Life. House managers will meet with the Director of Residence Life to review the housing process and timeline. When a vacancy occurs over a break period or during the semester, it is the house manager's responsibility to communicate with the Office of Residence Life who will be filling the space. In the event a chapter cannot fill a vacancy, the university holds the right to fill vacancies with non-affiliated students if the need arises. The university reserves the right to consolidate members of the house. If a percentage of the house is not filled with members, the university reserves the right to suspend chapter activities in the house.

Bathrooms

The existing campus policy for common area bathrooms will be enforced in group housing units. No storage of personal items/toiletries is allowed in the bathrooms, unless there is an existing 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. For weekly cleaning, all countertops, vanities, showers/tubs, etc. must be clear.

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. Prior to the end of the semester billing cycle, non-residents may come forward and report responsibility to the Office of Residence Life in order to have the charges removed from the accounts of the residents.

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, apartments, or townhouses. 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. Furniture in common areas will be limited to 3-4 upholstered pieces, per room, depending on the size of the furniture and room.

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 18th 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, Apartments, and Townhouses

Nothing that is conspicuous, violation of any other policy, 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 Assistant Director of Leadership and Engagement before being placed outside. Interior furniture will not be approved. Any interior furniture found on exterior porches or patios will be discarded at the expense of residents. This includes, but is not limited

to, couches, coffee tables, kitchen tables or kitchen chairs. Residents of group housing can be asked at any time to remove approved or unapproved patio furniture. Magnetic screen coverings are not permitted on exterior doors.

Porches and yards of Avenue houses, 18th Street apartments and townhouses, Liberty Alley townhouses, and Sassafras townhouses must remain free and clear of all furniture, trash, recycling, equipment and any other miscellaneous items. Any item found on the porch/yard areas for an extended time will be discarded upon inspection at the cost of the residents. Pop-up tents are not permitted over patios on 18th Street, or to be used in the yards on University Ave, 18th Street, and Sassafras townhouses.

Holiday lights will be permitted ten (10) days prior to the holiday and must be taken down forty-eight (48) hours after the holiday has occurred.

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/Kitchens

A refrigerator, range, microwave and sink or some combination of these 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 and potato peels in garbage disposals is prohibited because these are likely sources of damage to pipes and disposals.

Weekly cleaning will occur in kitchens/kitchenettes. Countertops, sinks, and stoves must be clear of all items in order to be properly cleaned.

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

The Office of Residence Life and Office of Facilities Management works closely with students who require personal storage over summer break. Limited storage is available for international students and students with special circumstances.

Organizational items for those living on the Avenue may be stored in closets or the shed behind 310 University Avenue (Greek letter organizations). Personal items cannot be stored in organizational spaces or the shed behind 310 University Ave. Access to this shed can be obtained from the Director of Leadership & Engagement 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.

Unauthorized Entry: Attics, Basements, Second Floor Porches, Balconies, and Roofs

All attics, basements, second floor porches, balconies, and roofs are considered "off limits" to all residents. Any items found to be stored without approval in these areas will be discarded at the expense of the residents. Items found on second floor porches will be discarded at the expense of the residents (Student Handbook, p. 76).

Chapters that have approval to use the attic space as chapter storage do not have regular access to the space. Arrangements must be made with the Assistant Director of Leadership & Engagement to access their attic. At the time of

access, the members will have minimal time to get items from storage before the attic is locked once again. These spaces should remain orderly and organized. Chapters should clean these spaces at the end of every academic year. Misuse of attic storage space, including storing personal items, will result in loss of the privilege to store items in that space.

University Housing Agreement

This document and those referred to within it constitutes Susquehanna University's Campus Housing Agreement, hereafter referred to as the Agreement. The services described in the Agreement are offered exclusively under the terms and conditions stated.

Time Period of Agreement

This agreement is binding for one academic year beginning the day the resident is scheduled to check-in for fall semester and ending the day SU campus housing closes at the end of spring semester. If the resident enters into a contract after the academic year has begun, the contract is binding from that date onward. Students must register during break periods to remain on campus when SU is closed.

Residents are responsible for their room and common areas until both the resident and their belongings vacate the premises, checkout properly and end the agreement per its conditions.

Termination of the Agreement

The University reserves the right to cancel the resident's agreement and administratively remove and/or relocate the resident without refund for any violation of contract terms or other University policies.

Housing Requirement

All full-time students are required to reside in campus-owned or operated housing for the academic year unless they are:

1. 23 years of age or older at the start of the academic year
2. Living with a parent/guardian at their primary residence, which is within 45 minutes driving distance from campus
3. Married and living with their spouse
4. The parent/guardian of a child with whom they are living
5. Have completed 8 semesters in residence at Susquehanna

Students that fall into any of the categories above may request a formal exemption from campus housing from the Office of Residence Life. Exemption requests must be submitted at least two weeks prior to the start of the semester for which the exemption would apply.

Housing Eligibility

It is the policy of Susquehanna University to offer full, equal and non-discriminatory housing to all students without regard to their race, color, religion, nationality, gender, gender identity and sexual orientation.

To enter into a campus-housing agreement, residents must be enrolled in at least 12 credits per semester at Susquehanna University. If the resident loses their status as an enrolled student at any time during the period of this contract or if the resident fails to carry at least 12 credit hours in the semester, the resident may be required to vacate their campus housing within forty-eight (48) hours of that loss of status.

SU reserves the right to deny campus housing or terminate an existing housing assignment to individuals whose conduct and/or criminal record indicates a perceived or actual threat or danger to the University community, including students, faculty, staff or guests.

University Obligations

Susquehanna University agrees to provide clean, habitable premises and to keep them in good repair.

Resident Obligations

Residents agree to become familiar with and observe all rules and policies outlined in the Student Handbook and all other departmental regulations found on individual mySU sites, the University website and in printed departmental materials. Additionally, residents agree to conduct themselves in a manner, which is in the best interest of the health and general welfare of the SU facilities, residents and themselves.

Housing Assignments

This agreement may not be transferred to another person in any manner. Residents may not change rooms without official permission from the Office of Residence Life.

The University reserves the right to make reassignments and temporary assignments as deemed necessary. Partial vacancies in rooms may be assigned at any time.

Payment

Room fees are set each year by the Susquehanna University Board of Trustees. Fall semester room fees are included in July billing. Spring semester room fees are included in a December billing. Failure to pay room fees by the specified due date may result in loss of campus housing assignment. Additionally, residents whose accounts are not in good standing may be restricted from accessing campus housing or participating in the spring housing selection process.

Failure to Complete Agreement/Refunds

This agreement is binding for the entire academic year. After the start date of each semester, failure to complete the agreement for any reason, including disciplinary removal from campus housing, will not result in a refund of the room fee.

Use of Campus Housing

It is understood that campus housing and the adjacent grounds are for the use of student residents and University guests only. All residents are responsible for what occurs in their assigned room and adjacent common areas in apartments, houses and townhouses.

Residents are prohibited from using campus housing for commercial enterprises. Accessing unauthorized storage areas, attics, basements, second-floor porches, roofs, and balconies is also prohibited.

Keys/IDs

Residents are required to carry their SU ID at all times as they provide access into approved buildings and must be presented when requested by University staff. Residents are issued key(s) to their room and house/townhouse/apartment (where applicable). Loss of keys during residency or failure to return keys at the time of checkout will result in charges being assessed to the student for the costs related to a lock change. Residents may not duplicate any University key or give a key that has been assigned to them to anyone else.

Meals

All campus housing comes with a full, student meal plan. Only residents of the 18th Street Commons and Liberty Alley may opt out of the full meal plan.

Liability for Personal Possessions

The University is not liable for the loss of, theft of or damage to student personal possessions housed in University facilities. Residents are encouraged to carry private insurance on personal possessions.

Abandonment – Personal Property

If a student leaves any personal property on campus following the termination of this agreement, such property will be disposed.

Right of Entry

Susquehanna University, its officers, employees and agents shall have the right to enter residents' campus housing at reasonable times for the purpose of inspection and repair, preservation of health, safety and recovery of University-owned property or to investigate possible violation of University policy.

University Furnishings/Damage Liability

University property, including furnishings and fixtures, may not be moved from the assigned area within the hall. Residents are liable for all damage, beyond wear and tear, within their assigned room, in common areas within their housing unit, and to the exterior of their buildings. In the case of damage to common and exterior areas in which the

responsible party is unknown, the cost of repair will be divided amongst all residents of the housing unit. Billing occurs monthly.

Guests

A guest is anyone found in a campus housing location to which they are not officially assigned. Students hosting a guest must obtain advance permission from roommates, suitemates and housemates. Hosts are responsible at all times for a guest's behavior and all guests must comply with University policies. All guests are required to register, upon arrival to campus, with Campus Safety and may stay on campus no more than two (2) nights in a two-week period.

Pets

Students are not permitted to have animals (with the exception of small fish in a 20 gallon or less tank or pre-approved service or assistance animals) in campus housing.

Alcohol/Drugs

The University follows all federal, state and local laws regarding the possession and use of alcohol and controlled substances on campus. Please refer to the "Alcohol and Other Drug Policies" section of the Student Handbook for detailed regulations.

Smoking – Including E-Cigs/Vapor

Smoking is prohibited in all campus housing, including smoking tobacco products using any device that emits smoke or vapor. Those who smoke outside must do so 25 feet from any entrance or window and must dispose of materials in designated ashtrays.

Weapons/Explosives

Residents may not possess or store on campus any object or substance that is designed to inflict a wound or cause injury. See Weapons definition in the Student Handbook.

Fire Safety

Residents of campus housing must follow all fire safety policies outlined in the Student Handbook. This includes, but is not limited to, small appliances/electric devices, fireworks, occupancy limits, fire safety equipment, fire drills and fire/safety checks.

Check-In and Check-Out

Information regarding check-in and checkout dates and procedures can be found in memos distributed by Residence Life staff. Residents may not check-in to their campus housing prior to the published date of move-in for each semester. Students must receive keys from Residence Life prior to moving in. Residents checking out of campus housing must complete all required procedures. These include cleaning of room and any related common areas, removal of all personal items from campus, returning keys, completing a room checkout form and scheduling a room inventory with a member of the Residence Life staff. Failure to checkout properly could result in conduct proceedings.

Break Periods

Campus housing closes for breaks during the academic year for Fall Break, Thanksgiving Break, Winter Break, and Spring Break. Residence halls are also closed for the summer except on a limited basis. Students who require housing during breaks must register with the Office of Residence Life to ensure their safety.

All students not registered for break housing are required to vacate campus for the entirety of each break and checkout of their rooms according to the closing procedures laid out by the Office of Residence Life. For breaks during the year, this includes, but is not limited to, securing windows and doors, taking home animals, unplugging appliances, and removing perishable items/trash. For Summer Break, students are expected to check out completely from their campus housing.

Students who need to be on campus for University commitments will be communicated with by their host and the Office of Residence Life prior to the break period. Students who need to request to stay over the break period must fill out the Break Housing form before the deadline in order to receive permission to stay.

Students found in campus housing over break periods without permission will be asked to leave campus immediately and will be documented in the Student Conduct system.

IV. RESOURCES FOR STUDENTS AND STUDENT ORGANIZATIONS

POLICIES FOR STUDENT ORGANIZATIONS

Recognition

In order to become a recognized organization eligible to receive funds from the Student Government Association and to reserve campus facilities for meetings or events, new groups must:

- Conduct an open all-campus meeting inviting participation,
- Hold at least one organizational meeting,
- Draft and approve a constitution,
 - 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.”
- Obtain the signatures of at least five full-time students interested in joining the club,
- Elect a president and treasurer and obtain a faculty or staff advisor.
- Submit the above information to the Student Government Association Parliamentarian and Program Coordinator for Leadership & Engagement for approval by the Senate.
- After receiving approval, the organization must complete the Organization Recognition form found on Presence to register with the Office of Leadership and Engagement.
- Members of clubs such as the Geo Club, Rugby Club, etc. may be asked to sign a waiver of liability form before participating in club activities.

NOTE: The expansion and recognition process for Greek social organizations can be obtained from the Office of Leadership & Engagement.

For further specific information regarding the formation and recognition of student organizations, check SGA guidelines or see the Office of Leadership and Engagement.

ANTI-HAZING POLICY

Policy Statement

Susquehanna University believes that an effective group, organization, or team is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority and loyalty to the principles of higher education and does not tolerate hazing. Any student, alumnus, student group, or student organization including varsity athletics found responsible of hazing, aggravated hazing, or organizational hazing under this policy, whether occurring on or off campus, may face disciplinary action from the Susquehanna University, and may also face criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18Pa. C.S. 2801, et seq.

Purpose

The purpose of this policy is to state Susquehanna University’s Anti-Hazing Policy; identify how Susquehanna University will enforce this policy; and identify resources for reporting violations of this policy.

Application

All individual students who attend, has been admitted to, has applied to attend, or prospective students and athletic recruits visiting Susquehanna University, student organizations to include fraternity/ sorority, association, corporations, order, society, corps, club or service, varsity athletics, social or similar group who members are minors, students, or alumni of an organization or Susquehanna University. In addition, this policy applies to university officials and any other persons associated with an organization.

Jurisdiction

This policy applies to any acts of hazing, aggravated hazing, or organizational hazing occurring on or off campus, including travel to and from organization, athletic, or university sponsored trips.

Prohibited Acts

Susquehanna University adheres to The Timothy J. Piazza Antihazing Law. The Timothy J. Piazza Antihazing Law defines hazing to include: Hazing, Aggravated Hazing, and Organizational Hazing. Hazing, Aggravated Hazing, and Organizational Hazing (defined below) are each prohibited by this policy. It shall not be a defense that the consent of a minor or student was sought or obtained. It is also not a defense that the conduct was sanctioned or approved by the organization.

Hazing: A person commits the offense of hazing if the person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the items listed below in (1)-(6). Hazing shall NOT include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

1. Violate Federal or State criminal law;
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects a student to a risk of emotional or physical harm;
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
5. Endure brutality of a sexual nature;
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Aggravated Hazing: A person commits the offense of aggravated hazing if the person commits a violation of Hazing that results in serious bodily injury or death to the minor or student; and

1. The person acts with reckless indifference to the health and safety of the minor or student; or
2. The person causes, coerces, or forces the consumption of an alcoholic liquid or drug by the minor or student.

Organizational Hazing: An organization commits the offense of Organization Hazing if the organization intentionally knowingly, or recklessly promotes or facilitates a violation of Hazing or Aggravated Hazing.

In addition to Hazing, Aggravated Hazing, and Organizational Hazing as defined by the Timothy J. Piazza Antihazing Law, the following actions taken or situations created on or off Susquehanna University campus grounds; by a student, alumnus, student group, or student organization including varsity athletics; that endanger 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 initiating, admitting, or for the purpose of continuing or enhancing a student's membership or status in an organization are prohibited.

An individual violates the anti-hazing policy if they cause, coerce, or force a student to do any of the following:

1. Violate Susquehanna University Code of Student Conduct, Sexual Misconduct & Gender Based Violence Policy, Code of Academic Honesty, Policies for Student Organizations, or any other regulations and policies of Susquehanna University as outlined in the Student Handbook;
2. Endure activities that might be morally offensive or humiliating, including tasks of servitude, pranks, public stunts, quests or scavenger hunts, harassment of another organization, wearing public apparel that is conspicuous and not normally in good taste, dress that is inconsistent with weather conditions, or activities that might interfere with scholastic activities and participation in other university events
3. Endure an intimidating or hostile situation, whether directly or indirectly, through social media, created by an attempt of a student, group of students, or student organization to interfere with a person(s)' ability to function in the academic or residential setting, or to subject a person(s) to unwanted and unsolicited attention in accordance with the judgement of university officials.

Additional Definitions Applicable to this Policy

“Alcoholic liquid”: A substance containing liquor, spirit, wine, beer, malt or brewed beverage or any combination thereof.

“Bodily injury”: Impairment of physical condition or substantial pain.

“Drug”: (i) substances recognized in the official United States Pharmacopoeia, or official National Formulary or any supplement to either of them; and (ii) substances intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in man or other animals; and (iii) substances (other than food) intended to affect the structure or any function of the human body or other animal body; and (iv) substances intended for use as a component of any article specified in clause (i), (ii) or (iii), but not including devices or their components, parts or accessories.

“Group of students”: a number of persons who are associated with each other, but who have neither complied with University requirements for registration as an organization nor have a specific membership or team identity.

“Minor”: an individual younger than 18 years of age.

“Organization” or **“student organization”**: fraternity/ sorority, association, corporations, order, society, corps, club or service, varsity athletics, social or similar group who members are minors, students, or alumni of an organization or Susquehanna University

“Serious bodily injury”: Bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

“Student”: All individual students who attend, has been admitted to, has applied to attend, or prospective students and athletic recruits visiting Susquehanna University.

“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.

Reporting Violations of this Policy

Susquehanna University encourages all members of the Susquehanna community who believed that they have witnessed, experienced or are aware of conduct that constitutes Hazing, Aggrated Hazing, or Organizational Hazing in violation of this Policy to report the concern directly to the Office of Leadership & Engagement, Vice President for Student Life & Dean of Students, Associate Director of Athletics, Campus Safety or by submitting a [Hazing Concern Form](#) found on the Student Life mySU page.

Enforcement of this Policy

Any violation of this Policy shall be deemed a violation of Susquehanna University’s Student Code of Conduct and applicable laws. All allegations of Hazing, Aggravated Hazing, or Organizational Hazing will be investigated by Susquehanna University Campus Safety.

Sanctions

Anyone found responsible for violating this Policy may face disciplinary action including expulsion from Susquehanna University. In addition to a description of the university conduct process, an outline of sanctions can be found in the Susquehanna University Student Handbook. Sanctions as a result of a violation of this policy are in addition criminal charges under state law, including The Timothy J. Piazza Antihazing Law, 18Pa. C.S. 2801, et seq.

Medical Amnesty Policy

An outline of the Susquehanna University Medical Amnesty Policy as it relates alcohol and drug- related medical emergencies and students and organizations can be found in the Susquehanna University Student Handbook. Student organizations are requested to seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the use of alcohol and/or drugs. It is paramount that organizations seek assistance in any emergency situation.

Susquehanna University Biannual Anti-Hazing Report

Susquehanna University will maintain a report of all violations of this Policy or of Federal or State laws related to hazing that are reported to Susquehanna University. Susquehanna University will update the report biannually on January 1 and August 1 and will post the updated report on Susquehanna University’s publicly accessible website.

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.

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.

SOCIAL EVENT POLICY

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.

All events shall comply with the Susquehanna University rules and regulations as set forth in this Student Handbook, as well as federal, state, and local laws.

An organization that plans to have a Social Event must complete the [Event Registration Form](#) and meet the following requirements:

Alcohol Control

- Distributing alcohol through a common source, including bulk quantities (e.g., kegs, jungle juice, coolers), which are not being served by a licensed and insured third party vendor, are prohibited. The only acceptable means of distributing alcohol is described below.
- No alcoholic beverages may be purchased using organization funds, or funds pooled by members or guest (e.g., admission fees, cover fees, collecting funds through digital apps), nor may an individual purchase/provide alcoholic beverages on behalf of the organization.
- Alcohol may be brought to a Registered event (BYOB) by individuals who are both:
 - 21 years old or older and,
 - Appear on the registered event guest list (including members of the host organization).
- Alcohol being consumed at the Social Event, must only be consumed by the 21+ year old who brought it to the Social Event.
- No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- Organization members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substance while at any Social Events.
- The total amount of alcohol at the event may not exceed four portions per 21+ year old who appears on the guest list.
- Alcoholic Beverages:
 - 12-ounce beers or spiked seltzer, 187-mL wine, or 8-ounce malt liquor per 21+ year old who is present. Guidelines for beverages are as follows:
 - Must be in cans, paper, or plastic containers. No glass;
 - Must be a single serving container;
 - May not exceed 6% alcohol content;
 - All containers must be sealed. Any container that has been opened will not be accepted at the entrance;

- At the event, a 21+ year old may receive and be in possession of only one beverage at a time;
- Students may only consume one beverage per hour while the event is in session;
- Alcoholic beverages may not be served until the official start time of the event;
- Alcohol may not be served to any person who is visibly intoxicated or does not have a 21+ wristband;
- Members of host organization or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games. One 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 Student Leadership & Engagement.

Scheduling of Social Events

- Registered Events may only be held in the 18th Street Commons Community Building, University Avenue houses or the Phi Mu Delta House or a location approved by the Dean of Students & Campus Life;
- Greek Letter Organizations must file a valid Host Liquor Liability Insurance with the Office of Leadership & Engagement (contact your organization to request a copy);
- The number of Social Events permitted each semester is based on the organization's demonstrated ability to effectively register and manage its Social Events;
- Social Events may only be held when the fall and spring academic terms are in session. They may not be held during midterm examination periods, reading days, final examination periods, or, for Greek Letter Organizations, during any event or activity related to the new member joining process or new member education activities.;
- Proper registration must be filed by noon, five (5) business days prior to the function (e.g., Student organizations requesting an event for Friday or Saturday must register by 12 p.m. on Monday of the same week). The registration form will include the guest list, TIPS Team Members, any contracts related to the Social Event (off campus social events must be registered three weeks in advance, see Formal Policies);
- Any event where alcohol is present may not be advertised, must be by invitations only, and the host organization must utilize a guest list system;
- Attendance at Social Events is limited to 2:1 maximum guest to member ratio, and must not exceed local fire or building code capacity of the venue;
- Social Event Hours:
 - Authorized Social Events will be scheduled for no more than four-hour periods on Friday evenings, Saturday afternoon or evenings, or Sunday afternoons;
 - Registered Events starting Friday and Saturday night must end by 2 a.m. no matter what the start time is; events on Sunday must end by 8 p.m.
 - 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.

Management of Social Events

- Guests may only enter Social 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;
- All guests, including organization members, are required to carry their Susquehanna University ID or SU Guest pass on their person or will be asked to leave by a TIPS Trained Member;
- 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;
- 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 Social Event who is responsible for the actions of the guest. Non-SU guests may not receive a wristband or be served alcohol;
- 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);

- 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;
- The host organizations must provide a minimum of 5 TIPS Team Members or 10:1 maximum guest-to-TIPS Member ratio. Uninitiated members of Greek Letter Organizations may not serve as a TIPS member.
- Contact the Office of Leadership & Engagement for a list of students who are TIPS trained. TIPS Team Members do not have to hold membership in the organization which is hosting the event.
- The minimum amount of TIPS Team Members, should perform their duties as follows:
 - 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 alcohol to the designated bar area, verifying approved beer cans and alcohol content, calling Campus Safety to assist intoxicated individuals per TIPS training, and turning away individuals not on the guest list, including host organization members;
 - One TIPS Team Member at the designated bar area serving 21+ year old individuals with wristbands one drink per hour;
 - One TIPS Team Member by the stairs to prevent individuals from going upstairs unless the only bathroom in the location is upstairs then they will monitor bathroom usage (in the case of the 18th Street Commons Community Building, this member can be an extra “floater” or assist at the bar area);
 - 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;
 - Note that Campus 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.
- Hosts of the Social Event are responsible for the oversight of guests’ actions, including members of the organization e.g., excessively loud noise, conduct unbecoming, underage individuals consuming alcohol. Hosts are also responsible for restoring the venue, including the outside of the venue, to its original state as approved by The Office 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.
- Students may not leave the Social Event and return with more alcohol. Students may not arrive to the Social Event after two (2) hours into the Event.
- Unused alcohol shall not be returned to guests until the following day or may be disposed of by the TIPS Team at the conclusion of the event.
- Receiving approval for a Social Event indicates an agreement on the part of the members of the organization to adhere to the Code of Student Conduct, and the Social Event Policy as outlined above. Susquehanna University’s university officials, including student staff and Campus Safety Specialists 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 result in disciplinary action through student conduct and/or preclude the host organization from hosting future registered events.

FORMALS POLICY

Policy Statement

All organization formals taking place on or off campus with or without alcohol present are to be registered with the Office of Leadership and Engagement using the [Presence Event Registration Form](#) three weeks prior to the formal taking place. Organization members must use third party transportation to and from off campus venues if alcohol is being served. In addition to following the “Social Event Policy” as outlined in the student handbook under policies for students and student organizations, organizations must submit copies of any contracts, prior to signing them for review by the Office of Leadership & Engagement, pertaining to vendor, venue, and transportation. Completed contracts are to be uploaded and submitted with the Presence Event Registration Form.

Who is Governed by This Policy?

This policy applies to all university student organizations recognized by the Student Government Association, Greek letter organizations, and varsity athletic teams.

Purpose

The purpose of this policy is to state Susquehanna University's expectations in creating a safe and healthy environment at on and off campus events hosted by organizations affiliated with Susquehanna University.

Additional Definitions Applicable to this Policy

- "Organization" is defined as a fraternity, sorority, athletic team, association, corporation, order, society, corps, club or service, social or similar group, who members are primarily students or alumni of an organization or institution.
- "Formal" or "Semi-Formal" is defined as an organized social event taking place on or off campus where alcohol may or may not be served.

Enforcement of this Policy

Any violation of this policy shall be deemed a violation of Susquehanna University's Student Code of Conduct. All organizations may be held accountable as outlined in the Student Code of Conduct should they be found in violation of this policy.

EVENT AND PROGRAM GUIDELINES FOR ORGANIZATION ACTIVITIES

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 Office of Leadership & Engagement prior to finalizing and signing a contract.

Reading Days and Examination Periods

No co-curricular or extracurricular activities or programs by students, faculty or staff, are permitted during the period reserved in the academic calendar each semester for Reading Days and Examinations. Please see the Academic Calendar for Reading Days and Examination schedules.

Co-Curricular Events, Activities and Programs Date Reservation & Registration

All co-curricular events and activities must be scheduled on the master calendar with the Office of Event Management by reserving a space on the Event Reservation Form located on the mySU Event Management (EMS) page or the Office of Leadership & Engagement. This is necessary so that conflicts can be avoided in facility/resource usage. Because the University Calendar, the Calendar of Public Events, The Quill and other publicity depend upon the Office of Leadership & Engagement and the Office of Event Management for accurate information concerning co-curricular programs, it is essential that the information the office receives be as accurate and complete as possible. Programs will be scheduled in accordance with the following policies:

- All requests must be submitted within three working days prior to the event using the Presence Event Registration Form. For all student-sponsored social events, the names of two persons (preferably officers or program chairs and the advisor of the sponsoring organization) who assume responsibility for the event and will be present for the entire event must be listed Event Registration Form.
- All events held on campus must be sponsored by a recognized student organization or university department or the event will be treated as a non-university sponsored activity and contracted as such.
- Permission for events can be denied by the Office of Leadership & Engagement or the Office of Event Management. Valid reasons may include conflicts with other activities, inappropriate nature of the event, no completing registration by the deadline, or other circumstances.
- The person who schedules the event is responsible for notifying the Office of Leadership & Engagement (ole@susqu.edu) and the Office of Event Management (oem@susqu.edu) as soon as it is known that an event is to be canceled or has been changed.
- The Quill newspaper must receive all promotional information (for non-Social Events) no later than Tuesday at 4 p.m. for the event to be included in that Friday's edition.
- A current list of registered activities calendar is available on Presence.
- Any scheduling conflicts, problems or questions should be referred to the Office of Leadership & Engagement who, in conjunction with the Office of Event Management, has final authority for all scheduling issues.
- Note: Once approved, the nature of the event may not be altered without approval from the Office of Leadership & Engagement, in conjunction with the Office of Event Management.

The process of receiving the facility confirmation from Event Management and registering your event, via the Event Registration Form on Presence, happen simultaneously.

Student Organization Finance Information

- **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 Office of 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.
- **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 invoices directly to the Finance Office or Accounts Payable at accountspayable@susqu.edu. The vendor will need to include the student organization and the name of organization’s representative making the purchase on the invoice. 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.
- **Check Requests:** Checks are prepared from properly completed and approved check request forms and must be stapled to invoices or other supporting documentation. Required information includes the full 13-digit agency account (Example: 71-00-XXXX-XXXX), the amount to be paid, check delivery/pick up options and approvals. Listings of appropriate expense sub-Codes are available for reference in the Finance Office and from the Leadership & Engagement Coordinator in the Office of Leadership & Engagement. Properly completed requests received at Accounts Payable prior to 4 p.m. Monday will result in checks being available on Friday for pick up in the Finance Office or-mailed 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 Finance 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. These students providing services (e.g., DJ, photographer) will need to be paid an hourly rate through the Payroll Office.
- Any new vendors will need to complete and return the New Vendor Request Form, New Vendor Rev-1832, and a recent W-9 Form (and option New Vendor Direct Deposit Auth Form) prior to receiving payment. Student organizations can contact the Finance Office to confirm if a vendor is considered “new” and have to complete this process. All New Vendor paperwork is found on mySU (quick links, forms, Finance Office).
- Any questions regarding organizational accounts should be directed to the Office of Leadership & Engagement.
- **Student Reimbursement under \$60 – Petty Cash:** Students are to use the Petty Cash Request Form (mySU, quick links, Forms, Finance Office) for expense reimbursements under \$60 only. Multiple petty cash requests for a single account cannot exceed \$60. Original receipts supporting the amount requested must be attached, along with your organization’s or departmental account number and a signature from your faculty/staff advisor or supervisor. Organizations must confirm that their organization’s fund balance can support their purchase/reimbursement prior to their purchase. Requests submitted before 2 pm will be available for pick-up after 2 pm the following business day. Submit requests to the Office of Leadership & Engagement. Students requesting reimbursements over \$60 will need to complete the Check Request Form (found in the same location as the Petty Cash Form on mySU.)
- **Student Cash Advance:** Student organizations may use the Student Cash Advance Form (mySU, quick links, forms, Finance Office) to request a cash advance for up to \$100 prior to their event. The form must include your organization’s or departmental account number and a signature from your faculty/staff advisor or supervisor. Multiple advances from a single account cannot exceed \$100. Organizations must confirm that their organization’s fund balance can support their cash advance prior to receiving the advance. Students are required to turn in receipts and/or unused portion of the amount disbursed within three (3) days from their event. Requests submitted before 2 p.m. will be available for pick-up after 2 p.m. the following business day. Requests should be submitted to the Office of Leadership & Engagement. Do not use this form for travel reimbursement, payroll requests, journal entry requests or budget changes.

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.

Student Organizations should follow the following procedures to successfully plan and implement fundraisers on campus:

- 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 online Presence Event 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.
- 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 Office of Leadership & Engagement may deny future fund-raising privileges for that particular organization for a period not to exceed one year.
- Student organizations selling products need to adhere to these additional guidelines:
 - Items must be approved by the Office of Leadership & Engagement (via the online Presence Event Registration Form).
 - Items must be reasonably priced, represent a fair deal for purchase and be quality products.
 - Items must be in good taste and should not be messy, loud or offensive to the general public.
 - If items directly compete with the Campus Bookstore or Dining Services, clearance must be obtained from the supervisors of those operations.
 - Sale of items utilizing the name, logo or mascot of Susquehanna University must obtain additional permission by the Office of Communications.
 - Items that are prohibited in the residence halls per the Office of Residence Life on-campus housing policies (e.g., shot glasses, drug paraphernalia, candles, incense) may not be sold or distributed.
 - No fund-raising activity may involve the solicitation/completion of a credit card application. As a result of a vote by SGA in fall 1999, credit card vendors are not permitted to actively solicit on campus.
 - Student Organizations must register their fundraiser through the Event Registration form located on Presence. If approved, the fundraiser contact will receive a confirmation from the Leadership & Engagement Coordinator.
 - 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.
 - Limited storage space, for student organizations, is available in lockers near the 24-hour computer lab in Degenstein Campus Center. Keys may be kept at the Information Desk for group members to check out as needed. Storage for group items, including funds raised as a result of an approved fundraiser, may not be kept in the Office of Leadership & Engagement unless authorized.
- Locations for fundraisers:
 - 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 Event 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 Event Management.
 - Residence Halls: No fundraising/soliciting may be conducted in the Residence Halls without written approval from the Office of Residence Life and the Office of Leadership & Engagement. Limitations may be applied to groups wishing to fundraise in the residence halls beyond those described in this policy.
 - 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.
 - Other campus facilities & grounds: Contact the Office of Leadership & Engagement for restrictions on other areas of campus beyond those listed above.

Travel Regulations

- All student organization travel must be registered using the online Presence Event Registration Form. This includes transportation to formals, conferences, other universities, etc. Provide travel details within the form including but not limited to the names and contact information of those traveling, travel details (time leaving, time returning, type of travel, lodging location, etc.). This information will be used in case of emergency.
- All student organization travel shall be arranged by the organization's advisor or the Office of Leadership & Engagement.
- Student organizations should not sign any contracts without having them first reviewed by the Office of Leadership & Engagement and/or the organization advisor.
- 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, department chair, or the Office of Leadership & Engagement. The driver must be certified by the university. The driver certification takes at least 2-3 weeks to complete. Contact the Office of Leadership & Engagement to learn how to become a certified driver.
- The university can restrict or eliminate travel at any time due to health and safety guidelines.

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 Office of Leadership & Engagement.

POLICIES FOR CAMPUS EVENTS AND ADVERTISING

Guest Speakers and Programs

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.

Guidelines

- All guest speakers and programs must follow the policies outlined under Co-Curricular Events, Activities and Programs Date Reservation & Registration.
- 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 their position.
- Appropriate scheduling arrangements must be made through the Office of Event Management and the Office of Leadership & Engagement.
- The sponsoring group has the responsibility for hospitality (e.g., 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.
- The sponsoring group has the responsibility of notifying the President- the Provost and/ or the Vice President for Student Life and Dean of Students and the Office of Leadership & Engagement of any guest speaker at the time of scheduling, and before final arrangements are completed.

Facility Usage Responsibilities

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.
- Area, including floors, must be clean.
- Furniture reset in original set-up.
- Windows closed.
- Lights out.
- Technology turned off and/or returned per arrangement with IT and Event Management.

Fire Pits

The fire pits at 18th Street Commons and The Robert Ginader Memorial can be used by faculty, staff and students, provided permission has been granted in advance from Event Management.

- Reserving these fire pits through EMS is required to ensure the fire pit will be available for your event.
- Events must also be registered with the Office of Leadership & Engagement through the Event Registration Form on Presence.
- The use of portable fire pits or any open flame is prohibited.
- The event contact will be responsible for the health, safety and well-being of the attendees for the duration of the fire, and shall report any known or potential concerns to Campus Safety
 - Alcohol shall not be served or consumed at the fire pit for reasons of health and safety
- Fire pits can be used between the hours of 9 a.m. and 2 a.m.
- Non-compliance with this policy may result in the loss of permission to use the fire pits.

Room Scheduling and Lower-Level Display Tables & Vendor Policy

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 at ems.susqu.edu. 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 are required for personal use.

Off-campus vendors may contract for the use of the display tables during the academic year through the Office of Event Management. 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 (e.g., drug paraphernalia, candles, incense) as stated in this Student Handbook may not be sold by either on-campus groups or off-campus vendors.

Decorations

Campus facility users should consult the Office 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.

Bulletin Boards

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 Facilities Usage Responsibility. Each display should be limited to ten (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.

Posting Policy

The following rules and regulations govern the display of signs, posters, notices and banners affixed on university-owned or -operated property.

- 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.

- Items related to student government elections are presumed to be associated with SGA, however the individual candidate is personally responsible for their own postings.
- Any written promotion for events sponsored by commercial establishments is forbidden unless authorized by the Office of Leadership and Engagement.
- 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.
- 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.
- Any notices, publicity, etc., which are applied in such a way (e.g., paint, ink, chalk, spray fixative) so as to deface any campus building, sidewalk, lawn, tree or structure are prohibited.
- Distribution of materials through the campus mail system must meet the following requirements:
 - The requesting organization must be SU affiliated (no outside groups)
 - A request is made and approved by the mailroom supervisor
 - All printed items must be individually addressed with valid student names and Hawk numbers
 - The mailroom is unable to provide names or Hawk numbers, as this information is protected by FERPA
 - These mailings are limited to no more than 100 addresses at a time
 - The mailroom cannot accommodate mass mailings (i.e., box stuffing) since each student does not have a physical mailbox. Please use other avenues (e.g., calendar of events, social media, email) for these types of communication efforts
 - Mailings must be the size of a 4X6 postcard or larger. Any items, such as candy, must be contained within the envelope. Postcards with items taped on the outside will not be distributed.
- The use of airdrops or placement of materials on windshields is prohibited.
- Unauthorized materials depicting or announcing activities at which alcohol is consumed are prohibited.
- Commercial advertising may be placed only on the designated posting areas in the east stairwells of the Degenstein Campus Center with permission from the Office of Leadership & Engagement.
- 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 Event Management or Office of Leadership & Engagement staff, or there are multiple notices of the same event in the same location.

UNAUTHORIZED USE OF INFORMATION TECHNOLOGY

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](#) and the Information Technology Conditions of Use statement.

Examples of violations include

- Use of university technology to harass or harm any person
- Unauthorized access to or unauthorized use of Information Technology equipment and resources
- Use of resources in violation of any applicable law or regulation
- Creation and/or use of false user accounts
- Unauthorized use of another user's account
- Use of network packet sniffing software outside the classroom
- Placing rogue hardware on the LAN for the purpose of exploiting network security and policies
- Any activity that attempts to circumvent the LAN security
- The posting on university-owned computers of material that may or will be perceived to be offensive to others
- Use of university technology to violate copyright laws
- Use of phone or computer technology to perpetrate false charges
- Activities that constitute theft of service (e.g., unauthorized printing)
- Sending an email using another person's account without written permission
- Impersonating another person in any electronic communications without written permission

STUDENT EMPLOYMENT HANDBOOK

Susquehanna University is committed to promoting diversity and inclusion in all practices, policies and procedures, including our student workforce. Students are encouraged to seek employment during their time on-campus. Student employment positions are an excellent learning experience for students both personally and professionally. Through on-campus work students have the opportunity to:

- Sharpen transferable skills and career competencies for a successful transition to their first destination beyond SU
- Connect their on-campus job to their first destination after college
- Develop their professional identity through exposure to workplace behavior best practices
- Deepen professional relationships on campus through supervision and peer-to-peer interaction.

The Student Employment Team consist of members from Human Resources, Career Development and Student Financial Services.

The staff team members and the Student Employee Handbook are located on the Student Employment Portal of mySU, which outlines the student employment philosophy and provides policies and procedures to a successful student employee experience.

Please go to <https://mysu.susqu.edu/SFSV/STUEMP/Pages/default.aspx> to reference the Student Employee Handbook or to find contact information for the members of the Student Employment Team.

BLOUGH-WEIS LIBRARY

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. Librarians can be found in person at the main service desk or contacted by phone, email and chat. Personal research consultations can be easily scheduled. 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.

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 Hawk number which will remain the same during his or her four-year enrollment at SU. The Hawk 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, [Hawk#] (example: 1004)
Selinsgrove, PA 17870

Receiving First-Class Mail, Subscriptions, FedEx, UPS, DHL & USPS Packages: When an item arrives and is processed in our mailroom, an email notification will be sent to the student's SU email account. Upon receiving the email notification, the

student should come to the mailroom door to pick up their parcel. The notification must come from the Student Mail Center – not from carriers such as USPS, UPS and FedEx. Carriers often send delivered notifications before we receive/process the package.

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, CD mailers and packaging supplies for all USPS shipments.

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

Students shipping for SU-related organizations will need prior authorization from their budget manager and must provide a budget account number (a 13-digit number XX-XX-XXXX-XXXX) indicating where the shipping costs should be charged.

Academic Year Hours: Mon-Fri: 8:30 a.m.–4:15 p.m.; Sat: 10 a.m. –12:30 p.m.

Summer Hours: Mon-Fri 8:30 a.m.–noon; 1 p.m.–3:45 p.m.

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.

Regulations Governing Eligibility for Intercollegiate Athletics

- 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, they must meet the standards set by the university and the Athletic Department for academics, personal conduct and squad Codes.
- Transfer students: All transfer students should check their eligibility status with the Director of Athletics.
- In all matters of eligibility, Susquehanna shall be governed by the rules of the NCAA, the Landmark Conference and the Centennial Conference (football only).

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 Quill. The Gallery is closed for approximately two weeks between exhibitions to allow for de-installation of the former and installation of the new.