

**Student  
Policies  
Manual**

## **The Mission of Lycoming College**

The mission of Lycoming College is to provide a distinguished baccalaureate education in the liberal arts. This is achieved within a coeducational, supportive, residential setting through programs that develop communication and critical thinking skills, concepts and perspectives; explore literacy and scientific traditions; cultivate an aesthetic sensibility; elicit social responsibility; promote racial inclusiveness, general equality, and an appreciation of cultural diversity; and produce leadership for the institutions of society. Each student is encouraged to develop and strengthen virtues and traits of character that enable, ennoble, and emancipate the human spirit while deepening commitment to those values that undergird civilization.

# LYCOMING COLLEGE POLICIES MANUAL

## TABLE OF CONTENTS

<b>Academic Policies</b>	
Academic Dishonesty .....	1
Appeals to Academic Actions.....	3
Class Attendance.....	3
Final Course Grade Appeals Process .....	4
<b>Student Conduct Policies</b>	
Code of Conduct.....	5
General Provisions .....	5
Prohibited Conduct .....	8
Disciplinary Process.....	12
Appeals to Disciplinary Actions.....	19
Disciplinary Sanctions .....	20
Aggressive Student Behavior .....	21
Hazing Policy .....	22
Health and Psychological Emergencies.....	23
Sexual Misconduct Policy.....	24
Substance Abuse Policy.....	27
<b>Computer-Related Policies</b>	
Computer Systems and Facilities Use .....	30
Actions for Violators of Computer Use Policy.....	32
On-Line Student Directory .....	33
On-Line Communities and Homepages .....	33
Student Printing to Lab Laser Printers .....	33
<b>Other Policies</b>	
Consensual Sexual Relationships Policy .....	34
Disabled Students and the Accommodation Process.....	34
Fraternity/Sorority Policies.....	35
Heat and Cooling Policy.....	35
Independent/Dependent Student Status.....	35
Motor Vehicle and Parking Regulations .....	36
Posting/Distribution Policy .....	36
Readmission of Students .....	37
Records .....	27
Confidentiality of Student Records .....	37
Retention of Records .....	38
Recycling.....	39
Residency Policy .....	39
Sales, Fundraising, Solicitation .....	40
Search Policy.....	41
Sexual Harassment Policy.....	41
Smoking/Tobacco Policy.....	43
Social Events Policy.....	44
Weapons.....	44
Weather.....	45
<b>Withdrawal Policies</b>	
Withdrawal Procedure.....	45
Withdrawal for Mental Health Reasons.....	46
Withdrawal Refund Policy.....	46

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## ***ACADEMIC POLICIES***

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Consult the College catalog for all academic information. Unanswered questions about classroom rules, academic standards, graduation requirements, majors, or any other area of academic life may be addressed to your faculty advisor, the Registrar, or the Associate or Assistant Deans of the College.

### **ACADEMIC DISHONESTY**

NOTE: ACADEMIC DISHONESTY IS A VERY SERIOUS CHARGE, WHICH CAN LEAD TO SUSPENSION FROM THE COLLEGE. All students should become familiar with the rules of academic honesty and apply them in ALL academic work. Questions regarding the application of academic honesty rules to specific assignments should be directed to the instructor making the assignment.

#### **FACULTY HANDBOOK STATEMENT ON ACADEMIC DISHONESTY**

##### ***I. Definition***

Academic dishonesty is a willful perversion of truth, or stealing, cheating, or defrauding in instructional matters. Students will have engaged in academic dishonesty if they copied the work of another without attribution, willfully allowed another to copy their work, falsified information, fabricated and/or misrepresented data, submitted the work of another as though it were their own, or committed other acts of plagiarism or actions deemed to be dishonest by the instructor.

##### ***II. Instructor's Role***

Each instructor may, at the appropriate time, call to the students' attention the published statements in the College catalog regarding academic honesty. The instructor shall define for the students the limits within which the policy of academic honesty shall be applied, particularly in reference to plagiarism.

##### ***III. Procedure for Adjudication of Academic Dishonesty Cases***

First Offense—When the instructor is confronted with and can prove an act of dishonesty, discretion should be used in disposing of the matter. If, in the Instructor's judgment, the student acted in ignorance, it may serve little purpose to apply punitive measures when remedial action may be more appropriate. On the other hand, if the intent to be dishonest has been obvious and flagrant, punitive measures may be required. The punitive measures shall be either (a) a reduction in the course grade to a degree determined by the instructor, or (b) immediate expulsion from the course with a grade of "F" assigned. The instructor shall report each instance of academic dishonesty to the Provost. The report shall contain all pertinent information, such as dates, names, the nature of the dishonesty, and the nature of the instructor's action.

Second Offense—The Provost shall, in all cases involving a second offense, remand the case, with or without recommendation, to the Committee on Academic Standards for its consideration and action. The Committee on Academic Standards will conduct a hearing using the "General Provisions for Disciplinary Board Hearings" and "Order of Presentation in Disciplinary Board Hearings" of the Student Code of Conduct (see pages 14 and 15). After due consideration, the Committee may take one of the following actions:

- determine that the facts of the second offense were not sufficient to establish guilt,

- determine that the facts of the second offense were sufficient to establish guilt, thereby causing one of The following penalties to be imposed in addition to any already imposed by the instructor(s): (a) suspension; (b) dismissal.

Cases involving academic dishonesty may arise in which not all of the persons involved are currently enrolled in the course. The instructor shall report such cases in appropriate detail, through the Office of the Provost, to the Committee on Academic Standards for its action.

The Provost shall maintain a record of all written reports of academic dishonesty submitted to the Provost under this policy. The only instance wherein a notation concerning academic dishonesty may be made on a student's permanent record shall be where the student has been dismissed from the College therefor. In cases involving the first offense, the Provost may not amend the action taken by the instructor; however the Provost may suggest to the student and/or to the instructor involved certain preventive or remedial courses of action when, for example, the record indicates that such action is in the best interests of either party.

#### ***IV. Protection of the Rights of the Student***

When the instructor becomes an accuser, the student shall be confronted with the evidence and shall be permitted time to prepare an explanation and defense. Proof of guilt must be reasonably established before punitive action is taken. In all academic dishonesty cases involving a second offense, the Provost shall inform the student(s), in writing, of the reasons for the proposed disciplinary action, with sufficient detail, and in sufficient time, to ensure opportunity to prepare for the hearing with the Committee on Academic Standards. The student(s) shall have the opportunity to present witnesses who can testify to facts relevant to the charges of misconduct, and may be assisted by an advisor of his/her choice, selected from the faculty, staff, or student body of the College.

#### ***V. Appeals***

In first offense cases, with action taken by the instructor, the student shall have the right to request, in writing and through the Office of the Provost, a hearing by the Committee on Academic Standards. Hearings will be conducted using the "General Provisions for Disciplinary Board Hearings" and the "Order of Presentation in Disciplinary Board Hearings" (see pages 14 and 15). The appeal of decisions of the Committee on Academic Standards is made to the President of the College.

In second offense cases, the student has the right to appeal a decision of the Committee on Academic Standards to the President of the College. These appeals must be submitted to the President within two weeks of the date of the decision of the Committee on Academic Standards.

## **APPEALS TO THE COMMITTEE ON ACADEMIC STANDARDS**

If there are extenuating circumstances that suggest that an academic rule, policy, procedure, or requirement should not apply to you, you may present an appeal to the Committee on Academic Standards. An appeal form is available in the Registrar's Office or online at [www.lycoming.edu/registrar/studentforms.html](http://www.lycoming.edu/registrar/studentforms.html). You may also appeal deadlines and academic actions. Some of the types of petitions that the committee has considered (although not necessarily approved) include:

1. Applications for readmission from previously suspended students;
2. Waiver of residency requirement that the last eight courses be taken at Lycoming College;
3. Petition to drop or add a course after the appropriate deadline;
4. Substitution of requirements in the major or minor for a specific student;
5. Permission to schedule two independent studies in one semester or to grant permission to take an independent study with a GPA less than required;
6. Appeals of suspensions and dismissals.

## **CLASS ATTENDANCE**

The academic program at Lycoming is based upon the assumption that there is value in class attendance for all students. Individual instructors are responsible for establishing reasonable attendance policies in any given course. It is the instructor's responsibility to make these policies known early in the semester, and it is the student's responsibility to understand them and to act accordingly. When students have been absent from any class, it is their responsibility to ascertain what academic work has been missed and what should be done to make up this work. There are no officially sanctioned absences that excuse any student from the performance of the required work in any course.

Where examinations are involved, the instructor is under no obligation to give make-up examinations except in cases where students have been absent because of College-sponsored activities or other valid reasons. (The extent of the validity is to be determined by the instructor.) It is assumed all students will present themselves for final examinations at the time and place specified. Absences from final examinations are excused, with rare exceptions, only for medical reasons.

Faculty members are expected to judge whether absences are placing a student in a state of academic deficiency. When in the judgment of an instructor of a course, a student is found to be in academic deficiency by reason of absences, this judgment will be communicated in writing to the student and to the Assistant Dean for Freshmen, Assistant Dean for Sophomores, Associate Dean, and Provost. Students in a given course who are found to be in a state of academic deficiency will not be permitted further absences for College-sponsored activities.

If, in the judgment of the instructor, a student has been absent so consistently that any additional absences from the class would indicate that the student could not achieve

the desired end of college work--namely, competence in a given course of study--this judgment will be communicated immediately to the Provost who will advise the student that any further absences will result in automatic dismissal from the course with a grade of "W."

When a student is ill and is hospitalized or sent home for immediate bed care by the College physician for a period of three days or more, the Office of the Dean of Student Affairs will notify the student's instructors. When a student is absent from class for three consecutive times without an explanation, faculty members are requested to notify the Office of Residential Life for resident students and the Office of the Dean of Student Affairs for commuter students, so that appropriate staff might recommend, when needed, appropriate assistance. Other notifications of a student's class absence for a period of three days or more may be made by the Dean of Student Affairs or the Provost when there are extenuating circumstances of an extreme nature (e.g. serious illness, death in the immediate family). No retroactive explanation of a student's class absence will be made.

## **FINAL COURSE GRADE APPEALS PROCEDURE**

Assigning final course grades is a responsibility that falls within the professional judgment and expertise of each faculty member. Grades assess as accurately as possible a student's performance according to clear criteria provided in the course such as academic performance, class attendance, and punctuality in submitting assignments. Student appeals of the final course grade must follow the four-step procedure outlined below.

1. At any time after final grade reports are issued but no later than two weeks into the beginning of the semester following the conclusion of the course, the student must request an informal conference with the instructor to discuss the grade and attempt to resolve the concern.
2. If the outcome of the informal conference is not satisfactory to the student, or the instructor is not available, the student may submit a written request to meet with the department chairperson (or another faculty member in the Students are encouraged to familiarize themselves with all applicable department in instances involving the chairperson) within two weeks of meeting with the instructor. The student's request must include a written statement outlining the basis for the appeal and documenting the date(s) when the student met with the course instructor. It is the function of the chairperson to determine the relevant facts and to attempt to resolve the disagreement. The decision regarding the course grade in question will be made by the instructor in consultation with the chairperson (or his/her stand-in). The student will receive from the department chairperson written notification of the decision within one week of the meeting with the chairperson.
3. If resolution has not been achieved at step two, the student or the instructor may make a written appeal to the Provost within two weeks of the department chairperson's written notification. In order to resolve the disagreement, the Provost will confer with the student and the instructor in private sessions. If the Provost is unable to accomplish a resolution, she/he will forward the case to the Committee on Academic Standards.

4. Appeal to the Committee on Academic Standards is the most serious level which a final course grade appeal can reach. Both the student and the instructor must submit brief written statements (with accompanying documentation) to the Committee, describing the matter as they understand it. The Committee may decide not to hear the appeal on the basis of the written statements. If it does hear the appeal, the Committee will make a final decision in the matter, which could include changing the original grade. Cases involving grade appeals to the Committee on Academic Standards will be heard by the entire committee but will be voted on only by the four faculty members serving on the committee. The Provost will communicate in writing to the student and the instructor the final decision of the Committee within three weeks of receiving the appeal. This is the final step in the appeal process.

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## ***STUDENT CONDUCT POLICIES***

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### **CODE OF CONDUCT**

Lycoming College is committed to the creation and maintenance of a living-learning environment which fosters the intellectual, personal, social, and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community.

Students are encouraged to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse.

Violation of the norms of civility and other accepted rules of behavior, whether or not covered by specific regulations, subjects a student to disciplinary action. Lycoming students are expected to understand and live up to the highest expectations of an academic community.

### **GENERAL PROVISIONS**

#### **INTERPRETATION OF REGULATIONS**

Disciplinary regulations at the College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. Violations of the Code of Conduct shall be cause for disciplinary action up to and including suspension or expulsion, regardless of the action or inaction of civil authorities with respect to violations of state and federal laws.

#### **INHERENT AUTHORITY**

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Bylaws of the College state that the President "is responsible for the discipline of the College." The President routinely delegates to the Dean of Student Affairs the task of policy development and adjudication of student conduct issues. Students are asked to assume positions of responsibility in the

College disciplinary system in order that they might contribute their skills and insights to the resolution of disciplinary cases. For the purposes of this Code, faculty, staff, and students serving on disciplinary boards are considered College officials. Final authority in disciplinary matters is, however, vested in the College administration.

### **JURISDICTION**

Generally, the College's jurisdiction and discipline shall be limited to conduct which occurs on Lycoming College premises or which adversely affects the College community and/or the pursuit of its objectives.

### **PARENTAL NOTIFICATION**

The Dean of Student Affairs or designee has the authority to notify parents or guardians about possible violations of the Code of Conduct under the following circumstances:

1. When students have authorized the College to release educational records to parents or guardians;
2. When students are found to have committed any violation of the College's policies on illegal drugs;
3. When students are found to have committed multiple violations of the College's policies on alcohol use;
4. When students are involved in a disciplinary violation that could result in suspension or expulsion from the College; or
5. When students are facing a medical or psychological emergency.

### **STANDARDS OF THE ADJUDICATION PROCESS**

The purpose of the adjudication process is to determine whether, more likely than not, the information presented at the hearing supports a finding that a conduct violation occurred and, if so, to assign a disciplinary sanction. Factors to be considered by hearing officers and/or boards in determining a sanction include the record of the offender, as well as the nature of the offense and the severity of any damage, injury, or resultant harm.

Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to an accused student or the College may result.

Students subject to expulsion or suspension from the College where the facts are in dispute or the student does not accept the sanctions will be afforded a College-wide Disciplinary Board hearing as specified on page 15. Students subject to less severe sanctions will be entitled to an administrative hearing (see page 14) or a Community Standards Board hearing (see page 17). Organizations accused offenses will receive and Organization Disciplinary Board hearing (see page 18). Students accused of sexual misconduct will be afforded a hearing by the Sexual Misconduct Disciplinary Board (see page 19)

### **VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAWS**

Violations of local, state, or federal laws, even if not explicitly stated in the Code of Conduct, may subject the student to disciplinary action by the College. A student at Lycoming College charged with or convicted of a violation of a criminal act while off campus may also be subject to disciplinary action by the College. In such a case, the student may be subject to suspension on an interim basis pending a hearing before the disciplinary board.

## **ORGANIZATION OFFENSES**

Societies, clubs, fraternities and sororities, or similarly organized groups in or recognized by the College are subject to the same standards as individuals in the community. The committing of any offenses by such groups or the failure of any organized group to exercise preventative measures relative to violations of the Code by their members shall constitute an organizational offense. To be classified as an organization offense, one (or more) of the circumstances listed below should be present:

- The offense was conducted with the knowledge, authorization, or approval of an executive officer of the organization;
- Organization or group funds were utilized to support the offense;
- A significant number of organization members participated, supported, or were aware of the misconduct;
- The misconduct occurred in an authorized organization space (e.g. residence hall floor, floor lounge, chapter room, reserved College facility);
- The misconduct occurred as a result of or during an organization sponsored function or activity; or
- The misconduct was, by its nature, deemed to be an organization offense by the Dean of Student Affairs or designee.

Both an individual and an organization can be held accountable for misconduct originating from one event or activity.

## **DEFINITIONS**

When used in this code:

- a. "aggravated violation" means a more serious violation, typically a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal College or College-sponsored activities. A violation will be considered aggravated when it can be determined that 1) bigotry was the motive, 2) it was committed by a person under the influence of alcohol or illegal drugs, or 3) it occurred in connection with an actual or pending disciplinary proceeding;
- b. "distribution" means sale or exchange for personal profit;
- c. "group" means a number of persons who are associated with each other and who have not complied with College requirements for registration as an organization;
- d. "organization" means a number of persons who are associated with each other and who have complied with College requirements for registration;
- e. "institution" and "College" mean Lycoming College;
- f. "student" includes all persons taking courses at Lycoming College, either full time and part time, degree seeking or non-degree seeking. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students";
- g. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the College;
- h. "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to, all firearms, pellet guns, switchblade knives, or knives with blades five or more inches in length;

- i. "College sponsored activity" means any activity on or off campus that is initiated, aided, authorized, or supervised by the College;
- j. "will" and "shall" are used in the imperative sense;
- k. "advisor" means an individual who has agreed to assist the accused student during a hearing conducted by a disciplinary board or disciplinary officer. The advisor may be a faculty member, staff member, or Lycoming College student. The role of the advisor shall be limited to advising the student. The advisor may not appear in lieu of the accused student or speak on his/her behalf;
- l. "complainant" means any individual who initiates a disciplinary complaint or referral;
- m. "day" means normal College business day, not including Saturday, Sunday, or any officially recognized College holiday;
- n. "legal drinking age" means the threshold age to handle, possess and/or consume alcohol required by any local, municipal, state, federal and/or national government which could assert jurisdiction over a student.

## **PROHIBITED CONDUCT**

The following misconduct exemplifies the type of behavior that is subject to disciplinary action:

### **1. Academic Dishonesty**

The nature of violations, sanctions, and judicial procedures governing academic dishonesty are defined by the College's Policy on Academic Dishonesty and will be administered by the Provost. See page 1 in this manual for further information.

### **2. Behavior Which Jeopardizes the Safety or Well-being of Others**

This rule prohibits, but is not limited to:

- a. Use or threat of physical violence. This includes engaging in any form of fighting.
- b. Verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical or emotional well-being of any person.
- c. Deliberate physical contact of a sexual nature (or threats or attempts thereof) which is against the person's will or without their consent or cognizance. Sexual misconduct may involve forms of coercion or force and can occur when a victim is incapable of giving consent due to the influence of drugs, alcohol, emotional trauma, or other factors. Examples of sexual misconduct include, but are not limited to: (1) unwanted sexual contact such as fondling; (2) deliberate or reckless threats, actual or implied, of physical contact of a sexual nature that result in reasonable apprehension of a sexual misconduct or physical harm, or (3) coerced sexual activity which, in its most severe form, is manifested by any form of sexual penetration when consent was not freely given. For further information, see the Lycoming College Sexual Misconduct Policy on page 24 in this manual.
- d. Unauthorized use or possession of any offensive weapon, firearm, fireworks, or projectile impelling device.
- e. Stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which

- f. Sexual harassment, which is defined as: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when: (1) submission to such conduct is made a term or condition of employment or academic status (2) submission to or rejection of such conduct is used as the basis for an employment or academic decision, or (3) such conduct has the purpose effect of interfering with work or academic performance or creating an intimidating or hostile, or otherwise offensive working, educational, or educational, or social environment. For further information, see the Lycoming College Sexual Harassment Policy on page 41 of this manual.
- g. Hazing, which is defined as: any action taken or situation created as part of initiation to or continued membership in a student group or organization which 1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or 2) violates College policy, fraternity/sorority policy, or law. This applies to behavior on or off College or organization premises. Hazing can occur even when an individual consents to the activity. Hazing does not include actions or situations that are incidental to officially-sanctioned and supervised College activities. For further information, see the Lycoming College Hazing Policy on page 22 of this manual.

### **3. Violations of Fire and Safety Regulations**

This rule prohibits, but is not limited to:

- a. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.
- b. The creation of a fire hazard, the endangering of the safety of persons or property through tampering with fire safety equipment; improper use and/or possession of flammable or hazardous substances; failure to follow proper emergency evacuation procedures; improper use of emergency equipment.
- c. Breach of security which includes, but is not limited to, such behaviors as propping open a locked door, tampering with or removing an automatic door locking mechanism or door alarm, or possession and/or use of a College key when not specifically authorized.

### **4. Disruption of College Programs or Activities**

This rule prohibits, but is not limited to:

- a. Intentionally or recklessly interfering with normal College or College-sponsored activities including, but not limited to, teaching, research, College administration, fire, police, or emergency services.
- b. Conduct that is disorderly, lewd, or indecent.

### **5. Misconduct Involving Alcohol**

This rule prohibits, but is not limited to:

- a. Use and/or possession of alcohol by persons not of legal drinking age.
- b. Use and/or possession of alcohol in any freshman living area, regardless of one's age. This restriction applies to all students of Lycoming College, their guests, and members of their families.

- c. Providing alcohol to a person not of legal drinking age.
- d. Use and/or possession of alcohol in a student room when none of the room occupants are of legal drinking age or older.
- e. Use and/or possession of alcohol in any common area (e.g., lounge) except where parties have been registered (see Social Events Policy at <http://www.lycoming.edu/studentaffairs/studenthandbook/socialeventspolicy.html>). Exceptions may be made by the Dean of Student Affairs or the President of the College.
- f. Possession of excessive quantities of alcohol in apartments, suites, and/or individual rooms or by any one person. Excessive quantities is defined as but not limited to: kegs, beer balls, or similar bulk containers and is more than twelve (12) 12-ounce cans of beer or a four-pack of wine coolers/malt beverages, or one liter of wine, or one fifth of a distilled beverage in any one person's possession.
- g. Use or possession of beer bongs, funnels, or similar products.
- h. Open, unconcealed alcohol containers in public areas, such as residence hall hallways or outdoors.
- i. Serving alcohol to intoxicated individuals.
- j. Impairment attributable to the consumption of alcohol that substantially interferes with student judgment and decision-making causes a disturbance, and/or requires the intervention of College personnel.
- k. Participating in drinking games.
- l. Consumption of grain alcohol.

## **6. Misconduct Involving Illegal Drugs or Controlled Substances**

This rule includes, but is not limited to:

- a. Use of any controlled substance, illegal drug, or drug paraphernalia.
- b. Possession of any controlled substance, illegal drug, or drug paraphernalia.
- c. Unauthorized distribution or possession for purpose of distributing any controlled substance or illegal drug.
- d. Impairment attributed to the use of illegal drugs that substantially interferes with student judgment and decision making, causes a disturbance, and/or requires the intervention of College personnel.

## **7. Theft or Property Damage**

This rule includes, but is not limited to:

- a. Theft of property or of services; possession of stolen property.
- b. Intentionally or recklessly destroying, damaging, or defacing College property or personal or corporate property.
- c. Misuse of College funds or resources.

## **8. Acts of Dishonesty or Falsifying College Records**

This rule includes, but is not limited to:

- a. Intentionally furnishing false information to College personnel.
- b. Forgery, unauthorized alteration, or unauthorized use of any College document or instrument of identification.
- c. Unauthorized recording of any conversation, electronic or oral, without the consent of all parties involved.

## **9. Unauthorized Presence In or On College Property**

This rule includes, but is not limited to:

- a. Unauthorized presence in, or use of College premises, facilities or property including telephones and computers; this also includes unauthorized presence in another student's room, any College building, or other College premises or property; unauthorized access or attempted access to any computer file, program, or facility; attempting to access College facilities when not authorized to do so; inviting, encouraging, or admitting an unauthorized person to enter College facilities or property.

## **10. Failure to Comply/Failure to Act**

This rule includes, but is not limited to:

- a. Failure to comply with the directions of College officials, and in a civil manner, including but not limited to campus security officers, student affairs administrators, resident advisors, faculty and staff members, and dining room employees in the performance of their duties.
- b. Being present when and where a violation(s) of the Code of Conduct is occurring and failing to leave the scene or notify campus authorities that there is a violation(s) of the Code of Conduct taking place.
- c. Failure to appear before properly constituted governing boards, disciplinary boards, hearing officers, or committees of the College.
- d. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.

## **11. Affiliation with Unrecognized Groups**

This rule includes, but is not limited to:

- a. Affiliation in any manner with a student organization that has had its recognition revoked. This includes but is not limited to formerly recognized fraternities and sororities.

## **12. Violation of Other Rules and Policies**

This rule includes, but is not limited to:

- a. Violation of published College regulations or policies. Such regulations or policies include but are not limited to the Computer Use Policy, the College Policy on Sexual Harassment, the Sexual Misconduct Policy, all Residence Hall Policies (which include room regulations and proper closing of residences during breaks and end of year checkouts), the conditions of the Housing Agreement which include policies pertaining to visitation, alcohol, quiet hours, security, pets, keys, room capacity, health and cleanliness, as well as those regulations relating to entry and use of College facilities, use of motor vehicles, use of amplifying equipment, misuse of identification cards, and student organization policies.

## **DISCIPLINARY PROCESS**

### **Purpose**

Disciplinary procedures have been established to guide the fair and uniform enforcement of the Code of Conduct. These procedures are applicable to any student or student organization charged with a violation of the Code of Conduct. These disciplinary procedures are designed to allow for fact-finding and decision making in the context of an educational community and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the College.

Attorneys are not permitted to be present with students in the disciplinary process without written permission of the Dean of Student Affairs. The Dean will consider an exception only if the student is facing pending legal charges associated with the incident being adjudicated.

The College may utilize conflict resolution procedures in addition to these disciplinary procedures in accordance with regulations adopted by the College.

### **Initial Complaint**

1. An individual may initiate a complaint by submitting a signed incident report or written referral to the Dean of Student Affairs, Department of Safety and Security, or Department of Residential Life.
2. The complaint must state sufficient facts, including the specific name(s), date, location, and description of the alleged act(s) of misconduct in sufficient detail to enable the Dean of Student Affairs or designee to make a determination as to whether further fact-finding is necessary or if sufficient information exists for a hearing on the allegations of misconduct.
3. In addition to the above, under exceptional circumstances, information from an anonymous source can be received and investigated, after which charges may be brought by College authorities.

### **Information Gathering**

1. The College shall make an initial determination as to whether there is a sufficient basis to believe that a violation of the Code of Conduct may have occurred. The Dean of Student Affairs or designee may decide to interview the complainant, accused, and/or other witnesses, or to request additional information from the complainant.
2. If it is determined that there is sufficient basis to believe that a violation of the Code of Conduct may have occurred, the information may be referred for a hearing. Notwithstanding the preferences of the student, the Dean of Student Affairs or designee will decide the format in which the alleged violation will be adjudicated, either through an administrative hearing, or through one of the following hearing boards: College-wide Disciplinary Board, Community Standards Board, Organization Standards Board, or Sexual Misconduct Board. The accused may also have the opportunity to negotiate a settlement with the administrator investigating the case.
3. The Dean of Student Affairs or designee shall notify the accused student in writing of the alleged violation.
4. Members of the College community shall be expected to comply with any request or directive issued by the disciplinary officer in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal College functions. Such circumstances should be presented to the disciplinary officer within twenty-four (24) hours of delivery of the request to appear.

## **CONFLICT RESOLUTION**

In some instances, interpersonal conflicts may arise where conflict resolution may prove to be an alternative to disciplinary action. The purpose of the conflict 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. This process also affords the opportunity for discussion of varying points of view and encourages individuals to come forward to seek means for informal conflict resolution and the prevention of inappropriate behavior. Any written agreement resulting from the conflict resolution process can be enforced through the disciplinary system of the College. Parties to the agreement are responsible for upholding the terms of that agreement. The following apply to the conflict resolution process:

1. Students or student organizations may bring to conflict resolution any conflict that materially and negatively impacts their own status or that of other members of the College community. Any member of the College community may, likewise, refer students for conflict resolution.
2. Conflict resolution hearing officers include members of the Division of Student Affairs. Students or student organizations should contact the Dean of Student Affairs Office for an up-to-date listing of conflict resolution hearing officers.
3. If conflict resolution is to be implemented, all parties in conflict must agree to the process as an option of resolving their dispute. Conflict resolution, when chosen as a means to settle conflict, must precede the judicial process. The judicial process, however, remains an option should conflict resolution prove unsuccessful.
4. If a settlement is reached which is agreeable to all parties in conflict, the terms will be drafted by the conflict resolution hearing officer. The document will be signed by all parties, witnessed by the conflict resolution hearing officer and kept on file in the Office of the Dean of Student Affairs for as long as the students are enrolled or the student organization(s) continues to be recognized. Each party will receive a copy of the agreement.
5. Details of the process are kept confidential except for a brief report from the conflict resolution hearing officer to any referring party and the appropriate administrator(s) that an agreement has been signed by the parties. The conflict resolution hearing officer 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 College community becomes a concern to the conflict resolution hearing officer, he or she will inform the parties that appropriate authorities must be notified.
6. Once an agreement has been finalized and signed, the option of bringing a charge through the disciplinary process is open to either party who becomes convinced that a term of the agreement has been breached by a participant in that agreement. In order to proceed, however, individuals must be continuing students. A conflict resolution hearing officer must affirm that the violation has occurred and will then share the terms of the agreement with the appropriate conduct officer or disciplinary board. Another option for the resolution of a breach of a mediated agreement is to re-submit the conflict for a second conflict resolution intervention. One party may request this, but all parties must agree. The revision or the redrafting of the agreement may be handled by the original conflict resolution hearing officer or may be referred to another conflict resolution hearing officer.

## **ADMINISTRATIVE HEARINGS**

The Dean of Student Affairs and/or designee(s) shall serve as an Administrative Hearing Officer. Administrative hearings are an option when information regarding the incident is not disputed and the student accepts responsibility for his/her actions. Accused students will be provided with the following:

1. An explanation of the charges which have been made;
2. A verbal or written summary of the fact finding investigation which has taken place;
3. A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges;
4. If the student acknowledges responsibility, the Hearing Officer will inform the student of the sanctioning to be applied to the particular situation;
5. If the student acknowledges responsibility and accepts the sanctions then the matter will be concluded;
6. If the student acknowledges responsibility but does not accept the sanctions the matter will be referred to an appropriate disciplinary board.

## **DISCIPLINARY BOARD HEARINGS**

### **Rights of accused students in disciplinary board hearings**

The guiding principle of College regulations is to promote student responsibility and accountability. It is a firm belief of Lycoming College that students appearing before a disciplinary board should have certain rights. Those rights are as follows:

1. The right to a hearing and an avenue for appeal;
2. The right to be presumed not responsible until proven responsible;
3. The right to a timely hearing;
4. The right to an advisor selected from among currently enrolled Lycoming College students, staff, and faculty members. Victims or complainants may also have an advisor present in the event sexual misconduct or acts of violence are alleged;
5. The right to call material witnesses from the College community (material witnesses are those possessing direct knowledge of the case under consideration or those having technical or expert information relevant to the case);
6. The right to a separate hearing upon request unless the charge is brought as an organization offense (see page 7);
7. The right to question the accuser;
8. The right to question any material witnesses or information presented at the hearing;
9. The right to challenge participation of a specific hearing board member;
10. The right to plead not responsible without fear of being accused of lying in relation to that plea if proved responsible. However, failure to tell the truth or to intentionally mislead the hearing board or discipline officer will result in disciplinary action;
11. The right to waive any of the above rights provided that it is done of the student's own free will.

### **General Provisions for Disciplinary Board Hearings**

1. In order to preserve the confidential nature of the disciplinary process, and to protect the privacy of all parties, all hearings shall be closed.

1. Formal rules of evidence shall not apply, although objections to the introduction of specific statements or documents may be considered by the presiding officer of the board. Irrelevant, immaterial, or unduly repetitious information shall be excluded. Evidence of prior misconduct shall be admissible only after a finding of responsibility on the charge(s) being addressed and may be used in the determination of sanctions. It is within the discretion of the presiding officer to audiotape record the proceedings, if deemed advisable.
2. Material witnesses may be allowed to remain in the hearing following their testimony before the hearing board. The complainant may remain throughout the entire hearing.

#### **Order of Presentation in Disciplinary Board Hearings**

1. The Presiding Officer introduces the board members.
2. The Presiding Officer reads the complaint.
3. The accused states "not responsible" or "responsible."
4. The College or complainant presents an opening statement and witnesses.
5. Following the statement of the complainant and each of the witnesses, the accused and then the hearing board can ask questions.
6. After the College or complainant completes the presentation of his/her case, the accused student will have the opportunity to present an opening statement and call witnesses.
7. Following the statement of the accused student and each of the witnesses, the College or complainant and then the hearing board may ask questions.
8. The complainant makes his/her closing statement.
9. The accused makes his/her closing statement.
10. The hearing then adjourns for deliberation by the hearing board.
11. The hearing is concluded and the presiding officer should, at an appropriate time, deliver the decision of the hearing board verbally and in writing to the accused.

## **HEARING BOARDS**

### **College-wide Disciplinary Board**

Cases referred to this Board usually involve allegations for which a finding of responsibility could result in suspension or expulsion from the College. This may include serious first offenses, repeated violations, or incidents that occur while a student is on disciplinary probation.

#### **Composition of the College-wide Disciplinary Board**

1. The pool for disciplinary board members shall be composed of at least fifteen (15) individuals including faculty members selected by the faculty; full-time students appointed by the Dean of Student Affairs; and administrative staff members appointed by the President..
2. For a particular case, a disciplinary board shall be drawn from the College-wide Disciplinary Board pool and will normally be composed of five members: two (2) faculty, two (2) students, and one (1) administrative staff member. The Dean of Student Affairs or designee will function as a non-voting presiding officer of the board.
3. The Dean of Student Affairs, and/or Director of Residential Life, Director of Counseling, Director of Safety and Security, and Student Life Coordinators shall provide orientation and training for all potential disciplinary board members.

### **College-wide Disciplinary Board Pre-Hearing Procedures**

1. Board members will be assigned to a case by the Dean of Student Affairs or designee based on their availability.
2. The board, if at all possible, will be convened within fourteen (14) days following receipt of the request for a hearing by the Dean of Student Affairs.
3. The Dean of Student Affairs or designee will prepare and send a written notice to the accused, under the best of circumstances, no fewer than five (5) days prior to the date set for hearing. The notice to appear shall be hand-delivered directly to the accused or sent by mail and shall include:
  - a. A statement of the date, time, location and nature of the hearing;
  - b. A written statement specifying the allegations of misconduct in sufficient detail to enable the accused to prepare a response;
  - c. Notice of the right to an advisor;
  - d. The Code of Conduct, either electronically or in hard copy; and
  - e. A list of the names of the board members selected to hear the case.
4. At least two (2) days prior to the hearing, the accused shall be given:
  - a. A list of names of the material witnesses who may be called to speak at the hearing;
  - b. Reasonable access to the information that will be presented at the hearing.
5. At least two (2) days prior to the hearing, the accused shall provide the Dean of Student Affairs or designee with any written documentation that will be presented at the hearing by the accused and the names and addresses of any material witnesses who may be called by the accused to attend the hearing. This will allow the Dean of Student Affairs or designee to verify that the witnesses have been notified of the date, time, and location of the hearing.
6. The accused student may challenge the presence of any member of the College-wide Disciplinary Board on the grounds of personal bias by submitting a written statement to the Dean of Student Affairs or designee no later than two (2) days prior to the hearing. The Dean or designee will then determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing board.
7. The Dean of Student Affairs or designee ultimately will decide on the admissibility of all information to be presented at a disciplinary hearing.
8. Members of the College community shall be expected to comply with any request or directive issued by the Dean of Student Affairs or designee in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal College functions. Such circumstances should be presented to the Dean of Student Affairs or designee within twenty-four (24) hours of delivery of the request to appear.

### **College-wide Disciplinary Board Hearing Board Deliberations and Decisions**

1. Only the members of the hearing board may be present during deliberations.
2. A simple majority of votes is necessary to make a decision of "responsible."
3. A majority plus one (1) vote is necessary to make a decision to suspend, dismiss, or expel a student from the College.
4. The hearing board shall render its decision and the Dean of Student Affairs or
5. designee, as presiding officer, will notify the student.

## **Community Standards Board**

Cases referred to this Board are those in which a finding of responsibility would not result in suspension, dismissal, or expulsion from the College. The purpose of the Community Standards Board is to remind students of the expectations for membership in a college community. Sanctions may include but are not limited to: written reprimand, restitution, fines, compensatory service, educational activities, restriction of privileges, and disciplinary probation.

### **Composition of the Community Standards Board**

1. The pool for board members shall be composed of at least ten (10) students.
2. For a particular case, a board shall be drawn from the Community Standards Board pool and will normally be composed of three (3) members. The Director of Residential Life or designee will function as a non-voting presiding officer of the board.
3. The Dean of Student Affairs and/or Director of Residential Life, Director of Counseling Services, Director of Safety and Security, and Student Life Coordinators shall provide orientation and training for all potential board members.

### **Community Standards Board Pre-Hearing Procedures**

1. Community Standards Board members will be assigned to a case by the Director of Residential Life or designee based on their availability.
2. The board, if at all possible, will be convened within fourteen (14) days following receipt of the request for a hearing by the Director of Residential Life.
3. The Director of Residential Life or designee will prepare and send a written notice to the accused, under the best of circumstances, no fewer than three (3) days prior to the date set for hearing. The notice to appear shall be hand-delivered directly to the accused or sent by mail and shall include:
  - a. A statement of the date, time, location, and nature of the hearing;
  - b. A written statement specifying the allegations of misconduct in sufficient detail to enable the accused to prepare a response;
  - c. Notice of the right to an advisor;
  - d. Information about the electronic version of disciplinary procedures; and
  - e. A list of the names of the board members selected to hear the case.
4. At least two (2) days prior to the hearing, the accused shall be given:
  - a. A list of names of the material witnesses who may be called to speak at the hearing;
  - b. Reasonable access to the information that will be used at the hearing;
5. At least two (2) days prior to the hearing the accused shall provide the Director of Residential Life or designee with any written documentation that will be presented at the hearing by the accused and the names of any material witnesses who may be called by the accused to attend the hearing. This will allow the Director of Residential Life or designee to verify that the witnesses have been notified of the date, time, and location of the hearing.
6. The accused student may challenge the presence of any member of the Community Standards Board on the grounds of personal bias by submitting a written statement to the Director of Residential Life or designee no later than two (2) days prior to the hearing. The Director of Residential Life or designee will then determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing board.

7. The Director of Residential Life or designee ultimately will decide on the admissibility of all information to be entered into a disciplinary hearing.

#### **Community Standards Board Deliberations and Decisions**

1. Only the members of the hearing board and the presiding officer may be present during deliberations.
2. A simple majority of votes is necessary to make a decision of "responsible."
3. The hearing board shall render its decision and the Director of Residential Life or designee, as presiding officer, will notify the student and the complainant.

#### **Organization Standards Board**

Cases referred to this Board are those alleged to have been committed by an organization or group (see page 7).

#### **Composition of the Organization Disciplinary Board**

1. The pool for board members shall be composed of at least ten (10) students and five (5) faculty/staff.
2. For a particular case, a board shall be drawn from the Organization Standards Board and will normally be composed of five (5) members—four (4) students and one (1) faculty/staff member. The board will be selected by the Director of Student Programs and Leadership Development or designee and will include a representative from the type of organization being accused. The Director of Student Programs and Leadership Development or designee will function as a non-voting presiding officer of the board.
3. The Dean of Student Affairs and/or Director of Student Programs and Leadership Development, Director of Residential Life, Director of Counseling Services, Director of Safety and Security, and Student Life Coordinators shall provide orientation and training for all potential board members.

#### **Organization Standards Board Pre-Hearing Procedures**

1. Organization Standards Board members will be assigned to a case by the Director of Student Programs and Leadership Development or designee based on their availability.
2. The board, if at all possible, will be convened within fourteen (14) days following receipt of the request for a hearing by the Director of Student Programs and Leadership Development.
3. The Director of Student Programs and Leadership Development or designee will prepare and send a written notice to the accused, under the best of circumstances, no fewer than three (3) days prior to the date set for hearing. The notice to appear shall be hand-delivered directly to the accused or by mail and shall include:
  - a. A statement of the date, time, location, and nature of the hearing;
  - b. Written statement specifying the allegations of misconduct in sufficient detail to enable the accused to prepare a response;
  - c. Information about the electronic version of disciplinary procedures; and
  - d. A list of the names of the board members selected to hear the case.
4. At least two (2) days prior to the hearing, the accused shall be given:
  - a. A list of names of the material witnesses who may be called to speak at the hearing;
  - b. Reasonable access to the information that will be used at the hearing.
5. At least two (2) days prior to the hearing, the accused shall provide the Director of Student Programs and Leadership Development or designee with any written documentation that will be presented at the hearing by the accused and the names and

addresses of any material witnesses who may be called by the accused to attend the hearing. This will allow the Director of Student Programs and Leadership Development or designee to verify that the witnesses have been notified of the date, time, and location of the hearing.

6. The accused student may challenge the presence of any member of the Organization Standards Board on the grounds of personal bias by submitting a written statement to the Director of Student Programs and Leadership Development or designee no later than two (2) days prior to the hearing. The Director or designee will then determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing board.
7. The Director of Student Programs and Leadership Development or designee will ultimately will decide on the admissibility of all information to be entered into a disciplinary hearing.

#### **Organization Standards Board Deliberations and Decisions**

1. Only the members of the board and the presiding officer may be present during deliberations.
2. A simple majority of votes is necessary to make a decision of “responsible.”
3. The hearing board shall render its decision and the Director of Student Programs and Leadership Development or designee, as presiding officer, will notify the organization and the complainant.

#### **Sexual Misconduct Board**

Cases referred to this Board are those involving alleged violations of the College’s policy on sexual misconduct. For more information about adjudication of sexual misconduct complaints, consult the Sexual Misconduct Policy (see page 24).

### **APPEALS TO DISCIPLINARY ACTIONS**

Following the outcome of the disciplinary decision, a student may request one appeal hearing. The Dean of Student Affairs handles all disciplinary appeals, unless the Dean of Student Affairs was directly involved in the hearing process. In such cases, appeals will be directed to the Provost.

The request for an appeal must be submitted in writing within two (2) days of the date of the decision. Failure to file a request for appeal in a timely manner constitutes a waiver of any right to an appeal. The bases for an appeal are limited to the following grounds:

1. The information presented at the hearing does not support the outcome;
2. The sanction is excessively severe;
3. New or newly discovered information that may substantially affect the outcome of the hearing;
4. There was a procedural error that substantially affected the outcome of the hearing.

The Dean of Student Affairs or Provost has the authority to change a finding of responsibility, to increase or decrease a sanction, or to require a rehearing.

Appeals should not be requested frivolously. An appeal hearing is not a rehearing; it represents a procedural safeguard for the student. In an appeal process, the burden of proof is shifted from the complainant to the student or organization charged with the offense. Appeal letters will be reviewed and, if there is adequate reason to believe that one or more of the grounds for appeal have merit, an appeal hearing will be scheduled with the

## **DISCIPLINARY SANCTIONS**

Students or organizations that have violated the Code of Conduct are subject to one or more of the following sanctions:

- a. Official Warning: An official written notice indicating that additional violations may result in more serious disciplinary action. This warning becomes part of the student's or organization's disciplinary record.
- b. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- c. Fines: May be imposed for violations of specific policies and procedures.
- d. Compensatory Service or Educational Sanctions: Mandated service hours, attendance at a workshop, writing a paper, or other appropriate assignment
- e. Loss of Privileges: Denial of specified privileges for a period of time. These may include, but are not limited to:
  - Exclusion from certain College buildings or areas;
  - Denial or revocation of automobile registration privileges;
  - Prohibition from holding office in any student group or organization;
  - Denial of the opportunity to participate in certain College activities, or of eligibility to represent the College in any extra-curricular activity;
  - Loss of status as a recognized student organization.
- f. Disciplinary Probation: An official written reprimand that is for a designated period of time and includes the possibility of referral to the College-wide Disciplinary Board and more severe disciplinary sanctions if the student or organization is found responsible for violating a provision of the Student Code of Conduct during the probationary period.
- g. Residence Hall Suspension: Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Student will have between 24–48 hours from the time of the final decision to move out of the residence hall. Student will not be permitted to be present in any residence hall during the course of the suspension.
- h. Deferred Suspension: A notice of deferred suspension placed on a student's disciplinary record that may include restriction of the use of College facilities or activities. Any proven offense committed during this period will likely cause a suspension to take effect.
- i. Suspension: Separation of the student or organization from the College for a defined period of time, after which the student or organization is eligible to return. Suspension may occur for the remainder of an academic term, or for one or more entire academic terms. This sanction may include restriction on the use of College facilities during the period of the suspension. Conditions for reinstatement may be specified.
- j. Dismissal: Separation of the student or organization from the College for an indefinite period of time. This sanction may include restriction on the use of College facilities. Reinstatement may be possible in the future but no specific time or date for a decision is established.
- k. Expulsion: Permanent separation of the student or organization from the College. This sanction may include restriction on the use of College facilities. Notification of expulsion will appear on the student's transcript.

## **INTERIM SUSPENSION**

1. The Dean of Student Affairs or President may suspend a student for an interim period prior to resolution of a disciplinary proceeding if the Dean of Student Affairs or President believes that the allegation of misconduct is reliable and that the continued presence of the student on the College campus poses a threat to any individual, to property, or to any College function.
2. The decision to suspend a student for an interim period shall be communicated in writing to the student, and shall become effective immediately upon receipt of the notice.
3. The interim suspension shall remain in effect until a final decision has been made on the pending allegations of misconduct or until the President or Dean of Student Affairs determines that the reason for imposing the interim suspension no longer exists.
4. A student who is suspended for an interim period shall be provided an opportunity to respond to the allegations of misconduct no later than ten (10) days following the effective date of the interim suspension.

## **STUDENT BEHAVIOR WHICH JEOPARDIZES THE SAFETY OR WELL-BEING OF A COLLEGE OFFICIAL**

Aggressive behavior toward a College official is not tolerated at Lycoming College. Students identified as being responsible for such acts should expect to be held accountable under the procedure set forth in this policy. If someone believes he/she has been subjected to aggressive behavior by a student, he/she must report the incident to the Lycoming College Department of Safety and Security as soon as possible following the incident. The Department of Safety and Security will advise the individual of his/her right to file a complaint with the Williamsport Police.

### **DEFINITIONS**

- *“College Official”* is any person employed either full time or part time by the College to perform duties and tasks in order to fulfill the mission and function of the College.
- *“Aggressive behavior”* is defined as use or threat of physical violence, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the health, safety, or physical well-being of any person.

### **REPORTING AN INCIDENT**

A College official who believes that she/he has been subjected to aggressive behavior by a student must report the incident to the Department of Safety and Security. Upon receipt of a report of aggressive behavior:

1. A directive of “No Contact” with the complainant will be immediately issued.
2. The President or the Dean of Student Affairs will determine whether or not interim suspension is warranted until adjudication of the alleged violation.
3. The Dean of Student Affairs will request to speak to the class/club/team, etc. to acknowledge the incident, determine the well-being of the group, and advise that the matter is being addressed (the faculty member or staff member may deny this request).

## **PROCEDURE FOR ADJUDICATION OF AGGRESSIVE BEHAVIOR CASES**

All aggressive behavior complaints involving students against College officials, after reported to the Department of Safety and Security, will be referred to the College-wide Disciplinary Board and will be adjudicated according to the disciplinary procedures set forth in the Student Code of Conduct. (See Disciplinary Board Hearings, page 14).

If it a student is found responsible for aggressive behavior toward a College official, in addition to disciplinary sanctions outlined in the Student Code of Conduct, the following actions will occur:

1. Faculty and staff who have or will have direct contact (i.e., teach, advise, coach) with the student in the current semester and the following semester will be notified of the student's action;
2. Faculty and staff who are victims of aggressive behavior will be notified of the outcome of the College-wide Disciplinary Board hearing.

## **HAZING POLICY**

### **Introduction and Philosophy**

Lycoming College is committed to promoting a campus environment that is just, open, disciplined, and caring. This philosophy supports the educational mission of the institution and our standards for co-curricular programs that facilitate students' development. Lycoming College is opposed to any activity that involves the hazing of any member of the College community.

### **Definition of Hazing**

Hazing is defined as: any action taken or situation created as part of initiation to or continued membership in a student group or organization, which 1) produces or has the potential to produce mental or physical discomfort, harm, or stress; embarrassment; harassment; or ridicule; or 2) which violates College policy, fraternity/sorority policy, or law. This applies to behavior on or off College or organization premises. Hazing can occur even when an individual consents to the activity. (Hazing does not include actions or situations that are incidental to officially sanctioned and supervised College activities.)

## **HEALTH AND PSYCHOLOGICAL EMERGENCIES**

When a student's health or psychological status results in behavior or a condition that poses a serious threat of imminent danger or injury to self or others, a threat of serious disruption to the educational process or a threat of significant or serious disruption to the educational process, or a threat of significant destruction the College will take prompt action to protect the student and the community. The following steps may be taken:

1. The student may be required to consult with personnel from the College's Counseling Services, Health Center, Department of Safety and Security, or other qualified provider approved by the Dean of Student Affairs to assess the seriousness and immediacy of the threat and to attempt to resolve the emergency situation. The provider conducting this intervention shall make recommendations to the Dean of Student Affairs.
2. If the emergency situation persists or if the provider conducting the intervention described in Paragraph 1 so advises, the Dean of Student Affairs or designee may contact parents or guardians who will be instructed that the student must leave campus until a determination is made that it is safe for the student to return. If consultation with parents is not possible, referral for emergency medical or psychological services may be made.
3. In order to return to campus following a health and/or psychological emergency as described above, the student may be required to communicate with personnel from the College's Counseling Services, Health Services (as specified by the Dean of Student Affairs), or another qualified provider approved by the Dean of Student Affairs. The purpose of this meeting is to ascertain whether the student is able to meet the demands of college enrollment and is fit to continue as a member of the College community. The student may be required to sign a release permitting the College counselor, nurse, physician, or Dean of Student Affairs to consult with any relevant health care providers who have served the student subsequent to and in connection with the emergency incident. The student may be required to present documentation from other relevant health care providers who treated the student subsequent to and in connection with the emergency incident.
4. The personnel from the College Counseling Services, Health Services, or other qualified provider approved by the Dean of Student Affairs may recommend to the Dean of Student Affairs or designee whether the student will be permitted to return to campus and what conditions (e.g., continued treatment) the student is required to meet in order to maintain enrollment.
5. The Dean of Student Affairs or designee will determine whether the student may return to campus unconditionally, whether the student may return to campus with conditions, or that mandatory withdrawal is warranted in order to protect the well-being of the student and/or community. The student will be notified of this determination in writing.
6. The student has the opportunity to appeal the decision of the Dean of Student Affairs or designee to the President of the College within two (2) days of the receipt of written notice of mandatory withdrawal. The appeal should be in the form of a letter. To resolve the appeal, the President may appoint a special advisory committee to conduct an informal hearing with the student, family and counseling or health care providers. The advisory committee will make a recommendation to the President on the merits of the appeal. The President shall issue a final, non-appealable decision as to whether the student may return to campus unconditionally, whether the student may return to campus with conditions, or that mandatory withdrawal is warranted in order to protect the well-being of the student and/or community.
7. To be readmitted following a mandatory health or psychological withdrawal, the student must receive approval from the Dean of Student Affairs. The Dean of Student Affairs may consult with the student, his/her health care providers, and College health or counseling personnel to determine whether the student is able to meet the de-

The procedures listed above do not preclude sanctions in accordance with the Student Code of Conduct and/or other College policy.

## **SEXUAL MISCONDUCT POLICY**

Sexual misconduct and rape will not be tolerated at Lycoming College. The nature of these types of incidents causes immense difficulty to the individuals directly involved and offends the educational mission of the institution. Those identified as being responsible for such acts may expect to be criminally prosecuted and held accountable under the sexual misconduct grievance procedure set forth in this policy statement. If someone believes they have been subjected to sexual misconduct, they must report it to the College within six (6) months of the incident. The College also conducts numerous educational programs throughout the academic year to advance the understanding of sexual misconduct and rape. This is accomplished through a variety of educational programming coordinated by the Departments of Residential Life, Counseling Services, Safety and Security, Campus Ministry, and Orientation.

### **DEFINITION**

Sexual misconduct is defined as deliberate physical contact of a sexual nature (or threats or attempts thereof) which is against the person's will or without their consent or cognizance. Sexual misconduct may involve various forms of coercion or force and can occur when a victim is incapable of giving consent due to the influence of drugs, alcohol, emotional trauma, or other factors. Examples of sexual misconduct include but are not limited to: (1) unwanted sexual contact such as fondling; (2) deliberate or reckless threats, actual or implied, of physical contact of a sexual nature that result in reasonable apprehension of a sexual misconduct or physical harm, or (3) coerced sexual activity which, in its most severe form, is manifested by any form of sexual penetration when consent was not freely given.

### **REPORTING AN INCIDENT**

A student who believes that she/he has been subjected to sexual misconduct or raped by another student may choose to report the incident to the Williamsport Police Department, Wise Options and/or to the appropriate College officials. If both actions are taken simultaneously, the adjudication processes will be

separate and distinct from one another. Should a student decide to pursue the incident through College procedures, they will need to talk with the Dean of Student Affairs or Director of Residential Life. Students reporting such incidents are encouraged to utilize a personal advocate; however, this is not required. Once a student takes the option to file an incident report of a sexual misconduct, there will be an investigation of the incident. After interviewing all of the principal parties knowledgeable about the incident, a case may be brought forward to the Sexual Misconduct Board for a hearing decision and possible sanction. Cases of sexual misconduct involving students as the accused will be heard by a board of three (3) individuals from the faculty and staff. At the conclusion of a hearing, a decision is made by the Board concerning the accused's responsibility for the violation. If the accused is considered responsible, sanctions will be assessed which could include probation, suspension, or expulsion.

### **FILING A COMPLAINT**

A student may file a formal complaint with the Dean of Student Affairs or designee. This

complaint shall consist of a written statement outlining the time, place, and nature of the alleged sexual conduct as well as the name of the accused Under exceptional circumstances, information from an anonymous source can be received and investigated, after which charges may be brought by College authorities. The Dean of Student Affairs will determine the course of action or appropriate process to follow in adjudicating the complaint. The complainant's preferences, including but not limited to, the option of filing a confidential report without a formal charge, will be given full consideration by the Dean of Student Affairs.

Sexual Misconduct Disciplinary Board—Sexual misconduct complaints involving students which are referred by the Dean of Student Affairs, will be adjudicated by the Sexual Misconduct Board. The board shall be composed of three (3) members two (2) faculty and one (1) staff member. Each appointed member of the board will have participated in special training programs on sexual misconduct and related disciplinary procedures. The Dean of Student Affairs or designee will serve as the presiding officer.

Complainant—The Dean of Student Affairs will meet with the complainant whose case will be heard by the board to discuss the occurrence and to apprise him/her of rights under the Sexual Misconduct Policy.

Accused—The accused will meet with the Dean of Student Affairs to discuss the complaint and to be apprised of his/her rights under this policy. At the meeting, the accused will receive written notification of the charge as well as a copy of the complaint. At this time, the accused will have 48 hours to submit to the Dean of Student Affairs a written response to the allegations. The complainant will be provided a copy of the accused's response to the charges.

### **STUDENTS' RIGHTS**

The complainant and the accused will have the following rights:

#### Both Parties:

- To an advocate who may accompany the student to the hearing. An advocate must be a member of the Lycoming College community or Wise Options, may not be an attorney, and may be the same or a different individual than the person who assisted the student in understanding this policy;
- To utilize trained College faculty and staff who are familiar with this policy as resources for understanding these procedures and preparing testimony;
- To medical and emotional support from the Departments of Counseling and Health Services and/or a sexual misconduct advocate;
- To designate witnesses who may be called before the board to testify or to be interviewed;
- To obtain a copy of all written material submitted to the board;
- To decline to answer any questions;
- To offer a closing statement;
- To cross-examine witnesses;
- To contest the membership of individual hearing board members thought to be unable to serve objectively.

#### Complainant:

- To exclude from the hearing information or questions pertaining to one's sexual history or character not pertaining to the complaint;
- To full and complete confidentiality which would preclude the College from releasing information to the College community regarding the alleged incident;

- To consultation with local law enforcement agencies and an off-campus counseling service;
- To withdrawal a complaint;
- To petition, pending disposition of charges, to have restrictions placed on the accused student's living and working environment.

Accused:

- To waive one's right to a disciplinary hearing and to accept responsibility of the charges as well as the Dean's of Student Affairs administrative sanction(s).

**HEARING PROCEDURES**

If the Dean of Student Affairs determines that there is sufficient basis to believe that a sexual misconduct may have occurred, the Sexual Misconduct Disciplinary Board will be convened. The board shall determine if a violation of the Sexual Misconduct Policy occurred as alleged by the complainant. The board's decision will be made based upon the information generated during the course of the investigation and introduced at the hearing as well as offered throughout the hearing. The hearing proceedings are confidential and only open to those members of the College community and Wise Options. A summary record of the proceedings will be maintained by the Office of the Dean of Student Affairs.

The chair, at the opening of the hearing, will introduce all participants and provide guidelines relative to the proceedings. Specifically, the complainant and accused will be afforded the opportunity to make opening statements, present information, challenge testimony, and clarify issues. The complainant and the accused may be present for all testimony. Either party may request a physical barrier to prohibit visible contact between complainant and accused. Witnesses will only be present for their testimony. In conclusion, the complainant and the accused or their advocate may offer a concluding statement.

If it is determined that a violation of the Sexual Misconduct Policy has occurred, the accused student's disciplinary record will be reviewed by the board while determining an appropriate sanction. The Dean will notify the accused and complainant of the decision and of any related disciplinary sanctions in writing. The Office of the Dean of Student Affairs and/or Residential Life Office will maintain, in confidence, the records of the case in accordance with the Records Retention Policy (see page 37).

**THE APPEAL PROCESS**

Following a decision, the accused student may request an appeal of the final decision to the Provost. The request for an appeal must be submitted in writing by the student, not an attorney, within two (2) days of the date of receipt of the decision. Failure to file a request for appeal in a timely manner constitutes a waiver of any right to an appeal. The bases for an appeal are limited to the following grounds:

1. The information presented at the hearing does not support the verdict;
2. The sanction is excessively severe;
3. New or newly discovered information is of a character which may substantially affect the outcome of the hearing;
4. There was a procedural error that substantially affected the outcome of the hearing.

The Provost has the authority to change a finding of responsibility, to increase or decrease a sanction, or to require a hearing.

Appeals should not be requested frivolously. An appeal hearing is not a rehearing; it represents a procedural safeguard for the student. In an appeal process, the burden of proof is shifted to the student making the appeal. Appeal letters will be reviewed and, if

there is adequate reason to believe that one or more of the grounds for appeal have merit, an appeal hearing will be scheduled with the Provost.

## **SUBSTANCE ABUSE POLICY**

Lycoming College's mission statement states that the College exists "to provide a distinguished baccalaureate education...within a coeducational, supportive, residential setting." Each student is encouraged..."to strengthen virtues and traits of character that ennoble, enable, and emancipate the human spirit while deepening commitment to values that undergird civilization." This understanding of the purpose of a liberal education underscores the rationale for the College policy on substance abuse and misuse of alcohol and controlled substances. The abuse of controlled substances and alcohol in whatever form is inconsistent with this fundamental commitment of the College to provide said education. It is the purpose of this policy to inform students about the standards of conduct, counseling and educational services, and the health risks associated with substance abuse. This notification is pursuant to the Drug-Free Schools and Campuses Act of 1990.

### **STANDARDS OF CONDUCT**

#### **Alcohol**

The College encourages and supports students who abstain from the use of alcoholic beverages. It also acknowledges that we live within a social environment which establishes by Pennsylvania law a minimum legal drinking age of 21 years for the use of alcohol. The College does, however, permit the use of alcohol on campus in a manner consistent with the law. It also attempts to encourage responsible attitudes and behavior regarding the use of alcohol. We recognized the need for order and regulation in this process and will not tolerate disruptive behavior or conduct which infringes upon the rights of those who wish to pursue their academic interests as responsible members of the community.

#### **The Code of Conduct (see page 5).**

The Code prohibits but is not limited to the following: (a) unauthorized or illegal use of any alcoholic beverages, (b) use or possession of alcohol by those not of legal drinking age, (c) use or possession of alcohol by anyone (regardless of age) in freshman residence hall areas, (d) sale or furnishing of any liquor to a student who is not of legal drinking age, (e) disorderly conduct or impairment of judgment due all or in part to being under the influence of alcohol, (f) use or possession of alcohol in rooms assigned to students not of legal drinking age or in common areas without authorization, (g) use or possession of grain alcohol, (h) use or possession of kegs, beer balls, beer bong, funnels, and similar products, (i) possession of open containers of alcohol in public areas, and (j) excessive quantities of alcohol.

#### **Sanctions.**

Punishment for violating College policies regarding alcohol will be imposed based on the circumstances of the current violation and any previous violations of the alcohol policies. Generally, violations of alcohol policies are considered cumulatively during the entire time the student attends Lycoming College. Students should be aware that the following guidelines are typically followed in adjudication of policy violations involving alcohol:

- The resolution of the third and fourth alcohol offenses will normally be resolved by the College-wide Disciplinary Board. Students should note that the College-wide Disciplinary Board has the authority to suspend or expel students.
- Lycoming College notifies parents/guardians in the case of second or subsequent violations of Code of Conduct policies involving alcohol.
- Students found responsible for more than one (1) alcohol violation in a particular incident will receive sanctions for each of the violations.

**Minimum sanction guidelines for violations of the alcohol policy: (At the discretion of the disciplinary officer or disciplinary board, these sanctions can be modified or increased.)**

**Minimum Sanctions for First Offense**

- Minimum \$75 fine which will support the alcohol education program.
- Official warning for at least a semester and no more than one (1) year.

**Minimum Sanctions for Second Offense**

- Minimum \$125 fine which will support the alcohol education program.
- Completion of a comprehensive educational activity.
- Disciplinary probation for at least a semester.
- Letter detailing disciplinary action to student with a copy of the letter sent to parents/guardians.
- When appropriate, referral for substance abuse counseling and/or a substance assessment with a designated off-campus professional agency. The costs of any substance abuse counseling, a substance assessment, and resulting treatment conducted off-campus are the student's responsibility.
- When appropriate, restrictions of participation in extracurricular activities or other loss of privileges.

**Minimum Sanctions for Third Offense**

- Minimum \$150 fine which will support the alcohol education program.
- When appropriate, referral for substance abuse assessment by a designated off-campus professional agency. The cost of the assessment and resulting treatment are the student's responsibility. The student is required to follow any and all recommendations that result from the assessment and/or counseling.
- Disciplinary probation for at least one (1) year.
- Letter detailing disciplinary action to student with a copy of the letter sent to parents/guardians.
- Student(s) are subject to voluntary or involuntary separation from the College including suspension, dismissal, or expulsion.

**Minimum Sanctions for Fourth Offense**

- Student(s) are subject to voluntary or involuntary separation from the College including suspension, dismissal, or expulsion.

**Laws of the Commonwealth of Pennsylvania Regarding Alcohol**

Lycoming College is subject to the laws of the Commonwealth of Pennsylvania regarding the consumption, purchase, possession, and transportation of any alcoholic beverage and related regulations. Students are reminded that the laws of the Commonwealth of Pennsylvania specify that:

1. A person who misrepresents his/her age in order to purchase alcohol, who possesses an identification card misrepresenting his/her age, or who possesses or transports

alcoholic beverages while under the legal age (21) will lose driving privileges for 90 days (first offense) and subjected to fines up to \$500. Subsequent violations can bring suspension of driving privileges for up to two (2) years.

2. A person commits a misdemeanor of the third degree if he intentionally with the intent to sell or furnish, any liquor or malt or brewed beverages to a person who is less than the legal drinking age of 21 years. The penalty is a fine of \$1,000 for the first violation and \$2,500 for each subsequent violation. Please note that each individual served could be construed as a separate offense and fines levied accordingly. You should also note that “furnish” is defined in the law as supplying, giving, or providing to, or allowing a minor to possess on premises or property owned or controlled by the person charges.
3. An adult (over 21) may be convicted of operative or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or intoxicating liquor when the concentration of alcohol in the adult’s blood or breath is .08% (BAC) or higher. A minor (under the age of 21) may be convicted of operating or being in actual physical control of the movement of a vehicle while under the influence of drugs and/or alcohol when the concentration of alcohol in the minor's blood or breath is .02% or higher. The penalty imposed for a first DUI conviction depends on the individual’s BAC level but usually includes imprisonment for at least 48 to 72 consecutive hours, a minimum fine of \$300—\$500, and suspension of one’s driver’s license for one year. Subsequent convictions within a ten (10) year period carry increased penalties.

In addition, all members of the Lycoming College community should be aware of Pennsylvania’s social host liability law, which makes clear from case law that a host who renders substantial assistance to, or provides an environment hospitable to a minor’s consumption of alcoholic beverages may be held liable for injuries caused to third parties (Fassett v Delta Kappa Epsilon, 807F 2d 1081 (3rd Cir. 1987)).

### **Controlled Substances**

In compliance with the provisions of the Drug Free Schools and Communities Act of 1989, the College will not tolerate the illegal possession and/or use of, or the sale or distribution of dangerous drugs and/or narcotics. Students known to be possessing or using illegally or selling or distributing such drugs are not only subject to serious disciplinary sanctions by College authorities but also to civil liability or criminal prosecution .

*The Code of Student Conduct (see page 5).*

The Code prohibits: a) the use or possession of any controlled substances, illegal drug, or drug paraphernalia and b) the unauthorized distribution or possession for purposes of disturbing any controlled substance or illegal drugs.

### **Sanctions.**

Students should be aware that the following guidelines are typically followed in sanctioning for policy violations involving controlled substances or illegal drugs:

- The resolution of the College’s policies on controlled substances or illegal drugs may be referred to the College-wide Disciplinary Board.
- Students should note that the College-wide Disciplinary Board has the authority to suspend or expel students.
- Lycoming College notifies parents/guardians in the case of Code of Conduct violations involving controlled substances or illegal drugs.

### Federal and State Laws Concerning Controlled Substances.

It is a violation of federal, state, and local laws to use, manufacture, sell, or distribute any controlled substance. Additionally, it is against state and local laws to have drug paraphernalia in your possession for use, intended use, or sale. Specified penalties range from fines, imprisonment or both, to the federally mandated death penalty depending on the offense.

In Pennsylvania, all drug violations come under the Controlled Substance, Drug, Device, and Cosmetic Act. All controlled substances are listed in Section 4 (Schedules of Controlled Substances). Section 13a (Prohibited Acts; Penalties) lists the 35 prohibited acts; 13b lists the specific penalties for any violation. Some examples of prohibited acts and penalties are:

- Possession with intent to use and/or sell drug paraphernalia. Upon conviction, an individual may be sentenced to imprisonment not exceeding one (1) year, pay a fine not exceeding \$25,000, or both.
- Possession of a controlled substance classified in Schedule I, II, or III is considered a felony offense, and upon conviction an individual shall be sentenced to imprisonment not exceeding five (5) years, or pay a fine not exceeding \$15,000, or both.
- Conviction for possession of a controlled substance classified in Schedule IV may result in imprisonment of up to three (3) years, a fine up to \$10,000, or both.
- Conviction for possession of a controlled substance classified in Schedule V may result in imprisonment of up to one (1) year, a fine up to \$5,000, or both.

The complete Substance Abuse Policy can be found at: <http://www.lycoming.edu/studentAffairs/studenthandbook/substanceabusepolicy.html>.

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## ***COMPUTER-RELATED POLICIES***

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### **COMPUTER SYSTEMS AND FACILITIES USE**

The following policy contains the governing philosophy for regulating the use of Lycoming College's computing facilities and resources. Access to the College's computing facilities and resources is a privilege granted solely to Lycoming College faculty, staff, registered students, and those with special accounts. All users of the computing facilities must act responsibly and maintain the integrity of these resources. The College reserves the right to limit, restrict, or extend computing privileges and access to its resources. Those who do not abide by the policies listed below will be subject to disciplinary action.

The Office of the Dean of Student Affairs and/or the Office of Information Technology Services (ITS) should be notified about violations of computer laws and policies as well as about potential loopholes in the security of its computer systems and networks. The user-community is expected to cooperate with ITS in its operation of computer systems and networks and with the Office of the Dean of Student Affairs in the investigation of misuse or abuse. Should the security of a computer system be threatened, user files may be examined under the direction of ITS.

## **Policies.**

The College's computing policies include, but are not limited to the following:

1. You must not use a computer ID that was not assigned to you, unless multiple access has been authorized for the ID. You may not try in any way to obtain a password for another's computer ID. You may not attempt to disguise the identity of the account or machine you are using.
2. You must not use the College's network resources to gain or attempt to gain unauthorized access to remote computers.
3. You must not deliberately perform an act that will seriously impact the operation of computers, terminals, peripherals, or networks. This includes but is not limited to tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer. This includes the addition of wireless routers and other devices that extend the network beyond the planned infrastructure.
4. You must not attempt to modify in any way a program that the College supplies for any type of use at its sites.
5. You must not run or install on any of the College's systems, or give to another, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed toward, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
6. You must not attempt to circumvent data protection schemes or uncover security loopholes.
7. You must abide by the terms of all software licensing agreements and copyright laws. In particular, you must not make copies of copyrighted software, unless the College has a site license specifically allowing the copying of that software. Furthermore, you must not copy site-licensed software for distribution to persons other than Lycoming College faculty, staff, and students, nor may you copy site-licensed software for use at locations not covered under the terms of the license agreement.
8. You must not deliberately perform acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing multiple copies of any documents including resumes, theses, and dissertations is also prohibited.
9. The following type of information or software may not be placed on any College-owned computer system: examples of these are pirated software, destructive software, pornographic materials, or libelous statements, information which consists of any advertisements for commercial enterprises.
10. You must not harass others by sending annoying, threatening, libelous, or sexually, racially, or religiously offensive messages.
11. You must not attempt to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the owner.

12. You must not use any of the College's microcomputers, workstations, or networks for other than a Lycoming College course, research project, departmental activity, or personal communications. These resources must not be used for personal or financial gain.
13. Any network traffic exiting the College is subject to the acceptable use policies of the network through which it flows as well as to the policies listed here.

### **Reminders**

Offenders may also be subject to criminal prosecution under federal or state law, and should expect Lycoming College to pursue such action. Under Pennsylvania law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software or database or any part thereof, with the intent to interrupt the normal functioning of an organization (18Pa.C.S 3933(a)(1)). Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer. Interference with the operation of a computer or network or alteration of computer software (18Pa.C.S. 3933(a)(2) and (3)).

### **ACTIONS FOR VIOLATIONS OF THE COMPUTER USE POLICY**

The following procedures will be followed when the underlined violations occur:

1. **Viruses** traced to a workstation will result in the immediate disconnection from the campus network. Information Technology Services (ITS) will advise the student or staff member about how to clean the computer workstation.
2. **Bulk-E-mail** sent to large campus groups that is not related to College business (e.g., selling a car, books, etc.), will result in ITS sending the student an e-mail reiterating Lycoming College policy and informing the student that subsequent violations will be addressed through the College disciplinary process. Subsequent violations will be reported to the Department of Safety and Security.
3. **Harassment** via e-mail or network will result in ITS notifying the Department of Safety and Security immediately. Depending on the nature of the circumstances, ResNet privileges may be suspended immediately. The Director of Safety and Security or designee will investigate by talking with the victim and the alleged perpetrator. Lycoming College disciplinary action may follow.
4. **Copyright Infringement** including supplying campus or Internet users with information protected by the Digital Millennium copyright Act will result in the following process: a) ITS notified by internal or external agency, b) Department of Safety and Security notified, c) ResNet disconnected, d) student notified via telephone that ResNet has been disconnected, e) the student may request that the computer be re-enabled by filling out a form at the Department of Safety and Security to certify that the student is now in compliance with law, f) The Department of Safety and Security notifies ITS when the request is filed. Subsequent violations will be handled through the College disciplinary process and/or law enforcement.
5. **Hacking** by students attempting to infiltrate campus computer systems may result in the student being suspended or expelled from Lycoming College. Upon detection by ITS, the line will be disconnected immediately, reported to the Department of Safety and Security, and subsequent to investigation may be handled through the College disciplinary process and/or law enforcement.

## **ONLINE STUDENT DIRECTORY**

Lycoming College publishes an online directory on the Internet. This information contains names and e-mail addresses. If you do not wish to have your name visible on the on-line directory, please notify Information Technology Services or the Office of the Dean of Student Affairs.

## **ONLINE COMMUNITIES AND HOMEPAGES**

Lycoming College extends the privilege to each student to utilize the internet as a component of the College's instructional technology.

The personal homepages and online community postings of Lycoming College students reflect only the views and opinions of the student authors. Information on these homepages and online communities does not in any manner represent Lycoming College information; nor does the College accept any responsibility for its content.

All commercial references and/or links on student homepages are prohibited.

Lycoming College reserves the right to access publicly available online communities or online communities associated with the College if it is learned such information is evidence or is the appearance of a violation(s) of the Student Code of Conduct. Such information may include but is not limited to the following: harassment, vandalism, underage consumption, intimidation or coercion, or academic dishonesty.

## **POLICY FOR STUDENT PRINTING TO LAB LASER PRINTERS**

Students will be charged \$.05 per sheet for amounts beyond 600 sheets per semester when printing to laser printers in computer labs. Each student will have , evaluative, or access to a program on all lab computers to monitor their total use. For example, a student printing 700 sheets would be charged for the extra 100 sheets or \$5.00 at the end of the semester. Printing on one's own printer through ResNet is not included in the total, nor is printing included while working for faculty and staff on office computers. If a student is doing a special project in the computer lab for a professor, only if the student is over the 600-sheet limit, will it be necessary for that student's professor to notify the help desk (help@lycoming.edu) in writing or by e-mail to waive charges. This must be done by the end of the semester.

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## ***OTHER COLLEGE POLICIES***

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### **CONSENSUAL RELATIONSHIP POLICY**

Lycoming College acknowledges its responsibility to provide clear direction to the College community about the professional risks associated with consensual sexual relationships in which a definite power differential exists between the parties. Sexual relationships between any faculty or staff member and any student for whom the College employee has professional (i.e., academic, supervisory) responsibility could constitute professional misconduct and may be the subject of disciplinary action. The respect and trust accorded a professor or employee by a student, as well as the authority exercised in such tasks as assigning grades, mentoring or advising students, writing recommendations, or determining job assignments, make voluntary consent highly suspect. In fact, because of the difference in power and authority and the ability to influence academic or employment standing, one can never be certain that a sexual relationship with a student is truly welcome or consensual. Even when both have initially consented, the development and possible evolution of a sexual relationship make the faculty member or employee and institution vulnerable to subsequent allegations of sexual harassment or misconduct because of the significant power differential that exists between students and faculty members or employees. In their relationships with students, faculty members and other College employees who teach, supervise, or evaluate students must be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias.

### **DISABLED STUDENTS AND THE ACCOMMODATION PROCESS**

Lycoming College provides appropriate accommodations to disabled students and encourages students to identify their special needs. To access accommodations students must initiate the process by doing the following:

1. The disabled student must notify the Coordinator of Services for Students with Disabilities (CSSD) of the disability. This is the official process for disclosure. Please note that disclosure to other members of the Lycoming College community, including instructors, is not considered adequate notice to the College.
2. Provide the CSSD with current documentation of the disability prepared by a qualified professional in the field. An IEP alone is not sufficient. The College reserves the right to request additional documentation and information if needed.
3. Meet with the CSSD to discuss the disability and determine appropriate accommodations. The CSSD and the student will then prepare an Accommodation Letter for faculty.

The CSSD maintains disability documentation records. Such records are considered confidential and are subject to FERPA regulations. The CSSD is:

Mr. Daniel J. Hartsock  
Sophomore Dean and Director of the Academic Resource Center  
Lycoming College  
Snowden Library, Third Floor  
Williamsport, PA 17701  
Phone: (570) 321-4294  
E-mail: hartsock@lycoming.edu

## **FRATERNITY/SORORITY POLICIES**

Policies related to fraternities and sororities including the Greek Lounge Policy and Policy on New Members can be found on the Lycoming College website: <http://www.lycoming.edu/StudentAffairs/studenthandbook/greekpolicies.html>.

## **HEATING/COOLING POLICY**

Lycoming College attempts to make its facilities as comfortable as possible, including temperature settings. During the winter/heating season, a temperature of 68° Fahrenheit is established as the minimum comfort reading to be maintained in residence hall rooms, classrooms, offices, and administrative spaces. In the summer/cooling season, a maximum temperature of 78° Fahrenheit will be maintained as the maximum comfort reading in offices, classrooms, and administrative spaces. The College will make every effort possible to keep our heating temperatures no lower than 68° and our cooling temperatures no higher than 78 in air-conditioned spaces. When exceedingly warm temperatures occur, the best any air-conditioning system can achieve is an indoor temperature approximately 20 degrees cooler than the outside ambient air temperature likewise, when winter temperatures go to 15°Fahrenheit and below, the best we can expect from our heating systems are temperatures in the 68° to 72° range.

## **INDEPENDENT/DEPENDENT STUDENT STATUS**

When a student matriculates at Lycoming College, he/she declares him/herself to be a dependent or independent student. For dependent students, parents have access to educational records, such as grades, disciplinary information, current registration, or academic standing. The College will consider a student's status at the time of matriculation to be operative as long as he/she continues at Lycoming College as a full time student or unless otherwise notified by the student or parent(s).

## **MOTOR VEHICLE AND PARKING REGULATIONS**

Motor vehicle and parking regulations can be found on the Department of Safety and Security webpage: <http://www.lycoming.edu/safetyAndSecurity/parking.html> and in the Student Handbook: <http://www.lycoming.edu//StudentAffairs/studenthandbook/motorvehicleregulations.html>.

## **POSTING OR DISTRIBUTING FLYERS, BROCHURES, OR OTHER PRINTED MATERIAL**

Lycoming College organizations, faculty, staff, or students are permitted to post or distribute items if the following conditions are met:

1. Materials are not in violation of College policies, the laws of the Commonwealth of Pennsylvania, or the federal government;
2. Materials do not contain any indecent or obscene materials;
3. The Lycoming College logotype (i.e., name or symbols) is not used to encourage alcohol or illegal drug use;

To protect property, individuals must adhere to the following guidelines:

- Materials should be posted on bulletin boards and must not be posted on painted wall surfaces or other places where damage can occur;
- Materials are not to be posted using adhesives (such as duct tape, glue, clear packing tape, etc.) that will damage bulletin boards or other surfaces.
- Materials must be posted in places where access will not be obstructed (e.g., not on glass doorway panels of fire doors);
- The name of the organization or individual responsible for the poster or flyer is noted on the material; and
- The organization or individual responsible for the poster or flyer removes it when the event it advertises is completed.

Failure to adhere to this policy is considered a violation of the Student Code of Conduct. Individuals who violate this policy can receive disciplinary sanctions including the cost of repairing damaged walls or other property.

Individuals or organizations outside the College community must receive prior written permission from the Office of the Dean of Student Affairs to have materials posted or distributed on campus. College personnel will hang the posters on appropriate bulletin boards.

Individuals who do not agree with the decision of the Dean of Student Affairs regarding posting or distributing flyers, brochures, or other printed material may bring an appeal to the Faculty Committee on Student Affairs.

## **READMISSION OF STUDENTS**

Students who leave the College for one or more semesters including those who leave mid-term, must apply for readmission. To apply for readmission, a student must take the following steps:

- a. Complete the *Application for Readmission* form at <http://www.lycoming.edu//StudentAffairs/studenthandbook/readmissionofstudents.html>;
- b. Return the completed form to the Office of the Registrar;
- c. If applicable, have official transcripts for all course work completed elsewhere sent to the Registrar.

The College reserves the right to deny readmission to former students. Reasons for denial of readmission requests include, but are not limited to lack of residence hall space, unresolved financial obligations, academic deficiencies, unresolved disciplinary action, and charges or convictions related to criminal activity. Students will be informed in writing about the decision regarding readmission.

To confirm readmission, students must send a deposit of \$200 to the Office of the Registrar. Students who intend to live in the residence halls must send an additional \$100 room reservation deposit and complete the appropriate forms in the Office of Residential Life.

## **RECORDS**

### **CONFIDENTIALITY OF STUDENT RECORDS**

Under the provisions of the Educational Rights and Privacy Act, directory information is considered public information and, as such, may be made available through the approval of the Dean of Student Affairs and, when appropriate, the Registrar to third parties unless you request to be excluded from such published information. Directory information may include your name, your parents' name, local and home address, e-mail address, and telephone numbers, date and place of birth, major field of study, class year, information the of attendance, degrees, related to participation in officially recognized activities and sports, dates to be used in determining eligibility for honors and awards, activities, intercollegiate athletic participation, other appropriate recognition, and educational agencies and institutions attended by the student. If you do not wish to have this information about you made public, you must complete the "Request for a Directory Hold" form in the Office of the Registrar, 109 Long Hall, by the end of the drop/add period in any term. The directory hold will remain in effect until you request that it be removed. Seniors are urged to remove this hold prior to graduation. Otherwise, the College will not be permitted to respond to calls from potential employers.

Lycoming College maintains various records in order to monitor the progress of each student as he or she operates within the environment. In doing so, the College recognizes that each student is in the process of developing life values, and will from time to time encounter personal, social, and academic problems which, as learning experiences and developmental opportunities, should be seen as a foundation for future

growth rather than as a stigma. It is with this in mind that the College has adopted its policy respecting the confidentiality of student records. In addition, each student and his or her parents are provided certain rights under the Family Educational Rights and Privacy Act of 1974 (PL93-380) and amended in 1992. Under the Buckley Amendment, post-secondary students enjoy essentially seven basic rights with regard to their educational records. These include:

1. The right to inspect and review, with certain exceptions, their official records;
2. The right to a hearing to challenge the content of the record to insure that records are not inaccurate or to correct inaccurate information;
3. The assurance, with certain exceptions, that records will not be released without the student's written consent;
4. The right to know what agencies, organizations, or persons have access to the records and their interest in such access;
5. The assurance that personal information from the student's educational record shall only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the student;
6. Annual notification of their rights pursuant to the Act;
7. The right to submit a written complaint to the Family Educational Rights and Privacy Office, U.S. Department of Education, Washington, D.C. concerning the alleged failure of the College to comply with the Act and its implementing regulations.

A complete copy of the Act and its implementing regulations is available for inspection in the Office of the Dean of Student Affairs. The regulations implementing the Act may also be found in the Federal Register Vol. 48, No. 118, Thursday, June 17, 1976, pp. 24670-24675. Consultation concerning the Act and its implementing regulations is available in the Office of the Dean of Student Affairs or the Office of the Registrar.

Student records considered non-public are maintained only by full time members of the College staff employed for that purpose. These include:

1. Academic and Admissions Records—Registrar and the Provost
2. Psychological and Counseling Records—Director of Counseling Services
3. Financial Records—Treasurer and Director of Financial Aid
4. Disciplinary Records—Dean of Student Affairs and Director of Residential Life
5. Medical Information—Director of Health Services
6. Alumni Records—Director of Alumni Relations
7. Placement Files—Director of Career Services
8. Incident Reports (except in pending criminal matters)—Director of Safety and Security

### **RETENTION OF RECORDS**

1. Each student's ACADEMIC RECORD will be kept indefinitely.
2. The MEDICAL RECORDS of a student will be retained seven (7) years from the date of the student's graduation or withdrawal.
3. The DISCIPLINARY RECORDS maintained by the Office of the Dean of Student Affairs and/or Director of Residential Life are maintained as follows:
  - a. Records of suspension and/or dismissal from the College will be maintained permanently;

- a. Records of deferred suspension will be maintained for a period of one (1) year after a student graduates or may be maintained for a longer period of time at the discretion of the Dean of Student Affairs based on the circumstances of the incident;
- b. Records of warning, probation, or other sanctions will be destroyed upon a student's graduation;
- d. The judicial records of a student who has voluntarily withdrawn from the College will be destroyed after two consecutive years of such withdrawal unless the record indicates a prior suspension in which case the record will be maintained permanently.

The complete Disciplinary Records Retention Policy can be found at: <http://www.lycoming.edu/StudentAffairs/studenthandbook/disciplinaryrecordsretention.html>.

- 4. COUNSELING RECORDS AND PSYCHOLOGICAL TEST DATA are maintained by Counseling Services for a period of five (5) years after the termination of services.
- 5. ADMISSIONS RECORDS and supporting documents are sent to the Registrar's Office when a student matriculates. The Registrar's Office retains these records indefinitely.
- 6. FINANCIAL AID RECORDS are retained for a five-year (5) period, unless for purposes required by law, records must be kept longer.
- 7. FINANCIAL RECORDS will be retained so long as any obligation to the College remains or as required by law.
- 8. PLACEMENT MATERIALS are kept in the Career Services Office for a period of five (5) years after a student graduates.
- 9. INCIDENT REPORTS are kept in the Office of Safety and Security in Rich Hall for a period of five (5) years.

## **RECYCLING**

In the College's effort to comply with state law, Act 101, while simultaneously acting as good stewards of our earth, we have established a campus recycling program. The College provides for the collection of glass bottles, aluminum cans, and white and colored paper (throughout the administrative and academic buildings). Please make use of the recycling "blue bins" strategically placed around campus. The success of this program rests entirely with the campus community.

## **RESIDENCY POLICY**

Lycoming College requires all full time students to live in College housing and participate in the College board plan each semester of the academic year that they are enrolled. Married students, students residing with their parents within a 40-mile radius, students living with their dependents, and students 23 years or older may request to be exempted from this policy. Such requests should be

submitted in writing to the Dean of Student Affairs at least three (3) weeks prior to the beginning of the semester that a student is requesting permission to live off campus. We do not provide housing for students who have dependents living with them.

## **SALES, FUNDRAISING, SOLICITATION**

All on-campus sales, fundraisers, or solicitations must receive prior written approval from the Office of the Dean of Student Affairs. Sales may be restricted to designated locations on campus.

- Lycoming College organizations, faculty, staff, or students may be granted permission to conduct a sale, fundraiser, or solicitation on campus.
- Individuals or organizations who are not Lycoming College organizations, will be permitted to sell items only if they have been invited by College organizations or offices.

The following conditions must be met for any sale, fundraiser, or solicitation to be approved:

- Products or services do not compete with the activities of the Campus Store or the Office of College Advancement.  
Products or services are not in violation of College policies, the laws of the Commonwealth of Pennsylvania, or the federal government. Copyright and trademark restrictions require special attention. It is the responsibility of those seeking permission to sell products on campus to be aware of any copyright or trademark restrictions. A trademark is any symbol, design, word, letter, etc. used by a manufacturer or dealer to distinguish a product or products from those of competitors; usually registered and protected by law. The Lycoming College seal is a trademarked item. Individuals or student organizations seeking permission to sell products on campus should be prepared to provide written proof of permission to use copyrighted or trademarked material.
- Products or services do not include any indecent or obscene material.
- The Lycoming College logotype (i.e., name or symbols) is not used to encourage alcohol or illegal drug use.
- All fundraisers at Lycoming College involving students, faculty, and/or staff shall be strictly voluntary. If an activity seeking donations is planned which may be seen as coercive in any way (such as “jailing” participants and having them seek “bail”, or requiring a donation for removal of objects from an office or room), all participants must first agree to participate in writing (including email).

Individuals who do not agree with the decision of the Dean of Student Affairs regarding sales, solicitation or fundraising, may bring an appeal to the Faculty Committee on Student Affairs.

## **SEARCH POLICY**

Lycoming College respects the privacy of members of the College community. However, the College reserves the right to conduct searches if reasonable cause exists to believe that (1) activity is taking place in a student's room or on College premises which is detrimental to the health, safety, or welfare of individuals; or (2) substances or items are contained in the room or on the property of the College or on a person which would constitute a violation of the Code of Conduct. A search involves the close physical examination of all areas identified by the Dean of Student Affairs, Director of Residential Life, or Director of Safety and Security, and may involve going through an individual's personal belongings (i.e., suitcases, boxes, locker, car, contents of dressers and desks, pockets of clothing, closets, etc.). Determination of what constitutes "a reasonable cause to believe" that a search is necessary will be made by the Dean of Student Affairs, Director of Residential Life, or Director of Safety and Security or designee. Reasonable effort will be made to ensure that the student whose room or property is being searched is present. If not present, the student will be notified in writing of the search and its outcome.

## **SEXUAL HARASSMENT POLICY**

Lycoming College affirms the principle that its students, faculty, and staff have a right to work and study without being subjected to sexual harassment. This is also federal and state law. The EEOC defines sexual harassment as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual harassment occurs when (1) submission to such conduct is made, either implicitly or explicitly, a term or condition of an individual's employment or academic status, 2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting the individual, or (3) such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment. If someone believes he or she has been sexually harassed, they are strongly encouraged to report the incident to the College immediately and, hopefully, within six months of the incident.

### **PROCEDURES**

The review procedure and adjudication for any sexual harassment complaint will depend on the person who is accused.

- A student with a complaint about another student should contact the Dean of Student Affairs or designee.
- A student with a complaint about a faculty or staff member should contact the Director of Human Resources or the Dean of Student Affairs.
- Any College employee with a complaint about another employee should contact the Director of Human Resources or the Dean of Student Affairs.
- Any faculty or staff with a complaint about a student should contact the Dean of Student Affairs or designee.

### **REVIEW**

- Student complaints about other students will be reviewed by the Office of the Dean of

Student Affairs. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct (see page 12).

- Employee complaints about faculty or staff will be reviewed by the Director of Human Resources or the Dean of Student Affairs.
- Student complaints about faculty or staff will be reviewed by the Director of Human Resources or the Dean of Student Affairs.
- Faculty or staff complaints about a student will be reviewed by the Dean of Student Affairs or designee. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct (see page 12).
- The College has the authority to take immediate remedial action with parties involved in sexual harassment allegations and/or complaints including but not limited to suspension pending the outcome.

#### **ADJUDICATION for COMPLAINTS ABOUT EMPLOYEES**

If upon review the Director of Human Resources or the Dean of Student Affairs believes it is possible that sexual harassment occurred, he/she will offer the complainant the choice of the following:

1. The complainant may try to resolve the issue through informal mediation with the Director of Human Resources.
2. The complainant may try informal resolution with the Director of Human Resources and the appropriate department head, faculty chair, or Administrative Council member.
3. The complainant may elect as formal hearing with the Sexual Harassment Committee. (See Formal Hearings)
4. Any situation of possible or alleged retaliation against a person who is a party to an inquiry or complaint of sexual harassment will be referred to the Dean of Student Affairs or Director of Human Resources for informal investigation, mediation, and resolution. Such retaliation, when it does occur, is a violation of Federal law as well as College policy.

#### **FORMAL HEARINGS**

Should attempts at informal resolution be unacceptable to either or both parties, a formal hearing with the Sexual Harassment Committee may be requested. Individuals are entitled to file a formal complaint without attempts at medication. The Complainant and the accused, at the point the formal hearing process begins, will need to submit a written statement addressing the time, place, and manner of the alleged harassment, and a list of witnesses. Committee members shall be appointed for at least two (2) years but may serve longer if asked and are willing. The Committee will be composed of one (1) faculty member, one (1) administrative executive, and one (1) administrative assistant or support person recommended by Administrative Council members and appointed by the President. An alternate list of potential committee members will also be recommended by Administrative Council members and appointed by the President to serve on an as needed basis. If any member or members of the Committee are unacceptable to either party to the complaint, the President of the College may be petitioned to replace temporarily that member or members of the Committee for the purpose of hearing the formal complaint. Requests for a formal hearing shall be made to the Chair of the Sexual Harassment Committee within thirty (30) days of the conclusion of informal mediation, if such occurred.

Documentation and testimony may be requested by the Committee. The Committee will arrange to meet with the complainant and the accused with ample prior notification including a written list of charges given to each. Persons called to these hearings may be accompanied by an advisor of choice from within the College community (who cannot be an attorney) and are entitled to the presence of witnesses to corroborate their testimony. The Committee may call additional witnesses. The hearing is closed and will be recorded on audio tape or a written summary of the proceeding will be maintained.

After the hearing, the Committee will consider all the information presented in the case and prepare a summary and the sense of the information presented, including the written statements of the complainant and the accused. The material will be submitted to the accused's Administrative Council member with the Committee's conclusions as to whether the charges were substantiated or unsubstantiated. The Committee will also submit recommendations concerning actions or sanctions to be imposed. The Administrative Council member will in turn notify the accused and complainant of the Committee's decision as well as the Human Resources office. Sanctions may include but are not limited to, a cease and desist order, verbal admonition, written warning, probation, suspension without pay, or termination. Any action taken by the Sexual Harassment Committee will be reported in writing by the Administrative Council member to the accused, the complainant, and members of the Committee. The Human Resources office will retain a file of the written record and/or audio tape of the grievance process. This file will include the Committee's summary of facts, any documentary information, the written statements of the of the complainant and the accused, and the final disposition of the case. A list of all cases, both those that were resolved through informal mediation and those that required formal hearings, will be kept in the Human Resources Office. These files will be made available to the Sexual Harassment Committee upon the written request of the Committee.

### **APPEALS PROCESS**

In the event that the accused does not agree with the result of the formal hearing and/or the action taken by the Administrative Council member of the College, an appeal may be made to the President within ten (10) days of written notification of the action taken. The basis for an appeal must be related to new information, procedural error, or the belief that the information presented at the hearing does not support the verdict.

*\*\*Approved by the Board of Trustees October 24, 1998.*

## **SMOKING/TOBACCO POLICY**

Lycoming College seeks to promote the health and safety of all members of our community. In accordance with the Pennsylvania Clean Indoor Air Act and to provide a smoke-free environment for its students, faculty, staff, and visitors, the College has enacted an indoor smoking policy that prohibits smoking in all College buildings (including offices, lobbies, dining facilities and restrooms), College athletic facilities, and College owned vehicles. This policy applies to all faculty, staff, students, contractors and visitors.

- Smoking shall be permitted outdoors at a distance of 25 feet or more from any enclosed area where smoking is prohibited to ensure that second-hand smoke does not enter the area through entrances, windows, ventilation systems or any other means.

- Cigarette butts are to be extinguished and placed in the appropriate receptacles outdoors. Do not place cigarette butts in trash receptacles or indoor waste bins. Throwing cigarette butts on the ground or pavement is considered littering.

Penalties for violation of the College's smoking policy shall be disciplinary action in accordance with general College provisions for misconduct.

The Pennsylvania Clean Indoor Air Act (CIAA) became effective September 11, 2008. This act establishes smoke-free indoor work and public places. The CIAA requires that no smoking signs which consist of a burning cigarette in a circle with a bar across it must be prominently posted and properly maintained at all building entrances.

Under the CIAA, an individual may be penalized for smoking where it is prohibited in amounts ranging from \$250 for a first offense to \$1,000 for a third offense within twelve months.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff and students share in the responsibility of adhering to and enforcing the policy. Any problems should be brought to the attention of the employee's supervisor. The Department of Safety & Security will be responsible for enforcing the CIAA on campus.

### **Smokeless Tobacco**

The use of smokeless tobacco (chewing, dipping, etc.) is prohibited in all nonresidential College facilities. Smokeless tobacco is also prohibited at all Lycoming College athletic facilities.

Penalties for violation of the College's smokeless tobacco policy shall be disciplinary action in accordance with general College provisions for misconduct.

Note: Throwing cigarette butt(s) and/or smokeless tobacco residue container(s) on the ground or pavement is considered littering.

## **SOCIAL EVENTS WITH ALCOHOL**

The Social Events Policy can be accessed on the Lycoming College website at: <http://www.lycoming.edu/StudentAffairs/studenthandbook/socialeventspolicy.html>.

## **WEAPONS**

The possession, use or storage of weapons or dangerous materials is prohibited on College property, on streets within and adjacent to the campus and in all vehicles. Prohibited items include, but are not limited to: firearms, pellet guns, compressed air guns, BB guns, air soft guns, paint ball guns, illegal knives or swords, explosive devices, fireworks, and ammunition. Questions regarding this policy should be submitted to the Director of Safety and Security.

## WEATHER

### **CANCELING CLASSES OR CLOSING THE COLLEGE**

Lycoming College is an educational institution with a predominantly residential student population. It is expected that normal operations will take place on a basis regardless of weather conditions. It is assumed that academic and other buildings on campus will continue to be opened and serviced. Offices will remain on a "business as usual" basis throughout a regularly scheduled workday.

Commuting students should exercise caution and good judgment in dealing with potentially hazardous travel conditions. In case of inclement weather that may require the College to be closed, delay the opening of the College, or cancel classes, announcements may be heard on the following television stations: WBRE, WNEP, WYOU. The following radio stations may also be listened to for such announcements: WRAK 1400 AM, WRKK 1200 AM, WKSB 102.7 FM, WMYL 95.5 FM, WBZD 93.3 FM, WILQ 105.1 FM, WSFT 107.9 FM, WVRT 97.7 FM, and WRLC 91.7 FM.

Once a determination has been made to close the College or cancel all remaining classes due to inclement weather, an electronic mail notice will be sent to all users on GroupWise. In case of inclement weather, inquiries may also be directed to the College Switchboard 321-4000 or the Department of Safety and Security, 321-4064.

Individual faculty who cannot make it to campus due to weather conditions are required to notify the College as early as possible on the day the class is supposed to meet. Individual class cancellations may be found on the Weather Announcements link on the Lycoming College homepage, the College Switchboard, and the Department of Safety and Security.

Students unable to travel to the College due to inclement weather when classes are in session should notify the Office of the Dean of Student Affairs, 321-4039, or [wool@lycoming.edu](mailto:wool@lycoming.edu). The Dean's office will notify the student's faculty members.

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## ***WITHDRAWAL POLICIES***

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### **WITHDRAWAL PROCEDURES**

A student who wishes to withdraw completely from the College during the semester should meet with the Assistant Dean for Freshmen or Assistant Dean for Sophomores. College personnel will explain the procedure to ensure that the student's financial and academic records are properly closed. Students who withdraw after the 9<sup>th</sup> week of the semester will receive grades of "F." Students who expect to return to Lycoming College after a withdrawal period should contact the Registrar's Office (see Policy for Readmission, page 42).

## **WITHDRAWAL FOR MENTAL HEALTH REASON**

In the event that a possible emotional or psychiatric disorder results in a student engaging in behavior or threatening to engage in behavior that potentially presents a danger to himself/herself or others, renders him/her unable to meet reasonable institutional standards, or would cause significant property damage or directly and substantially impede the lawful activities of others, the following steps may be taken:

1. In an emergency situation, the Dean of Student Affairs, President, or a person designated by the President shall counsel with the student's parents in order to bring about a voluntary withdrawal and a prompt referral to a psychiatric facility for evaluation and treatment. In a case where consulting with parents is not possible or inappropriate, referral for emergency services will be made directly and withdrawal will be recommended.
2. Where agreement for voluntary withdrawal cannot be reached except in emergency situations, the student shall be notified in writing of the time and place of a hearing and of the possibility of mandatory psychiatric withdrawal.
3. The College will ask a qualified mental health professional to evaluate the student's fitness to continue as a member of the College community, as well as request recommendations for referral services and suggested criteria for readmission.
4. A hearing or informal proceeding will be held before a special committee appointed by the President or his designee. The student may be accompanied by a family member or another person of his/her choosing from within the College community.
5. Where a determination is made that withdrawal is appropriate, the committee shall provide to the student and, when appropriate to his/her parents a statement of the reasons for the decision. These standards do not preclude sanctions in accordance with conditions of the Housing Agreement or other College rules or regulations.

## **WITHDRAWAL REFUND POLICY**

Students wishing to withdraw from the College during the semester should meet with the Assistant Dean for Freshmen or the Assistant Dean for Sophomores to ensure that the student's financial and academic records are properly closed. The effective date of calculating refunds shall be: the date that the student begins the withdrawal process or provides official notification to the institution of his or her intent to withdraw; the midpoint of enrollment if the student drops out without notification to the institution; or the date, as determined by the institution, that the student withdraws due to illness or accident.

Students withdrawing will receive a prorated refund for tuition, fees, room and board, less an administrative fee of \$100 and any unpaid charges, according to the following schedule:

	<u>Refund</u>	<u>Charge</u>
During Week 1	90%	10%
During Week 2	80%	20%
During Week 3	70%	30%
During Week 4	60%	40%
During Week 5	50%	50%
During Week 6	40%	60%
After 6th Week	0%	100%

Please note that there is no refund after the sixth week of the semester. For Freshmen, the refund period will be extended into the week that early assessment grades are distributed to students and parents.

Comparative schedules apply to the May and Summer terms.

The calculated refund will be reduced by any unpaid charges. Any balance remaining will be billed to the student. Unpaid student account balances will be charged interest at the rate of 1% per month on the month end balance until the account is paid in full. Should legal collection become necessary, all costs of collection will be added to the balance due.

Lycoming College's institutional refund policy is distinct and different from the Federal Return of Title IV Funds policy. The adjustment of institutional financial aid will follow the Withdrawal Refund Policy stated above. The College is required to perform a Return of Title IV Funds calculation for all federal financial aid recipients who withdraw (officially or unofficially) from all classes on or before the 60% attendance point of the semester. Students who are subject to the return of any Title IV funds may result in a balance due to the College, Federal Government or both. See Federal Return of Title IV Funds Policy (<http://www.lycoming.edu/treasurer/federalfundswithdrawal.html>) for further explanation on the return of federal funds.

Students who drop individual course(s) during the add/drop period will receive 100% adjustment to tuition and fees. Students who drop individual course(s) after the add/drop period will not receive any adjustment to tuition and fees.