



LAKELAND
UNIVERSITY

2023-2024 Student Handbook

Table of Contents

Contents

<i>Welcome from the President</i>	6
<i>Lakeland University Statement of Mission, Values, and Expectations</i>	7
<i>Lakeland University Statement on Diversity</i>	7
<i>Land Acknowledgment Statement</i>	8
<i>Statement of Civility</i>	9
<i>Academic Rules, Policies, and Information</i>	9
<i>Section One: Academic Services, and Information</i>	10
<i>Academic Administrative withdrawal</i>	10
<i>Academic Advising</i>	10
<i>Academic Calendar</i>	10
<i>Academic Probation, Suspension, and Dismissal</i>	11
<i>Hayssen Academic Resource Center (HARC), Tutoring, and Academic Support</i>	12
<i>To Schedule a Tutor Appointment through Starfish</i>	12
<i>Accounts/Payments</i>	12
<i>ADA (Services for students with disabilities under the Americans with Disabilities Act)</i>	13
<i>Administrative Withdrawal</i>	13
<i>Athletics</i>	13
<i>Behavioral Suspension or Dismissal</i>	13
<i>Cancellation of Classes</i>	14
<i>Cell phone Usage/Texting in Class</i>	14
<i>Class Absences</i>	14
<i>Class Attendance Policy</i>	14
<i>Classroom Behavior</i>	14
<i>Computer Labs</i>	15
<i>Degree Requirements</i>	15
<i>Dean’s List</i>	15
<i>Fall and Spring Term Policies</i>	15
<i>Financial</i>	15
<i>Financial Aid</i>	15
<i>Financial Aid: Change of Status Policy</i>	15
<i>Financial Aid: Satisfactory Academic Progress Policy</i>	15
<i>Grade Appeal Procedure</i>	16
<i>Grade Changes</i>	16
<i>Grade Reports</i>	16
<i>Graduate Programs</i>	17
1. <i>Standards:</i>	17
<i>IT Acceptable Use Policy</i>	17
<i>Library Services</i>	18
<i>Mid-term Suspension or Dismissal</i>	19
<i>Military Benefits</i>	19
<i>Military Student Mobilization Policy</i>	19
<i>Mobilization On or Prior to the Last Day to Withdraw</i>	19
<i>Mobilization Following the Last Day to Withdraw</i>	20
<i>Non-Discrimination Policy</i>	20
<i>Readmission Following Suspension</i>	20
<i>Readmission Following Withdrawal</i>	20
<i>Refunds</i>	20
<i>Registrar’s Office</i>	20
<i>Registration</i>	21
<i>Registration for course(s)</i>	21

<i>Semester Hour Definition</i>	21
<i>Standards for Academic Good Standing</i>	22
<i>Student Religious Observances Policy</i>	22
<i>Summer Term Policies</i>	23
<i>Transfer Students</i>	23
<i>Undergraduate Programs</i>	23
1. Standard:	23
<i>Withdrawing from the University</i>	24
<i>Withdrawing from a Course</i>	25
<i>Medical Withdrawal and Family Leave</i>	25
Notes:	25
Section Two: Student Life Services, Information and Policies and Procedures	26
<i>AIDS and HIV Policy</i>	26
<i>Alcoholic Beverages Policy</i>	26
<i>State of Wisconsin Drinking Laws</i>	27
<i>Open Containers</i>	27
<i>Alcohol/Drugs on University-Funded Trips</i>	27
<i>On-Campus Alcohol/Drug Abuse Resources:</i>	27
<i>Off-Campus Support Groups:</i>	28
<i>Behavioral Intervention</i>	28
<i>Calendar of Events</i>	28
<i>Campus General Communication</i>	28
<i>Campus Shop</i>	29
<i>Campus Student Organizations</i>	29
<i>Campus LU Vehicles</i>	29
<i>Career Readiness, Cooperative Education and Professional Development</i>	29
<i>Certified Registered Service Animal</i>	29
<i>Emotional Support Animal</i>	30
<i>Check Cashing</i>	31
<i>Clery Act Information</i>	31
<i>Communicable Disease Policy</i>	31
<i>Counseling Services</i>	31
<i>Death of a Family Member of a Student</i>	33
<i>Dining Services</i>	33
<i>Disclaimer of Liability</i>	33
<i>Discrimination and Harassment</i>	34
<i>Emergency Notification</i>	34
<i>Emergency Transport Policy</i>	35
<i>Freedom of Expression</i>	35
<i>Gender Neutral Restrooms</i>	35
<i>Greek Life</i>	35
<i>Grether Natural Laboratory (The Woods)</i>	36
<i>Grievance Procedure</i>	36
<i>Health Services</i>	37
<i>Hunting</i>	37
<i>Information Desk</i>	37
<i>International Students</i>	37
<i>Intramural Sports</i>	38
<i>Lakeland Intervention Team (L.I.T.)</i>	38
<i>Property Liability Policy</i>	38
<i>Lost and Found</i>	39
<i>Missing Student Notification Policy and Procedures</i>	39
<i>Parental Notification</i>	40
<i>Parking Policies</i>	40

<i>Posting and Advertising Policies</i>	41
<i>Reservations of Facilities</i>	41
<i>Safety and Security</i>	41
<i>Severe Weather and Tornado Procedures</i>	42
<i>Student Activities</i>	42
<i>Designated Shelter Areas</i>	42
<i>Smoking Policy</i>	42
<i>Spiritual Life</i>	42
<i>Un-crewed Aerial Devices (Drones)</i>	43
<i>University Officials</i>	43
<i>Ulrich Center for Faith, Ethics, and Justice</i>	43
Section Three: Student Conduct Judicial Policies and Procedures	44
<i>Goals of the Conduct Process</i>	44
<i>Explanation of Student Conduct (Flow Chart)</i>	44
<i>Sanctioning</i>	45
<i>Appeals</i>	45
<i>Honesty</i>	46
<i>Drug-Free Schools and Communities Act Amendments of 1989</i>	46
<i>Drug Policy</i>	46
<i>Drug Violation Sanctions</i>	47
<i>Firearms and Weapons policy</i>	47
<i>Hazing Policy</i>	47
<i>On Campus Lake/Pond Rules</i>	48
<i>University Policy Violations and Definitions</i>	48
<i>Student Conduct procedural flow chart</i>	54
Section Four: Residence Life Policies and Procedures	59
<i>Residence Halls</i>	59
<i>Residence Life Policies</i>	59
<i>Residence Life Policy Violation Process</i>	59
<i>Air Conditioners, Humidifiers, and Dehumidifiers</i>	59
<i>Application/Reapplication Process</i>	59
<i>Housing Contract</i>	60
<i>Lakeland University to Lakeshore Technical College</i>	61
<i>Checking In and Checking Out Procedures</i>	61
<i>Alcohol and Other Drugs</i>	61
<i>Damages to Housing Facilities</i>	62
<i>Electrical Appliances</i>	62
<i>Cell Phones/Electronic Devices</i>	63
<i>Fire Safety</i>	63
<i>Fire Safety & Training Programs</i>	64
<i>Residential Evacuation Locations</i>	65
<i>Fire Reporting</i>	65
<i>Furniture</i>	65
<i>Gambling</i>	65
<i>Guests and Visitation Hours*</i>	66
<i>Overnight Guest</i>	66
<i>Minor Guest</i>	66
<i>Identification and Access</i>	67
<i>Guest Limitations</i>	67
<i>Host Responsibility</i>	67
<i>Mold and Mildew Prevention</i>	67
<i>Noxious Odor Policy</i>	68
<i>Keys</i>	68
<i>Laundry</i>	68

<i>Pets</i>	68
<i>Quiet Hours and Study Hours</i>	68
<i>Recreation in the Residence Facilities</i>	68
<i>Responding to the Requests of Staff</i>	69
<i>Room Cleanliness</i>	69
<i>Room Decorating</i>	69
<i>Room Entry and Search</i>	69
<i>Room Search (Campus Safety)</i>	70
<i>Social Events</i>	70
<i>Safety and Security Concerns within the Residence Halls</i>	70
<i>Sales and Solicitation</i>	70
<i>Theft</i>	71
<i>Tornado Warning Regulations</i>	71
<i>Vandalism</i>	71
Section Five: Sexual Misconduct, VAWA, Harassment and Discrimination Policy	72
<i>VAWA (Violence against Women Act) Offenses</i>	72
<i>Lakeland University Sexual Harassment & Consent Policy Definitions</i>	75
<i>Title IX Investigation Flow Chart</i>	82
<i>Campus Map</i>	87
<i>Campus Resources and Information</i>	88

Welcome from the President

Dear Students,

Welcome to your new home. Each Lakeland residence hall is filled with people who are now your neighbors, and at Lakeland, we are a family. Neighbors at Lakeland almost always become friends. Mutual understanding and respect often grow into lifelong relationships. An incalculable number of Lakeland graduates have remained close friends for decades after graduating.

Take a moment to get to know your neighbor. Even though we all come from different backgrounds, you now share a common bond. Learn from each other and support one another as you navigate your new “college life.” A little bit of kindness can go a long way.

I also want to welcome you to my family’s neighborhood. You may see three little Muskies venturing around campus, as this is their backyard. We look forward to seeing you around campus!

Sincerely,

Beth Borgen
President



Lakeland University Statement of Mission, Values, and Expectations

Mission: Lakeland University educates individuals of diverse backgrounds, preparing them to think critically, communicate effectively, succeed professionally, and lead ethical, purposeful, and fulfilling lives. Rooted in the values of the United Church of Christ, Lakeland integrates the liberal arts and experiential learning to develop the whole person for success in a dynamic, multi-faceted world.

Values: The values of Lakeland University are influenced by its relationship with the United Church of Christ and continuing commitment to the liberal arts:

Inquiry and Academic Excellence: We are a community committed to learning, discovery, and creativity as ongoing endeavors. We maintain high standards of academic rigor and expectations for achievement that drive the acquisition and application of knowledge through the liberal arts and practical learning opportunities.

Integrity and Responsibility: We are a community that is open, honest, and ethical. We are accountable to ourselves, each other, and the university to uphold the mission and values of the institution.

Faith and Religious Expression: We are a community that values the study and exploration of faith and religious beliefs. We invite one another to investigate what it means to live a spiritual, meaningful, and purposeful life.

Diversity and Respect: We are a community that welcomes all people regardless of their gender, race, religion, sexual orientation, socioeconomic status, disability, or country of origin. We value differing backgrounds, cultures, and viewpoints and accept our responsibility to treat each other with fairness, compassion, and civility.

Service and Stewardship: We are a community committed to socially responsible service at the institutional, local, regional, national, and global levels. We embrace our role as caretakers of the resources of the institution and society.

Lakeland University Statement on Diversity

Lakeland aims to promote and foster an environment that supports diversity and inclusion for our students, faculty, and staff. To that end, this institution will be a safe and affirming learning space for all students, regardless of race, ethnicity, socio-economic status, gender, sexuality, gender identity, religion, body size, nation of origin, immigration status, and ability. The campus life staff will respect all students, use preferred names and appropriate pronouns, and encourage open, collegial, and relevant communication from all members of the class.

Land Acknowledgment Statement

We respectfully acknowledge and honor all Indigenous nations-past, present, and future for their ongoing and fundamental relationships to this region. They lived here before and during the colonization of the Americas, colonization which continues today. Lakeland University recognizes the Indigenous People of the Potawatomi, Menominee, Miami, Ho-Chunk, and Sioux tribes, their deracination, expropriation, and continued presence.

This statement is a reminder to reflect on our past as we contemplate our way forward in partnership with Indigenous Peoples.



Statement of Civility

Lakeland University aspires to promote the growth of all people in their academic, professional, social, and personal lives as a university of different individuals, cultures, and perspectives. Students, faculty, and staff join to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. As members of the LU Community, we challenge you to strive to achieve the following individual commitments:

- **Strengthen the university for academic success;** I will demonstrate integrity, be accountable for my behavior and continuous learning, and respect the freedom and rights of others to express their views openly.
- **To foster an environment for personal growth,** I will honor and take care of my body, mind, and character. Demonstrate and promote fair and just treatment, and practice forgiveness and compassion.
- **Advocating for a community of belonging,** I will discourage intolerance, hatred, and injustice and promote constructive conflict resolution.
- **To contribute to the future,** I will strive for the betterment of the community, myself, my university, the nation, and the world.

Academic Rules, Policies, and Information

As a student at Lakeland University, it is important that you familiarize yourself with the institution's academic policies and procedures. This information can be found in the academic catalog, which is available electronically [here](#). Additionally, we have included page links below to the following topics:

- [Academic Standing Guidelines](#)
- [Athletic Eligibility](#)
- [Course Guidelines/Policies](#) (including withdrawal information)
- [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Grading](#)
- [Graduation Policy](#)
- [Plagiarism and Cheating](#)

If you would like to know more about any of the topics or have additional questions, please consult your academic advisor or the Registrar's Office (registrar@lakeland.edu). Both are glad to assist and are committed to your success.

Section One: Academic Services, and Information

Academic Administrative withdrawal

Lakeland University reserves the right to administratively drop a student from any class during the semester regular term (fall/spring) or short-term courses (7 or 12-week sessions) for failure to attend classes or commence enrollment during the first part of the term/session without an approved excuse.

- An instructor may excuse a student at their discretion.
- The instructor and student make agreed-upon arrangements to submit assignments.

Commencing enrollment requires participation in the class meeting in person on campus or via Lakeland's courseware system, Blackboard.

- Simply logging into a class via Blackboard does not qualify as commencing enrollment.
- Student submits assignments, completes the commence enroll activity (available in Kellett School courses), or the student must participate in a discussion board activity to "commence enrollment."
- Discussion board cannot be the introduction thread; the participant must dialogue on the week one discussion about the course-related topic.

If the student fails to commence enrollment the following process is followed:

- Instructor raises a flag in Starfish called "Student has not Commenced Enrollment."
- The Starfish process sends a notice to student, academic leadership, academic advisor, Financial Aid and athletic coach.
- Academic leadership verifies by reviewing any subsequent course participation in Blackboard or by contacting the instructor directly.
- If enrollment activity has since taken place, because the student has posted to discussion board, made a course submission the instructor or staff clears the flag after verifying the activity. Student remains in the course.
- If the student fails to initiate the drop process or participate by the end of the add/drop deadline for the term or session, an administrative drop is completed.
 - Administration drops student from the course who no longer has access to the Blackboard platform.
 - The student's enrollment status may change based on the number of courses dropped.
 - Tuition and financial aid refund calculations will commence following the policies in place on the day prior to the start of the term/semester.

Academic Advising

Lakeland University advising is a collaborative process between students and faculty members based on the belief that each individual is capable of lifelong success.

Faculty advisors guide the development of students as they discover, clarify and work toward their educational and life goals. Academic advisors not only answer questions about campus resources, majors, and course selection, but also assist in the development of strategies to help each student accomplish both short and long-term objectives.

Be sure to get to know your advisor and make the most of this key relationship. For more information about academic advising, send an e-mail inquiry to the advising director, Mary Jo Jetzer, at jetzermj@lakeland.edu.

Academic Calendar

Lakeland's traditional academic calendar consists of traditional fall and spring terms, with an optional summer term. Each of the four-month fall and spring terms includes 14 weeks of class sessions and a one-week exam period. Fall term begins in late August/early September and concludes before Christmas. Spring term starts in the middle of January and continues through the beginning of May.

Lakeland’s Kellett School academic calendar consists of 12-week fall, spring and summer sessions. Lakeland also offers some seven-week one and seven-week two courses during the fall, spring, and summer terms. Summer courses offerings through Lakeland’s include a 7-week and 12-week session. Start dates vary for each session.

Academic Probation, Suspension, and Dismissal

Probation: Students whose term GPA falls below the minimum standard or who fail to pass the required number of semester hours will be placed on academic probation for the following semester. In addition, students classified as second-semester freshmen or higher whose cumulative GPA falls below 2.0 will be placed on academic probation for the following semester. Students placed on academic probation may take no more than 14 semester hours during the following term. These students should also meet with the director of the Hayssen Academic Resource Center to identify methods for improving performance. Students must fulfill the terms of their probation and improve their overall GPA each term until they have earned a return to good academic standing.

Suspension: Students who fail to fulfill the terms of their academic probation or who fail all of their courses in a single term will be suspended for one semester. Students who are admitted through the Promise Program but who fail to pass the minimum number of semester hours or achieve the required term GPA in their first semester may also be suspended. After a suspended student has been away from Lakeland University for one semester, they may apply for readmission through the Office of Admissions. A student who has been readmitted to the university after a period of academic suspension will return on academic probation.

Appeals to the above policy decisions may be made to the Vice President for Academic Affairs.

Dismissal: Students who are readmitted after an academic suspension and fail to meet the appropriate term GPA standard will be academically dismissed. Dismissed students may no longer enroll in Lakeland University coursework, are ineligible for readmission to Lakeland University, and may not appeal this determination.

Probation

Freshman (1st semester)	If term GPA falls below 1.75 or fewer than 9 semester hours are successfully completed
Freshman (after 1st semester)	If term GPA falls below 1.75, cumulative falls below 2.0, or fewer than 9 semester hours are successfully completed
Sophomore (or after 4th term of enrollment)	If term or <u>cumulative</u> GPA falls below 2.0, or fewer than 9 semester hours are successfully completed
Junior	If term or <u>cumulative</u> GPA falls below 2.0, or fewer than 9 semester hours are successfully completed
Senior	If term or <u>cumulative</u> GPA falls below 2.0, or fewer than 9 semester hours are successfully completed

Suspension

All Classes	Failure to meet the terms of probation or failure of all courses in a single term
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Dismissal

All Classes	After readmission following suspension, failure to meet the appropriate term GPA standard
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Hayssen Academic Resource Center (HARC), Tutoring, and Academic Support

The mission of the Hayssen Academic Resource Center (HARC) is to address the academic support needs of the students, faculty, and staff of Lakeland University by providing information, skills training, and support in the areas of learning skills, critical thinking and information access.

The Hayssen Academic Resource Center (HARC) is home to various academic support services for all Lakeland University students. Located on the second floor of the Esch Library, the HARC is where students can work with tutors in all subject areas. In addition, the HARC staff provides tutor support with time management, organizational skill-building, test-taking, and academic writing in all courses, across all disciplines.

The HARC staff works in partnership with student life, athletics, and residence life to support academic growth and success for all students. Academic support and tutoring services are shown to have a significant impact on overall success, especially helping underprepared students achieve success during their first year. Tutors are undergraduate students who have taken the courses at Lakeland and require faculty recommendation. Lakeland is proud to host a significant number of international students. We encourage all students who use English as a second language to visit the HARC.

The HARC is open whenever the Esch Library is open and is available for individual and group study time. The HARC and tutor services are free. Visit the Hayssen Academic Resource Center webpage at <https://lakeland.edu/student-experience/academic-services>. The director of the HARC can be reached at 920-565-1021, ext. 2115 or at HARC@lakeland.edu.

To schedule a tutoring session:

Go to **Login.lakeland.edu** and select **Starfish**.

1. *If the **My Success Network** page does not appear, select the menu icon in the upper left of the screen, and select **My Success Network**.*
2. Under **How can we help?** Locate current tutors available to you for each subject or course.

To Schedule a Tutor Appointment through Starfish

1. Select the down arrow next to the appropriate tutor and select **Schedule**.
2. Select **Tutoring Center**, then select **Tutoring**, and select **Continue**.
3. Select the date and time option when you want to meet and select **Continue**.
4. Input information and select **Confirm**.
5. A meeting invitation will be sent to your Outlook calendar with the details of your tutor meeting.

Accounts/Payments

Each student is responsible for ensuring their financial obligations are met. Accounts are due on the 15th of the month prior to the start of each term. A full list of due dates and financial options are available on students' pre-bill letters. Pre-bills are prepared twice prior to the start of each term and bills are prepared monthly throughout the academic term. Both pre-bills and bills are available electronically via Lakeland's third-party payment processor, CASHNet.

Students may enroll in a payment plan via CASHNet. Any questions on due dates, payment plans, or student bills may be directed to the Bursar's Office at 920-565-1027 ext. 2378 or studentaccounts@lakeland.edu, or in-person at William A. Krueger Hall Room 109.

If a student does not take appropriate action to meet their financial obligations, they may lose access to their One Card (meal card) and/or Blackboard course shells until such obligations are met. In addition, the University may withdraw students from courses, place the student on registration hold for future terms, withhold transcripts, and/or place the account in a pre-collections or collections service.

ADA (Services for students with disabilities under the Americans with Disabilities Act)

Lakeland University collaborates with students, faculty, and staff to ensure equal educational and programmatic access for eligible students with documented disabilities. We provide students the opportunity to reach their full potential by developing academic accommodations and support services along with promoting independence and self-advocacy for all students. Housing accommodations may also be provided for students living in Lakeland's residence halls.

To be eligible for disability-related services, students must have a documented or visible impairment as defined by Section 504 of the Rehabilitation Act (1973), the Americans with Disabilities Act (ADA, 1990) and the ADA Amendments Act (ADA-AA, 2008). The ADA regulations broadly define disability impairments to include a wide variety of disorders or conditions including: ADD/ADHD, Autism Spectrum Disorders, Medical/Health Conditions, Sensory Impairments, Learning Disabilities, Mobility/Physical Disabilities, and Psychological Disabilities.

For additional information, visit our Disability Services webpage at [Disability Services](#). Students who are requesting disability-related accommodations should contact the ADA coordinator, Karen Eckhardt, for further assistance. Karen Eckhardt can be contacted by phone at 920-565-1021, ext. 2115 or by email at eckhardtkl@lakeland.edu.

Administrative Withdrawal

Where judged appropriate, or under circumstances determined to be potentially dangerous, a student may be immediately suspended and removed from campus. This includes any student judged to be harmful to her or himself or others, or whose removal is judged to be in the best interest of the university. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self, other, property, or the orderly functioning of the university. The university may require a medical (including mental health) evaluation at the student's expense. The university may select the medical provider for this purpose. The team will be comprised of professional staff members appropriate to the case. The decision of the administrative team will be final.

When reasonably possible, the university will seek remedies that enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The university will act with respect to the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from the university.

When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for readmission to the university to be considered. An administrator will meet with the student to discuss re-entry in to the university at a time agreed upon by both student and the university.

Athletics

Lakeland University is a member of the National Collegiate Athletic Association (NCAA) Division III. The Muskies compete in the Northern Athletics Collegiate Conference. Lakeland has ten intercollegiate varsity sports for men (baseball, cross country, wrestling*, basketball, football, tennis, golf, track and field, soccer, and volleyball) for ten varsity sports for women (basketball, cross country, golf, soccer, softball, tennis, track and field, volleyball, women's bowling*, and *wrestling). All home athletic events are free to students who present their Campus ID Card. *Women's wrestling is a member of the WCWA, and men's wrestling and women's bowling are members of the CCIW.

Behavioral Suspension or Dismissal

Students who have violated established rules of the Lakeland University community, as published in the university's student handbook, may be immediately suspended or dismissed from the university. Unless other action is specifically approved by the vice president for campus life/ dean for students for student development, behavioral suspensions will result in the award of failing grades in all enrolled classes.

Cancellation of Classes

For all campus closures and class cancellations due to inclement weather, students will follow:

- Any face-to-face classes scheduled at those days/times may be conducted virtually or require participation through Blackboard (synchronously or asynchronously) or other means to cover the class meeting time.

Students, faculty, and staff learn about weather-related closures through the following:

- Text via the Lakeland University Muskie Alert notification system.
- Post on Lakeland Today.
- Mass email.
- Post on primary Lakeland Social Media (Facebook, Twitter, Instagram, Workplace).

Each Lakeland center location will make its own decision regarding weather-related closure. The same communication platforms will be used to notify students, faculty, and staff of any center closures.

Cell phone Usage/Texting in Class

Cell phones, electronics, earbuds, headphones, and other devices that have the potential to interfere with classroom instruction should be silenced during class. Each instructor has their own policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them.

Class Absences

If a student needs to miss a class due to a university-sanctioned extra-curricular activity or for short-term military service, they should notify their instructors as soon as possible and are expected to complete all work missed according to the instructors' policies. If concerns, problems or questions arise about absence policies, contact the individual instructor or faculty/staff member responsible for that activity.

Class Attendance Policy

Students are expected to be present and actively engaged in all class sessions. For classroom-based instruction, this means students are present and punctual in all class sessions. For online instruction, this means students should log in a minimum of three days each week and participate in the discussion forum. For BlendEd courses, students must follow the attendance requirements for whichever way they choose to attend. Individual course instructors are responsible for clearly notifying students of their unique and specific class attendance policies. As part of these policies, course instructors may request verification from students for a stated medical absence. A healthcare professional should provide a return-to-class document that excludes diagnostic details and health-related information. Course instructors typically will ask a student to verify medical absence when the student has missed multiple consecutive class sessions or a major exam or assignment. While absences for required short-term military service are excused, course instructors may request verification of these absences as well. For any approved absences, students should work with their instructors to review options for submitting missed assignments and coursework.

All courses must meet during final exam week at their scheduled periods. Instructors may use the final exam period for giving final exams, discussing final papers, or conducting other instructional activities. Students are required to attend during final exam week and participate in their instructors' scheduled activities.

Classroom Behavior

When in classroom environments, students remain subject to the student conduct policy outlined in this document. No student may unreasonably interfere with another's right to read, study or learn in the classroom. An instructor has the right to ask a student who is disruptive to leave class immediately and not return until the matter has been resolved. Classroom disruption of any kind will be referred to the Vice-President for Campus Life/Dean for Students for follow up disciplinary action.

Computer Labs

Computer labs are located in Chase, the Laun Center, the HARC and the Esch Library. For the Mac lab which is located in Old Main on the third floor and is available for use by students enrolled in digital design courses.

Degree Requirements

Contingent upon continuous enrollment, students are allowed to complete any degree program offered by Lakeland University on the date of their first enrollment in the university, provided no substantive curricular changes have been made. At times, Lakeland University may sunset specific degree programs with notice to students and identify a deadline date by which the major, minor, emphasis or other credential must be completed in order to be conferred.

Dean's List

A dean's honor list is prepared at the close of each fall, spring, and summer term. The dean's list recognizes students enrolled in a minimum of 12 graded semester hours (quality points earned) who have attained a grade-point-average of 3.5 or better for the term. Grades earned in courses transferred from another college are not included in the Lakeland grade-point-average.

Fall and Spring Term Policies

While enrollment in five courses (15 semester hours) is the normal full-time student workload during the fall or spring term, Lakeland's full-time tuition is applied to any enrollment from 12 to 18 semester hours during those terms. Students who have maintained a grade point average (GPA) above 3.0 or who have written approval from the vice president for academic affairs may enroll in up to 21 semester hours during a term with payment of an overload tuition charge for the 18.5th through 21st semester hours. Part-time students and students taking evening or online courses pay on a course-by-course basis.

Financial

Students experiencing financial hardships, difficulties or seeking counseling/assistance with understanding their account should contact the bursar's office at 920-565-1027 ext. 2378 or studentaccounts@lakeland.edu or in person in William A. Krueger, Room 109.

Financial Aid

Student financial aid information is available in the financial aid office located in William A. Krueger Hall, Room 108. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. Walk-in appointments are available, but a scheduled appointment is preferred to ensure adequate time is available for questions and concerns.

Call the financial aid office at 920-565-1032 ext—2372 or Financialaid@Lakeland.edu for assistance. For more information about Financial Aid, please visit the following: <https://lakeland.edu/admissions>

Financial Aid: Change of Status Policy

It is the student's responsibility to notify Financial Aid if their enrollment or residency status changes. Financial aid awards are based in part on enrollment and residency status; moving off or on-campus constitutes a redetermination of student aid. Students considering a change in residency status are encouraged to meet with Financial Aid before making the decision.

Financial Aid: Satisfactory Academic Progress Policy

Lakeland University is required to establish and consistently apply standards of satisfactory academic progress to all students who receive funds from Title IV programs of financial assistance. The policy is required to have quantitative and qualitative methods to measure students' academic progress. This policy will be reviewed after every term. This same

policy will also apply to all students who receive funds from state or Lakeland University sources.

The qualitative measure is based on the cumulative grade point average (GPA). Only the highest grade of repeated courses is used in the cumulative GPA calculation.

The quantitative measure is based on the length of time for completion of the degree program. A student must complete the program within 150% of the time frame established. The bachelor's degree requires 120 credits; therefore, a student cannot exceed 180 credits to complete the requirements ($120 \text{ credits} \times 150\% = 180 \text{ credits}$). It takes four years to complete the bachelor's degree; therefore, a student has six years to complete the degree requirements ($4 \text{ years} \times 150\% = 6 \text{ years}$). Transfer credits accepted are counted as hours attempted and earned.

An appeal process exists for anyone whose financial aid eligibility is terminated as a result of the Financial Aid Satisfactory Academic Progress Policy. Those students affected will receive written notice of the appeal process.

No part of this policy is housed on the student's academic record. This financial aid policy is separate from the policy for Academic Good Standing as listed in the academic catalog under the Academic Policies.

Grade Appeal Procedure

At the end of the semester, final, official grades are available to students on my.lakeland.edu. If a student identifies an error in calculation or has reason to believe the grade posted on my.lakeland.edu differs from the grade earned, the student may initiate a grade appeal.

Students with questions about their grades must first contact the instructor. If the student is not able to resolve the concern with the instructor, the student may submit a written grade appeal to the Academic Dean of the School in which the course is housed. Grade appeals may be appropriate when there is a miscalculation or error on the part of the instructor or when the student is not held to the criteria identified in the course syllabus. Grades cannot be appealed on the basis of work that was submitted after the end of the semester or after an "incomplete" due date.

Grade appeals must be submitted no later than three (3) weeks after the official grade is posted. Students submitting a grade appeal must include a written letter of appeal, a completed Grade Appeal Form available through my.lakeland.edu, and all appropriate documentation. If necessary, the Dean may form an Appeal Committee to investigate and review the appeal, and a final decision will be made by the Dean no later than one (1) week after the appeal submission due date. The decision of the Dean will be final.

Grade Changes

Once grades have been submitted to the registrar, changes of grades must be approved by the dean supervising the course. Faculty may initiate a grade change if an error was made or when no grade was entered upon initial grade entry. If a student identifies an error in the final grade, the student must first contact the instructor to resolve the issue, and if the issue cannot be resolved between the instructor and student, the student may submit a grade appeal following the procedure outlined below. Students are responsible for monitoring grades during and at the conclusion of a course, and addressing concerns as they arise during the course. Changes of grades will not be permitted on the basis of work submitted after the end of the semester.

Grade Reports

Midterm and final grade reports are available at my.lakeland.edu at the end of each grading period. Printer-friendly versions are also available on this website. Although parents may provide a major portion of the financial support for a student's education, they will not automatically receive college grade reports. Legally an adult, the student must authorize the release of grade report information to parents by signing a waiver form. Waiver forms are included in the orientation packet for each new, entering student and are also available in the Office of the Registrar. Parents of dependent students who wish to receive grade reports should ensure a completed FERPA waiver form is in the student's academic file.

Graduate Programs

1. **Standards:**
 - a. **Qualitative Measure:** Students must meet the minimum cumulative GPA requirement of a 3.0. Only the highest grade of all repeated courses is used in the cumulative GPA calculation.
 - b. **Quantitative Measure:** Students must complete their program within the timeframe described in the Graduate Academic Progress Policy.
2. **Review Process:** Students will be reviewed after each term.
3. **Financial Aid Warning:** When a student does not meet the standards described above in #1, a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.
4. **Financial Aid Suspension:** The student's financial aid will be terminated for all future semesters until they can return their academic record to good standing for Satisfactory Academic Progress, if one or more of the following conditions occur:
 - a. The student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning;
 - b. The student has a conditional acceptance to the University and does not meet the criteria for Satisfactory Academic Progress;
 - c. The student fails all courses in a single term;
 - d. The student fails to meet the conditions of a Financial Aid Probation.
5. **Appeal Process:** There is an appeal process for students that have their aid terminated.
 - a. The form and instructions are included with the written communication to the student at the time of the termination.
 - b. The time allowed for completing the appeal will be communicated in the letter.
 - c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.

Financial Aid Probation: This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for the Satisfactory Academic Plan.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.

IT Acceptable Use Policy

Lakeland University encourages the use of its information technologies to support research, enhance instruction and act as a resource for the needs of the campus community. To provide these services and protect its information systems, the university requires that members of its educational community use these resources in a manner consistent with the goals of the university. Users of university equipment, software, and computer accounts are expected to follow acceptable use standards of ethics and conduct in their use of computing resources. Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network, or communication network is prohibited. Also prohibited are the following:

- Unauthorized entry into a file to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Use of computing facilities to interfere with the work of another student, faculty member, or university official.

- Use of computing facilities to send obscene or abusive messages.

- Use of computing facilities to interfere with the normal operation of the university computing system.
- Connecting unauthorized/ personal networking equipment to Lakeland’s network (i.e., personal routers or networking switches).

Users of any university equipment, software, and computer accounts are expected to follow acceptable use standards of ethics and conduct in their use of computing resources. All students should not assume any confidentiality when using university technology resources. The full and binding policy can be found online at <https://services.lakeland.edu/TDClient/90/Portal/KB/ArticleDet?ID=14485>.

Library Services

The John H. Esch Library is dedicated to supporting student learning and the professional development and research needs of faculty and staff. The library is located in the heart of the campus, between Old Main and the Younger Campus Center, and includes:

- A print book collection consisting of approximately 48,000 items
- 61+ research databases providing access to more than 360,000 full-text journals.
- A print journal collection of more than 240 titles
- Monarch Catalog, our online catalog providing easy access to our materials and those of 32 area libraries in the Monarch Library System.
- Specialized collections in religion, Kodaly Music
- 300+ video/DVD collections for in-library use
- A 18-station computer lab providing Lakeland students and faculty access to library resources and various software applications, including 2 MAC computers.
- 3 group study rooms
- Headphones
- Wi-Fi access
- A black & white photocopier/scanner
- Microfilm reader
- Laptop computers are available for in-library use.

Lakeland students, faculty, and staff are eligible to check out materials in the library and access the library's online offerings. Library staff prides itself on its customer focus, and we look forward to helping you with your research needs.

For more **FAQs**, please visit the following link and cursor down to the Frequently Asked Questions box: <https://lakeland.edu/student-experience/academic-services/john-esch-library>.

Library Hours

Fall & Spring Semester Hours	Summer Hours (June – August)
Monday 7:30 a.m. – 10 p.m.	Monday 8 a.m. – 4:30 p.m.
Tuesday 7:30 a.m. – 10 p.m.	Tuesday 8 a.m. – 4:30 p.m.
Wednesday 7:30 a.m. – 10 p.m.	Wednesday 8 a.m. – 4:30 p.m.
Thursday 7:30 a.m. – 10 p.m.	Thursday 8 a.m. – 4:30 p.m.
Friday 7:30 a.m. – 4:30 p.m.	Friday 8 a.m. – 4:30 p.m.
Saturday CLOSED	Saturday CLOSED
Sunday 2 p.m. – 10 p.m.	Sunday CLOSED

Mid-term Suspension or Dismissal

Where judged appropriate by the Vice President for Academic Affairs, students who have earned unsatisfactory grades in all courses (D/F/W) on the mid-term grade report may be immediately suspended or dismissed from the university. Students who earn unsatisfactory grades in all courses and who are not suspended or dismissed will be monitored throughout the remainder of the term and may be suspended or dismissed from the university before the end of the term.

Military Benefits

Lakeland University is dedicated to serving students who receive military benefits by providing timely and accurate information about the institution and benefit certification prior to and during a student's enrollment at the university.

Lakeland University is state agency approved to certify all programs with the exception of the Wisconsin GI Bill, which is restricted to public institutions, and the VRAP program, which is restricted to approved two-year institutions. Lakeland's School Certifying Officer, Damarr Purifoy, will process all appropriate military paperwork on a semester-by-semester basis. You can reach him by telephone at 920-565-1032 ext. 2372 or by email at purifoydg@lakeland.edu. His office is located in William A. Krueger, Room #108.

You may also contact Sue Bialk, Director of Veteran Services at 920-565-1032 ext. 2377 for assistance with VA concerns. If you are unsure of your eligibility for benefits, please contact your local VA Service Office (located in your local courthouse), go to www.vets.gov, or call the GI Bill Call Center at 1-888-GIBILL-1. Once you are certain of your eligibility, you can access all pertinent forms required to apply for your military benefits or to transfer your benefits to Lakeland University from another college or university by visiting www.vets.gov. Complete all pertinent forms and submit them.

Veterans should notify Damarr Purifoy of enrollment each term, and any changes in enrollment (add/drops/withdrawals). Failure to do so could result in benefits not being processed or in overpayments.

Benefit programs include:

- Chapter 33 (Post 9/11 Bill/Yellow Ribbon)
- State Veterans (VET ED and DMA 189)
- Montgomery GI Bill-Chapter 30
- Tuition Assistance
- Chapter 31
- Chapter 35
- Wisconsin Veteran's Grant for Private Non-profit

Click the link to download the brochure: <https://lakeland.edu/pdfs/veterans-brochure.pdf>

Military Student Mobilization Policy

Lakeland University provides reasonable accommodations to any student called to emergency national or other mandatory government service. In the event a Lakeland University student is mobilized into the armed forces of the United States, the National Guard, or other mandatory government service, the following policy shall pertain. Students receiving orders to report for active duty or other mandatory emergency government service should notify the Veterans Coordinator of the date for activation and the projected length of active service when known. Preliminary notice may be given by phone, email, or by letter, but must be followed by the submission of a copy of the government orders or notice of activation. This document will be forwarded to the Office of the Registrar for inclusion in the official record of the student.

Mobilization On or Prior to the Last Day to Withdraw

If a student is mobilized on or prior to the last day to withdraw from a course, the student will receive a "W" as the course grade and will be entitled to full refund of the course or courses enrolled for the term.

Mobilization Following the Last Day to Withdraw

If a student is mobilized after the last day to withdraw from a course, the student may elect one of the following:

1. With the full consent and cooperation of the instructor, receive an “I” (Incomplete) as the temporary course grade; and within 90 days of deactivation from mobilization, complete the course requirements, and receive a permanent course grade. Failure to complete the work within the prescribed time will result in the student receiving an “F” as the permanent course grade, or
2. Receive a “W” as the course grade and a full refund for the course(s).

It is the student’s responsibility to notify Lakeland University of their mobilization status and to contact the instructor to make appropriate arrangements if option 1 is chosen. Failure to follow this procedure will result in the student receiving an “F” for any course unofficially vacated.

Non-Discrimination Policy

Lakeland University provides equal educational and employment opportunity without regard to sex, race, age, religion, national origin, marital/parental status or handicap. All equal opportunity questions should be referred to Human Resources. Lakeland University is authorized under federal law to enroll nonimmigrant alien students.

Readmission Following Suspension

Students who have been suspended may apply for readmission after one academic semester has elapsed. Successful readmission requires the complete payment of all prior balances due to the university and the approval of the Vice President for Academic Affairs. Students may initiate their request to return through the Office of Admissions. They will be asked to submit a written request and transcripts for any coursework taken since prior enrollment at Lakeland. Students who were previously suspended will be placed on probation status upon readmission until their coursework merits a return to good academic standing. Students who have been readmitted following a suspension must improve their overall GPA each term until they have earned a return to good academic standing. Failure to earn a return to good standing will result in dismissal from the university.

Readmission Following Withdrawal

Students who have voluntarily withdrawn may apply for readmission under the same procedures listed above for readmission to the university. Students who officially withdrew in good standing and are readmitted will return in good academic standing.

Refunds

Students who withdraw from the university may receive a refund of their tuition, fees and board costs, in accordance with the academic calendar. It is recommended students review the published refund dates prior to the beginning of the term. For further information please review the refund section of the academic catalog.

Registrar’s Office

Students may validate much of their registration and student record information via self-service features via my.lakeland.edu interface. This can include:

- Convocation requirement balances
- Course Schedules
 - Course search and add/drop feature (through add/drop deadline date)
- Degree audit/advising worksheets (denotes any transfer credit, if applicable)
- Diploma Requests (*apply for degree conferral*)
- Enrollment data and academic standing

- Transcripts
 - Official-online order link
 - Unofficial-to view or print transcript data

If a student is not able to verify information via the self-serve options, services are available in the Registrar's office located in the William A. Krueger building, floor 1, and room 115:

- Change of address
- Change of enrollment:
 - Late add
 - Withdrawal from one or some courses
 - Withdrawal from all courses and exit from the University
- Designated School Officials (*for International Students*)
- Diploma replacements
- Enrollment verifications
- Enrollment histories
- Good student verification (*for insurance purposes*)
- Name changes *legal documentation required
- Registration of specialized courses (*additional paperwork or entry requirements, consent needed, time conflicts, etc.*)

If further information is needed or you want to request an appointment, contact staff at registrar@lakeland.edu.

Registration

Students must be officially registered for all courses for which they intend to earn semester hour credit. Registration dates are included on the academic calendar. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; returning students, at their home address or through on-campus mail and at my.lakeland.edu. In general, registration for each term involves these essential steps, though not necessarily in this order:

1. Application for financial aid is made during spring term for the following academic year through the Financial Aid and Educational Funding Office.
2. Financial obligations are settled through the Business Office.
3. Parking permits are obtained through the Office of Campus Safety and Security.
4. Identification pictures for Campus Cards are taken in the Lauer Center. The Campus Card is activated through Campus Life.
5. Academic progress is reviewed and course selections are made with the assistance of academic advisors.
6. Students log on to my.lakeland.edu in order to pre-register for their courses and review progress on requirements for declared degree.
7. Through my.lakeland.edu, academic advisors approve course registrations for their advisees.
8. Residence hall arrangements are made with the Residence Life Office.
9. A schedule of courses may be found on lakeland.edu or my.lakeland.edu.

Registration for course(s)

First-time students enroll working with an assigned advisor during the Early Enrollment Day visit to campus or with admissions personnel upon initial entry.

Continuing students work with advisors to review degree, general education and major requirements each semester and complete registration and enrollment activities with advisor approval.

Semester Hour Definition

Lakeland's academic policies all assume that the basic credit unit is the semester hour.

- One Lakeland semester hour is equivalent to 1.5-quarter hours.

- Unless designated otherwise, all Lakeland courses carry three semester hours of credit.
- A full-time load for a student enrolled in a year of Lakeland classes is 24-36 semester hours (12-18 fall and 12-18 spring).
- A semester hour represents not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, for approximately fifteen weeks, or an equivalent amount of hours worked over a different span of time, or the equivalent amount of hours worked during other activities established by the University including but not limited to internships, practice, research studies, cooperative placements and other academic work leading toward the awarding of semester hours.

Standards for Academic Good Standing

Students must maintain a minimum grade point average (GPA) during each of their terms at Lakeland University. These term GPA standards are as follows: freshmen—1.75, sophomores—2.0, juniors—2.0, and seniors—2.0. In addition, students classified as second-semester freshmen or higher must maintain a minimum cumulative GPA of 2.0. Students who fail to meet these minimum term and/or cumulative GPA standards face academic probation, suspension, or dismissal from the university.

All full-time students in the traditional undergraduate program must also successfully complete a minimum of nine (9) semester hours of coursework during each of their terms at Lakeland University. Students who fail to pass the required number of semester hours also face academic probation, suspension, or dismissal from Lakeland University.

Student Religious Observances Policy

Lakeland University is committed to nondiscrimination, diversity, inclusiveness and support for its students, faculty, employees and staff, regardless of religious affiliation or non-affiliation, in accordance with state and federal laws and regulations. Because of its connection to the United Church of Christ and its values and welcoming spirit, Lakeland University seeks to be a hospitable and supportive community for students from all spiritual and religious traditions. For this reason, the university has established a Religious Observance Policy to support students seeking accommodations for religious observances.

If a student requires an accommodation for a religious observance, the student must complete the following required steps:

- At least five business days prior to the requested accommodation, the student presents a written request (via email or hard copy) for an exemption due to Religious Observances. Requests submitted within less than five business days will be considered, but approval cannot be guaranteed due to the potential short notice given by the student. Retroactive accommodations will not be approved. Students are encouraged to communicate with their advisor about their needs and to get support through the process.
- The program director or instructor will evaluate the request to determine if it presents an undue hardship. If the program director or instructor has questions about the appropriateness of a request, they are encouraged to contact the University Chaplain. It is expected that the program director or instructor will respond to the request in a timely manner, normally within three (3) business days.
- If an accommodation is granted for missed class time, makeup work should be commensurate with the class time the student has missed. If the instructor denies the request, a rationale must be provided in writing as to why the request presents an undue hardship.
- Absences due to an approved religious observance will not be considered an absence and will not result in a penalty.

In the case that a request for an accommodation is denied, the student may appeal the decision through the following process:

- Within three (3) business days of the notice of denied accommodations, the student should make an appointment with the instructor to discuss the grievance and to seek resolution. If the student does not make an appointment at this time, the appeals procedure comes to an end.

- If still dissatisfied after the conversation with the instructor, the student may schedule an appointment with the dean of the instructor’s school to appeal the instructor’s decision and seek a resolution. If the appeal is denied, the dean’s decision is final. If the appeal is granted, the dean will work with the faculty member to determine a reasonable accommodation.

Summer Term Policies

Both the Kellett School and the traditional program offer a selection of summer term courses. 12-week and 7-week course offerings can occur at its center locations or the main campus in a variety of delivery formats. Traditional students incur the Kellett tuition rate for all summer enrollments unless stated otherwise.

Students who have not yet reached transfer limit thresholds may transfer up to twelve (12) semester hours of coursework from summer classes taken at another college in any one year. Students who plan to transfer work from another college during the summer must notify the Office of the Registrar of that intent and complete all forms and arrangements before the end of the spring term. Grades earned in transferred courses are not included in the official Lakeland University GPA.

Transfer Students

Upon entry to Lakeland University, a transfer student-athlete must be in good academic standing at the transferring institution and must be confirmed as eligible to participate by that institution in order to participate immediately at Lakeland. Confirmation of athletic eligibility must be verified by the Northern Athletics Collegiate Conference tracer report. The transfer student must have earned a 2.0 cumulative GPA and 24 semester hours within the last two (2) terms of full-time attendance.

Upon completion of one full-time term of attendance (enrollment in at least 12 semester hours), the student’s grade-point-averages from Lakeland and the transfer institutions are combined to determine if the student has a cumulative GPA of 2.0 or better. The semester hours from the last full-time term of attendance at the transfer institution will be combined with the number of semester hours earned during the student’s first full-time term of attendance at Lakeland to determine if the student meets the 24-semester-hour rule. After two (2) full-time terms of attendance at Lakeland, the transfer credit and GPA will not be included in the determination of athletic eligibility; however, the transfer terms will be counted to determine if the student is within their first 10 semesters of full-time enrollment. A student who transfers to the certifying institution shall be immediately eligible if the student has never practiced or completed in intercollegiate athletics. This must be confirmed on the Athletics Tracer Report.

Graduate students who have not exhausted their eligibility must adhere to the NCAA guidelines. Student participation in athletics is limited to 10 terms of full-time enrollment, and/or four seasons of participation, whichever occurs first. Contingent upon approval of the Athletic Director, a student-athlete who is in their last term before graduation may be enrolled in fewer than 12 semester hours as long as they are enrolled in the courses which will enable them to graduate at the end of that term.

Academic eligibility requirements may be adjusted based on conference and NCAA legislation updates.

* Please see the Athletic Director or Registrar’s Office if you have questions regarding the WCWA Academic Bylaws.

Undergraduate Programs

1. **Standard:**

Undergraduate Class Standing	Required Cumulative Grade	Required Course Completion
First-time Freshman	1.75	67%
Freshman in second semester	2.0	67%
Sophomore	2.0	67%
Junior	2.0	67%
Senior	2.0	67%

** Students must complete 67% of the credits attempted with a grade of ‘D’ or greater. All withdrawals, incompletes, and audits are considered unsatisfactory and must be included in the calculation. If a grad of incomplete is changed, it is the student’s responsibility to notify the financial aid office of the grade change.

2. **Review Process:** Students will be reviewed after each term.
3. **Financial Aid Warning:** When a student does not complete 67% of the credits and/or the minimum cumulative GPA requirement noted in the table then a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.
4. **Financial Aid Suspension:** The student’s financial aid will be terminated for all future semesters until they can return their academic record to good standing for Satisfactory Academic Progress, if one or more of the following conditions occur:
 - a. The student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning
 - b. The student has a conditional acceptance to the University and does not meet the criteria for Satisfactory Academic Progress.
 - c. The student fails all courses in a single term (excluding May Term).
 - d. The student fails to meet the conditions of a Financial Aid Probation.
5. **Appeal Process:** There is an appeal process for students that have their aid terminated.
 - a. The form and instructions are included with the written communication to the student at the time of the termination.
 - b. The time allowed for completing the appeal will be communicated in the letter.
 - c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.
6. **Financial Aid Probation:** This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for Satisfactory Academic Progress.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.

Withdrawing from the University

A student who wishes to withdraw from all courses during the middle of the term or after completing their current coursework should complete an exit interview with the Coordinator of Persistence Initiatives and confirm that the following steps are completed.

- Consultation with the following offices will assist in clarifying the impact of withdrawal:
 - Athletics - regarding athletic eligibility
 - Academic Advisor - academic impact
 - Business Office - in order to clear student account
 - Financial Aid or Veteran’s Coordinator - regarding impact on eligibility and current term benefits
 - International-SEVIS Official - regarding F1/J1 visa status issues
 - Library Services - to return materials
 - Residence Hall - turn in keys and remove belongings
- Starfish is used to send notices of intent to withdrawal for other transactions to take place.
- A student receives a W grade for a withdrawn course if completed prior to the withdrawal deadline.

Withdrawing from a Course

A student who wishes to withdraw from one, some or all courses must do so in accordance with the withdrawal dates published for each term. Official withdrawal from course(s) requires the student secure approval from their academic advisor and completion of the add/drop/withdrawal form.

- Additional signatures/approvals is needed for athletes, international students, or those individuals receiving military benefits as withdrawn course may affect a student's monetary benefits or enrollment eligibility status.
- Add/drop/withdrawal form is available to download from my.lakeland.edu.
 - Students bring the approved form to the Registrar's Office for processing.
- Students are responsible for withdrawing from courses within the stated deadlines.

Students must be officially registered for all courses for which they intend to earn semester hour credit. Registration dates are included on the academic calendar. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; Returning students, at their home address or through on-campus mail and at my.lakeland.edu.

In general, registration for each term involves these essential steps, though not necessarily in this order:

1. Application for financial aid is made during spring term for the following academic year through the Financial Aid and Educational Funding Office.
2. Financial obligations are settled through the Business Office.
3. Parking permits are obtained through the Office of Campus Safety and Security.
4. Identification pictures for Campus Cards are taken at the Business Office. The Campus Card is activated through the Business Office.
5. Academic progress is reviewed, and course selections are made with the assistance of academic advisors.
6. Students log on to my.lakeland.edu in order to pre-register for their courses and review progress on requirements for declared degree.
7. Through my.lakeland.edu, academic advisors approve course registrations for their advisees.
8. Residence hall arrangements are made with the Residence Life Office.

A Schedule of Courses may be found on lakeland.edu or my.lakeland.edu.

Medical Withdrawal and Family Leave

Students may withdraw from one or more courses up to the published withdrawal deadline date. (See Withdrawing from a Course and Withdrawal from the University) If an extraordinary situation related to the physical or mental health of the student or an immediate family member emerges after the withdrawal deadline expires, a student may submit a request for medical withdrawal or family leave. Students seeking medical withdrawal or family leave must submit an application to the Vice President for Academic Affairs within six (6) months of the last day of the term for which the leave is requested. Applications must include two things:

- A letter from the student outlining their situation and;
- Credible documentation from supervising physician, caregiver, or authorized professional that includes:
 - Dates and duration of student or family member's condition and accompanying treatment;
 - Assessment of whether the condition or treatment of it reasonably interfered with the student's ability to attend classes or complete coursework.

Notes:

- Successful applications for medical withdrawal or family leave require withdrawal from all courses within the term. Students may not seek medical withdrawal or family for a single course when enrolled in multiple courses.
- Incomplete applications will require additional time to process, which can delay applications for readmission or resolution of academic standing issues.

Section Two: Student Life Services, Information and Policies and Procedures

AIDS and HIV Policy

Lakeland University AIDS and HIV policy has been established to protect both the rights of individuals infected with HIV (Human Immunodeficiency Virus) as well as the health and safety of all others at the institution. Current research indicates that AIDS (Acquired Immune Deficiency Syndrome) may develop from HIV infection. Individuals infected with HIV may not always be diagnosed or have symptoms of AIDS; HIV infection is not transmitted by casual contact.

Discrimination: Lakeland University will not discriminate in any manner against any person with is infected with HIV. This includes admissions, facilities access, hiring, residential housing.

Harassment: Emotional and/or physical harassment of HIV-positive individuals is not acceptable behavior and will be dealt with accordingly. A grievance related to discrimination based on medical status can be submitted by a student or visitor to the Vice President for Campus Life/Dean for Students. Employees are encouraged to contact the Human Resources

Testing: Lakeland University will not require HIV testing for either its students or employees. People who want more information on HIV testing may contact campus Health and Wellness Services.

Confidentiality: All university personnel should think carefully before any information about known or suspected HIV infection is included in any student or employee record. Information about a person's HIV status may only be included in medical or health care records and not in student or employee records of a general nature. Furthermore, it is against the law to disclose HIV test results to anyone without written consent of the person tested. This means that no one, under any circumstances, may discuss or share records of HIV test results with anyone other than individuals designated in writing by the tested person.

Penalties: Disclosing a person's HIV test results without written consent may result in disciplinary measures under University policy.

To maintain a healthy and safe environment for all members of the university community, the university will:

- Offer confidential medical, spiritual, psychological assistance to any university member who contracts or has AIDS/HIV.
- Provide information about the disease to any university member requesting it and periodically disseminate information to the university community.
- Any need for accommodation should be communicated to the Academics Accommodations Office.

Safety in the event of exposure to potentially infectious body fluids (blood, semen, vaginal secretions) surfaces should be cleaned with a commercial disinfectant or household bleach (diluted with 10 parts water). Gloves should be worn while cleaning the area.

Alcoholic Beverages Policy

Lakeland University prohibits the unlawful possession, use, and sale of alcoholic beverages on campus. The Department for Campus Safety and Residence Life Staff are responsible for enforcing state underage drinking laws.

The use of alcoholic beverages by members of the Lakeland University community is always subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed in The Pub and the residence halls where the occupants and guests are of legal drinking age. Alcohol is not permitted in Grosshuesch and Muehlmeier residential halls.

State of Wisconsin Drinking Laws

It is unlawful for any person:

- Under the age of 21 years to have alcoholic beverages in their possession.
- To sell, give, serve or permit alcoholic beverages to be served to a person under 21 years of age.
- To misrepresent or misstate their age or that of any other person for the purpose of selling, giving, serving or delivering any alcoholic beverages to a person under 21 years of age.

The following specific policies address involvement with alcohol:

- Individuals prohibited from the use of alcoholic beverages, as defined by State of Wisconsin law, cannot drink while on the campus of Lakeland University or at university-sponsored off-campus events.
- Individuals and members of organizations who are permitted to drink must refrain from sharing, purchasing, serving or encouraging the consumption of alcoholic beverages by underage individuals whether in privacy of one's residence unit or in other university facilities. Individuals who furnish alcohol to minors will face legal and/or university disciplinary action.
- Individuals are encouraged to look out for the safety and welfare of their university peers and/or guests who have been drinking. This includes providing transportation to/from off-campus events or to a hospital, or calling the Department for Campus Safety, the Sheriff, or medical personnel.
- Social events where alcohol is consumed must have a proportionate number of non-alcoholic beverages and food such as chips, crackers, popcorn, etc.
- With the issuance of a party permit or scheduling of events, individuals or organizations shall be assigned the responsibility to implement a system to ensure that underage individuals are not served alcoholic beverages.
- Inappropriate behavior stemming from the consumption of alcohol shall result in conduct action against the individual or organization.

Open Containers

- It is prohibited for any person to consume identifiable alcoholic beverages outdoors on any campus street, sidewalk, or undesignated area.
- Approved outdoor designated areas for the consumption of alcoholic beverages are as follows:
 - Any Lakeland University-approved event that involves distributing all types of alcoholic beverages by a licensed agent of the university.
 - Residential housing apartment balconies, patios, and courtyards.
 - University-approved spaces, venues, etc.

Alcohol/Drugs on University-Funded Trips

Students are not allowed to transport or consume alcoholic beverages or illegal drugs while participating in any university-sponsored trips or events. This policy applies to travel in university vehicles. Students must adhere to university policy while representing the institution at off-campus events.

Health Risks Associated with the Use/Abuse of Alcohol and Drugs, please refer to the below website to view the health risks associated with the use/abuse of alcohol and drugs <https://www.drugabuse.gov/drugs-abuse/alcohol>.

On-Campus Alcohol/Drug Abuse Resources:

- Health Center 920-565-1043 ext. 1
- Counselors 920-565-1034 ext. 2388
- Campus Chaplin 920-565-1000 ext. 2114

Off-Campus Support Groups:

Alcoholics Anonymous (AA) – A self-supporting fellowship based on a twelve-step program that offers individual sponsorship, group meetings, and membership to anyone interested in dealing with an alcohol problem:

- AA – Alcoholics Anonymous – (920) 457-9633
2908 North 21st Street
Sheboygan, WI 53083 <http://www.aa.org/>

Behavioral Intervention

When a student communicates suicidal thoughts or engages in self-harm behaviors, law enforcement, and Mobile Crisis will be contacted. Law enforcement or Mobile Crisis will assess a student's safety. Lakeland University expects one of the following:

- The student requires hospitalization. Mobile Crisis or law enforcement will transport the student to the hospital or request the student's emergency contact to transport the student. Lakeland University staff and students will not provide transportation. The university requests notification from the student when the student is released.
- The student does not require hospitalization, but a crisis intervention safety plan agreement is deemed necessary. The Mobile Crisis counselor will contact the student's emergency contact to make arrangements. It is strongly recommended that the student is under the direct care of their emergency contact should they require a safety plan agreement. Lakeland University will supply emergency contact information. Lakeland University students will not be involved in the safety plan agreement.
- It is expected that law enforcement or Mobile Crisis communicate a plan of action with a Lakeland University official. (i.e., Campus Safety, Counseling representative, Vice-President for Campus Life, or Residential Hall Director). A Lakeland University official can be contacted through the Department of Campus Safety (920) 565-1126.
- It is expected that the student will follow up for treatment with a campus counselor in the Lakeland University Counseling Services or seek the care of a therapist in the community upon completion of the crisis intervention. Students should sign a release of information to provide ongoing communication between the community therapist and Lakeland University Counseling Services.

Calendar of Events

A master calendar of all Campus Life events and social activities is added to Lakeland's Main webpage <https://lakeland.edu/calendar>. Any University activity, organizational activity, program, or special event should be reported to the Director for Student Activities Office at the earliest possible date to see if your event is available and to avoid double scheduling. Director for Student Activities Office will also advertise and help promote prescheduled events.

Campus General Communication

Email Communication with Students: The University has the right to communicate with students through email and the right to expect those communications to be read in a timely manner. Students are expected to read their Lakeland e-mail daily, as this is the method that most faculty and staff use to communicate with students. The university's email system can be accessed on and off-campus, and students may forward emails to another account checked regularly if desired. Each student is provided with an official university email address.

Students are encouraged to download the Outlook app from the app store for easy access on their mobile devices.

Packages: All packages can be picked up at the Younger Family Campus Center Information Desk. Once a package arrives, students will receive an email notification through their Lakeland-assigned email.

Mail: Mail is delivered Monday-Friday and will be sorted and delivered to the hall listed. For all student deliveries, please use the following address:

Your Name
Your Hall or Apartment Name and Apartment Number
W3718 South Drive
Plymouth WI 53073

Campus Shop

Musko's Campus Shop, located in the Wehr Center, is run by Launch: Lakeland Student-Run Businesses and is the source for Lakeland branded merchandise. Purchases may be made by cash, check, and all major credit cards. Store hours vary. The online store link: <https://muskosshop.lakeland.edu/>.

Campus Student Organizations

Lakeland has more than 40 active student organizations, including 8 Greek organizations. To participate in a Lakeland University student organization, students must be enrolled full-time in the traditional day program and have a minimum cumulative GPA of 2.0. To learn more about student organization opportunities, contact the Director for Student Activities at 920.565.1000 ext.1058 or Director for Leadership and Student Engagement at 920.565.1000 ext.2509 for more information.

Campus LU Vehicles

Campus vehicles may be driven only by those students who have been hired by the university and are authorized to do so. The Lakeland University student driver record check application form must be submitted. A behind-the-wheel road test must be completed, and an online driver's awareness course must be completed before driving any campus vehicle.

Career Readiness, Cooperative Education and Professional Development

The Career Readiness and Cooperative Education staff at Lakeland University are available to assist all students and alumni in their journey toward a successful career. We support students looking for all types of career-related experiences, including on/off campus employment, part-time/full-time employment, internship/co-op experiences and graduate school searches/applications. Through campus wide programming and individual appointments, we focus on major/career exploration, resume/job application assistance, interviewing strategies, salary negotiation, dressing for the workplace and much more. Students have access to Handshake, an online job board with access to more than 300,000 employees around the world. Contact career@lakeland.edu or visit the first-floor north wing of WAK to connect!

Certified Registered Service Animal

In compliance with the Americans with Disabilities Act (ADA), Lakeland University allows the use of service animals in order to achieve access to programs, activities, and services. Under this policy, service animals are allowed in all buildings, classrooms, residence halls, meetings, dining areas, recreational activities, and events when the animal is accompanied by individuals with a disability or who indicate the service animal provides a specific service to them.

The ADA defines "Service Animal" as any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The university reserves the right to inquire about specific tasks a service animal will perform and/or request documentation in instances where the identified tasks are not obvious. In the event documentation is required, it should be printed on professional letterhead and be less than one year old. If an animal is not controlled properly, it ceases to provide a service and will be excluded from the campus areas mentioned above. The following guidelines are set forth by the university to ensure the animal does not engage in behavior that would be a direct threat to the health and welfare of others. If the animal's behavior is deemed disruptive, aggressive or destructive, the student will be held responsible and may be asked

to remove the animal from campus.

The guidelines for service animals on campus:

- Service animals must be in good health;
- Service animals must be on a leash at all times;
- Service animals must be controlled by handler at all times;
- Service animals must be properly vaccinated; vaccinations must be current;
- Service animals must be well-groomed;
- Service animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal;
- The student must be on campus with the animal at all times; and
- Students who use service animals should meet with a representative from the Department of Residence Life or Facilities before the start of each semester to identify proper waste disposal areas. The student is ultimately responsible for the proper disposal of all waste.

Emotional Support Animal

Lakeland University recognizes the importance of Emotional Support Animals (ESAs) as a provision of the Fair Housing Act. Lakeland University is committed to allowing Emotional Support Animals necessary to provide individuals mental health disabilities an equal opportunity to use and participate in University housing. Although it is the policy of Lakeland University that individuals are generally prohibited from having animals of any type in University housing, Lakeland will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Emotional Support Animal that is reasonable and necessary because of a mental health disability. However, no Emotional Support Animal may be kept in University housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

An Emotional Support Animal (ESA) is an animal that provides therapeutic, emotional support for an individual with a diagnosed mental health disability. Unlike a service animal that is trained to perform specific tasks that are important to the independence or safety of their disabled handler, an ESA is generally not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with the disability. An ESA is not a pet but is typically an animal commonly kept in households as a pet. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. Under guidelines from Housing and Urban Development (HUD), reptiles, barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis. The question in determining if an Emotional Support Animal will be allowed in university housing is whether or not the ESA is necessary because of the individual's disability to afford the individual an equal opportunity to use and participate in university housing and its presence in university housing is reasonable. However, even if the individual with a disability establishes necessity for an ESA and it is allowed in university housing, an ESA is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, ecumenical buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

For all requests for an Emotional Support Animal, Disability Services shall consult with Residence Life in making a determination on a case-by-case basis of whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal 1) imposes an undue financial and/or administrative burden; (2) fundamentally alters university housing policies; (3) poses a direct threat to the health, safety and well-being of others; (4) causes substantial damage to the property of others, including University property; and/or (5) is otherwise unreasonable to the operation of the University.

All information related to the Emotional Support Animal request, verification, and approval process can be found at our Disability Services webpage at <https://lakeland.edu/student-experience/academic-services/disability-services> and our Residence Life webpage at <https://lakeland.edu/student-experience/residence-life>. Emotional Support Animal inquiries

must be directed to the ADA coordinator, Karen Eckhardt. Karen Eckhardt can be contacted by phone at 920-565-1021, ext. 2115 or by email at eckhardtkl@lakeland.edu.

Check Cashing

Personal checks made out to Lakeland University or Lakeland University issued checks up to \$100 may be cashed in the business office with proper identification, either driver's license or campus ID. Lakeland University will not accept third party checks. An ATM is located in the main entryway of the Younger Family Campus Center.

Clery Act Information

Lakeland University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. In addition, the Higher Education Opportunity Act, enacted on Aug. 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report.

This report contains information about campus fire safety practices and standards of the institution. The Lakeland University Campus Safety Department is responsible for preparing and distributing this report in accordance with the Clery Act. The Campus Safety Department works with many other departments and agencies to compile the information required for this report. Other campus offices, such as the Office of Residential Life, Athletics, Health Services, and Counseling Services, all provide critical information concerning campus security policies and campus crime statistics included in this report. Our local law enforcement department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the Lakeland University community to use this report as a guide for safe practices on and off campus. It outlines campus policies and provides important safety and crime prevention tips.

A copy of Lakeland University's ASFSR is available at: [Annual Security Fire Safety Report](#).

To obtain a hard or e-mailed copy, please contact the Director for Campus Safety at 920-565-1000 ext.2503 or email: HrabanJM@lakeland.edu.

Communicable Disease Policy

The university has a commitment to health, human dignity, and concern for others. To educate all members of the university community about communicable diseases, the Vice President for Campus Life/Dean for Students, in coordination with the Lakeland Wellness Center Prevea, will coordinate efforts with campus programs and student organizations in order to comply with federal, state, and local laws protecting persons who have a communicable disease.

Students who have been diagnosed with an infectious disease need to notify the Prevea Health Services office at 920-565-1034 Ext-1.

The university will support the special needs of students with communicable diseases through services offered by the Wellness Center and ADA Accommodations office where applicable. These services include support, education, and referrals. The University reserves the right to require an individual to obtain medical evaluation when a communicable disease becomes a risk. In serious situations relating to a contagious illness, the university will require isolation according to public health standards. The university supports and will comply with laws respecting the confidentiality of individuals having a communicable disease.

Counseling Services

The Counseling Center promotes the well-being of undergraduate students by providing support and assistance as they develop academically, personally, socially, and spiritually. Services include individual mental health counseling (virtually or in person) for matters such as depression, anxiety, stress, relationships, grief, sexual orientation, gender identity, coping skills, and self-esteem; referrals to off-campus resources and other resources on campus; screenings and assessments; crisis intervention; brief intervention and referral for substance abuse, and referrals for psychiatric evaluations and medication if needed.

- Lakeland University Counseling Center Counselors adhere to the ethical standards and best practices of the American Counseling Association (ACA), the American College Counseling Association (ACCA) and the International Association of Counseling Services (IACS.)
- Confidentiality is strictly maintained. Only with the student’s written consent can information be disclosed to another party. The exceptions to confidentiality are on the Informed Consent form, which students receive and sign online before the first meeting with a counselor. Records are kept separately from academic records.
- The Counseling Center is located in Brotz Hall. Individual counseling appointments are available Monday through Friday at no cost. Virtual appointments are conducted through doxy.me, which is a HIPAA- compliant clinical platform. Appointments can be made confidentially by email: counselingcenter@lakeland.edu (used only for appointments and scheduling, no personal information) or by contacting the counselors directly (see web page).

Alex Liosatos, director for counseling services, can be reached at 920-565-1034 ext. 2388 or by emailing liosatos@lakeland.edu.

Counseling services web page: <https://lakeland.edu/student-experience/health-and-counseling/counseling-services>

Local Crisis & Mental health services:

Services are generally covered by student or family health insurance plans.

Mobile Crisis (24 hour - free)	920-459-3151
Hopeline (24-hour texting – free)	741741
Lakeshore Community Health Care (comprehensive)	920-783-6633
Sheboygan County HHS (mental health and substance)	920-459-3155
Aurora Behavioral Health	920-457-4461
Prevea Behavioral Health`	920-458-5557
Life Point Counseling	920-892-7606
Nett-Work Family Counseling	920-451-6908
Northshore Clinic (counseling)	920-457-8866

Death of a Family Member of a Student

Please notify the Associate Dean for Wellness and Director for Counseling Services, at 920-565-1034 ext. 2388 or the Campus Chaplain at 920 565-1021 ext. 2114 in the event of the death of a student's family member. The Associate Dean for Wellness and Director for Counseling Services or the Campus Chaplain will notify others in the university community, as appropriate, so assistance can be offered to the student and family.

Dining Services

Dining Services consists of six operations:

1. Lakeland University Dining – Lakeland's Dining Services provides breakfast, lunch and dinner options Monday – Friday, and brunch and dinner on Saturday and Sunday. Dining Services is located on the Younger Family Campus Center's second floor in the Eatery.
2. The Grill – Corner Deli – Lakeland University's campus short order grill and sandwich shop, located on the Younger Family Campus Center's second floor. The Grill is open during lunches and late nights. The Corner Deli is open during lunches.
3. The Daily Grind – Lakeland University's coffee shop with some food options and Grab and Go options is located on the Younger Family Campus Center's first floor.
4. The Pub – Lakeland University's campus bar is located on the Younger Family Campus Center's first floor. (Only location to not accept campus card payment)
5. Muskie Mart – Lakeland University's convenience store is located in the atrium of the floor of the Wehr Center.
6. Lakeland University's Catering – Lakeland University's preferred catering service for all campus activities. For catering questions or needs, please contact the catering manager at 920-565-1030 ext. 2248.

Hours of operations are posted at individual food outlets and on my.lakeland.edu. All outlets accept cash, credit cards and campus card payment. Interdepartmental charges may be used for some catered events. For special dietary needs, contact Dining services at 920-565-1030 ext. 2246. For more information about what Lakeland University Dining services has to offer, please visit: <http://lakeland.edu/campus-life/dining-services>.

Disclaimer of Liability

Lakeland University and the Lakeland University Foundation disclaims liability for death, damages or loss involving any student. This liability disclaimer applies to, but is not limited to the following:

- Any injuries, including death, damages or loss, regardless of severity, resulting from fire, theft, the elements or other causes.
- Any injuries, including death, damages or loss regardless of severity, sustained on property owned by or under the control of the university. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.
- Any injuries, including death, damages or loss, regardless of severity, as a result of an act or omission by any Lakeland University trustee, officer, servants, employees, students' agents or their successors.
- Any injuries, including death or damage, suffered in intercollegiate or intramural events (athletic or otherwise) as a participant, spectator or otherwise. This also includes transit to or from events (athletic, intramural, student activities based).

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Lakeland University. Any student enrolled in or attending classes at Lakeland University is bound to follow all of the university's policies, procedures and regulations and is subject to the jurisdiction of the university with regard to violations of such policies, procedures and regulations. Failure to read and understand this handbook does not excuse one from compliance with the policies and procedures it contains or give omission to its contents.

Discrimination and Harassment

The university values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based-on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, handicap, developmental disability, ancestry, marital status or military service. For the purposes of university policy, the term harassment is defined as any verbal, written, electronic, or physical conduct that a person knows or has reasonable grounds to know would intimidate, demean, or degrade an individual's or group's character, self-worth, or dignity.

Behavior that will not be tolerated includes but is not limited to physical force or violence, stalking, and threats.

Racial Harassment is defined as

- Any verbal or physical conduct that shows hostility or aversion toward an individual because of their race, color, or ethnic origins or that of their relatives, friends, or associates. Furthermore, it has the purpose or effect of creating an intimidating, hostile, or offensive environment that impacts the university's housing, employment, academic, co-curricular, or extracurricular environment.
 - Examples of racial harassment include, but are not limited to, the following: name-calling, racial slurs or epithets, or "jokes" that demean or belittle a victim's color, culture, history, or speech patterns (accent). Other examples of racial harassment include but are not limited to, the following: when a person's body, possessions, or dwelling place are threatened or violated.

Sexual Harassment is defined as

- Unwelcome conduct that is of an implicitly or overtly sexual nature or is based on a person's actual or perceived sex, gender, sexual orientation, gender identity, or gender expression.
- Gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from the University's education programs, employment, and/or activities.
- Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another; constitutes sexual harassment when:
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of education or employment (including rating or evaluating an individual's academic [or employment] progress, development, or performance; or
 - When submission to such conduct is made a condition for access to or receiving the benefits of any educational [or employment] program.

Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Vice President for Campus Life/Dean for Students office, LU Campus Safety Department, Residence Life staff member, or Title IX Staff for counsel and assistance. Any individual, student, or employee who believes that they may have experienced sexual harassment or who believes that they have observed sexual harassment taking place must report this information to one of the following officials:

- Department of Human Resources
- The Vice President for Campus Life/Dean for Students office
- LU Campus Safety Department
- The complainant's supervisor when the supervisor is not the accused.
- The Title IX Coordinator

Reports/complaints received by any of these offices in which the accused is an employee must, in turn, be immediately reported to the Human Resources office. Reports/complaints received by any of these offices in which the accused is a student, in turn, must be immediately reported to the Vice President for Campus Life/Dean for Students and or the Title IX Coordinator, who will process such complaints according to university policy and procedure.

Emergency Notification

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, 10 U.S.C. §1092(f) et seq., and its implementing regulations require colleges and universities to do the following:

- Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Emergency Notification: Lakeland University has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples that may warrant an emergency (immediate) notification after confirmation: armed or dangerous hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist event; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, Lakeland University will initiate and provide, without delay, emergency notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and employees.

Notification will be made by using some or all of the following methods depending on the type of emergency: University RAVE Muskie Alert System (which contains email, cell phone text); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in-person communication. If any of these systems fail or the university deems it appropriate, in-person communication may be used to communicate an emergency.

All Lakeland students, Faculty, and staff are automatically opted-in to receive emergency texts and emails. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the LU community, and will direct them to where they can receive additional information. For more information about emergency notifications, please visit the following link: [Annual Security Fire Safety Report](#).

Emergency Transport Policy

If an injury or illness is significant or potentially life-threatening, or if a student requests it, an ambulance will be called. Ambulances provide transportation to Aurora Sheboygan Memorial Hospital or St. Nicholas Hospital; both are located in the City of Sheboygan. Lakeland University officials cannot transport students to the hospital in emergency situations.

Freedom of Expression

Lakeland University insists that student disagreements, in whatever form they take on, must always be considerate and respectful for:

- Faculty, staff, and their peers.
- Their university and public property and private property.
- The rights and freedoms of others, both individuals and our groups.
- The orderly function of the university.
- The moral and ethical concepts on which the university is based.

Gender Neutral Restrooms

Lakeland University strives to create and sustain a campus environment that supports, fosters and values all members of our community. One aspect of creating a supportive environment is to provide safe, accessible, and convenient restroom facilities. Students, faculty, staff, and campus guests should use the bathroom facilities that correspond to their gender or gender identity or utilize restrooms that are designated gender-neutral or gender-inclusive.

Greek Life

Hazing Policy: Lakeland University prohibits hazing. Please refer to the university's Hazing Policy found later in this handbook section.

Greek “Good Standing”: All fraternity and sorority programs must be in good standing as defined by the university. Please get in touch with Greek Affairs for specific requirements.

Membership Eligibility: First-year students must be in good academic standing while returning students need a 2.00 cumulative grade point average to pledge.

Social Events in the Greek Living Community: Social events within the Greek apartments are a privilege the university grants to Greek organizations. Greek organizations must abide by the policies established by the university. Please get in touch with Greek Affairs for a copy of the guidelines.

Grether Natural Laboratory (The Woods)

Grether Natural Woods is for all Lakeland University students, faculty, and staff to enjoy. Motorized vehicles of any type are prohibited; this includes but is not limited to electrically powered scooters, unicycles, hoverboards, and gas-powered vehicles such as ATVs or motorcycles, as they destroy the trails and disrupt wildlife within the woods. People with mobility limitations are allowed to use personal mobility devices. Lakeland community members are required to respect this space, as littering is strictly prohibited, and campfires and fire pits are strictly prohibited. Hunting with any firearm, rifle, long gun, bow/crossbow, and knife is strictly prohibited. The assembly of hunting blinds within the woods is strictly prohibited. It can lead to dismissal from the university if a student violates this policy, as employees will be referred to Human Resources.

Grievance Procedure

Students are encouraged to use the grievance procedure when they feel that a university policy or practice has not been followed. The process outlined below is designed to assure complete, fair, equitable, and prompt consideration of the student’s grievance. Absent any abuse of the system, the student initiating a grievance or participating in its settlement will not be retaliated against.

Procedure:

1. The student should bring the matter to the attention of the Vice-President for Campus Life/Dean for Students (VP Dean). Grievances shall be addressed consistently with university policies and applicable law.
2. The student must put the grievance in written form and file it with the VP Dean’s office. The student and a representative appointed by the VP Dean will meet and try to resolve the matter within the reasonable amount of time necessary.
3. If the matter is not resolved, the student’s grievance will be reviewed by a member of the appeals committee to be appointed by a representative from the VP Dean’s office. The appeals committee will comprise a standing member from the student government association, i.e., the president or vice president of the student cabinet, a faculty member, and administrative staff. Members from the campus student conduct board may be used. The students will meet with the appeals committee to discuss the concern and to come to a resolution. The committee will give a written recommendation to the VP Dean within three business days of hearing the appeal.
4. The VP Dean’s office representative will present the student with the decision.
5. Should the student wish to appeal against this decision, the matter should be submitted in writing to the VP Dean for final review.
6. The VP Dean will consider the matter and present a decision in writing to the student within ten business days of notice of appeal from the student. The recommendation from the VP Dean is final.

For grievances regarding:

1. **Academics**
 - a. Contact the Vice President for Academic Affairs, Dr. Joshua Kutney, at 920-565-1000 ext. 2314.
2. **Athletics**
 - a. Contact the Director for Athletics, Dr. April Arvan, at 920-565-1000 ext. 2327.
3. **Student Concerns**
 - a. Contact the Vice President for Campus Life/Dean for Students David Simon Jr. 920-565-1000 ext. 2501.
 - b. Students wishing to file a grievance with their Student Government Association President, please get in

touch with SGA at StudentGovernment@lakeland.edu

4. **Veterans**
 - a. Contact the Associate Director for Financial Aid and Educational Funding, Sue Bialk, 920-565-1000 ext. 2377.
5. **Hate Crimes/Bias/Sexual Misconduct/Relationship violence/Stalking.**
 - a. Contact the Director for Campus Safety, Jason Hraban, at 920-565-1000 ext. 2503 or 920.838.5732.
6. **Confidential Resource**
 - a. To report to a Confidential Resource, please see [Title IX Confidential Resources](#).

Health Services

Medical: The Lakeland Wellness Center is an on-campus health resource located on the ground floor of Brotz Hall. We are here to help with your acute health care needs, such as colds, sore throats, sinus problems, rashes, testing (strep, pregnancy, TB), prescriptions, injury assessment, ordering labs, etc., and with chronic care in collaboration with your primary care provider.

We can assist with referrals to outside providers as needed. Most services and over-the-counter medications are free, though sports physicals cost \$50, to be paid in advance at the business office.

If you have any questions, please call 920-565-1034 ext. 2386 or visit [Lakeland Wellness Center](#).

Hunting

Hunting is not allowed on campus, in the campus woods or within 300 yards of the campus property line. Hunting with any firearm, rifle, long gun, bow/crossbow, or knife is strictly prohibited. The assembly of hunting blinds within the woods is strictly prohibited. (See weapons and firearms policy)

Information Desk

The information desk is located on the first floor of the Younger Family Campus Center. The following services are provided at the information desk:

- Package pick up.
- Shuttle reservations

International Students

International Student Advising and Maintaining Legal Status in the Federal SEVIS: The university assists its international students through a wide variety of service support. One of the most important areas of support is assistance in attaining and maintaining legal status in the U.S. Government's Student and Exchange Visitor Information System (SEVIS). Detailed SEVIS rules and regulations require approved U.S. educational institutions to closely track and report detailed information about international student course loads, requests for off-campus internships and employment, training opportunities, and more, both during and after education. Students can access other information about the U.S. Bureau of Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, and other U.S. federal regulations enforced through SEVIS.

Designated School Officials are available by appointment via email, phone, meeting platforms, or in-person (by appointment) in the Registrar's office in WAK. Please contact registrar@lakeland.edu to initiate a conversation and follow-up.

For more information about international admission, follow this link: <https://lakeland.edu/Academics/international-forms>

Intramural Sports

Campus Recreational Intramural Sports aims to promote teamwork and friendly competition through diverse student opportunities regardless of ability. Student Activities and Intermural Sports offers season-style leagues that run the duration of the semester and tournaments that take place on a single day. Intramural activities provided are open to all registered students and free of charge to participate. Participants can sign up either as a team or as an individual 'free agent.' Examples of intramurals offered include badminton, softball, flag football, yard games, frisbee golf, kickball, and dodgeball. To learn more about Intramural Sports, please contact the Director for Student Activities at 920-565-1043 ext. 1058.

Lakeland Intervention Team (L.I.T.)

L.I.T. is a multi-disciplinary group of employees whose purpose is to meet regularly to support our students' mental, emotional, and physical health, well-being, and academic success. Our goal is to determine and utilize protocol for early detection of indicators/behaviors that cause potential harm, disruptive conduct issues, and risk violence to others and to use data gathered through Starfish to identify students at risk academically. This group tracks student behavior in a confidential setting and identifies action plans to address those behaviors. Reports made to the LIT will allow all members to work together to determine threat assessment, means of support or intervention, warning/notifications, and response time. This team will identify resources available on- and off-campus and coordinate follow-up for the student.

The Purpose: To identify behaviors/patterns that signal risk and provide resources to mitigate disruptive or dangerous behaviors.

Report a Concern: Concerns may be reported directly to the L.I.T. team at online reporting [Lakeland LIT](#). When describing the concern, please list all pertinent information such as location, room number, time of the incident, members involved, or any descriptive information of the individual if the name is unknown. If the situation needs immediate attention, please report directly to Campus Safety at 920.565.1126 or the on-duty Hall Director at 920.838.2008 to assist you.

The team encourages members of the Lakeland community to refer any community member when they witness or suspect behaviors or situations that are of concern and may cause harm to this individual or others. The following are a few examples of behaviors to report:

- Signs of depression and other mental health concerns
- Physical health issues such as abrupt changes in eating or sleeping habits
- Sudden changes in routine or behavior
- Risky behaviors regarding drugs or alcohol
- Inappropriate or disruptive classroom behavior
- Abrupt changes in classroom attendance or academic performance
- Increased nervousness or agitation
- Social anxiety or difficulty in adjusting to college
- Threats of harm to self or others
- Suicidal ideation
- Extreme or inappropriate expression of emotions

Confidential: All information shared with the Lakeland Intervention Team will be confidential. The web-based reporting system connects to a confidential database. The form will ask for your name, but you may also report anonymously if you so desire.

Property Liability Policy

Students are responsible for all personal items. The university does not assume responsibility for any personal items that are lost, stolen, or damaged. The university recommends that all residents acquire renter's insurance for their property and belongings.

Lost and Found

The Department for Campus Safety offers a Lost and Found Service for the Lakeland University community. Items are housed in the Department for Campus Safety office located in Brotz Hall's north entrance on North Drive.

Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act, P.L.110-315, (2008), "Missing Student Notification Policy And Procedures," each college and university that provides on-campus housing must establish a "missing student notification policy" for students who reside in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures during residence hall check-in as well as in this Student Handbook.

Each student who resides in on-campus housing has the option to identify an individual to be contacted by the university no later than 24 hours after they should be considered "missing." Lakeland University has developed a policy for notifying the designated emergency contact should a resident student be considered "missing." A "missing student" is defined as any currently registered residential student who has not been seen by friends, family members, instructors, or staff for a reasonable length of time, whose absence is contrary to their usual pattern of behavior or where there is reason to believe that unusual circumstances may have contributed to their unexplained absence.

Such circumstances could include, but are not limited to, a suspicion that the missing person may be the victim of foul play, has a known medical condition (physical, emotional, or mental), has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or is believed to have been with, or associating with, persons who there is reason to suspect may pose a danger to the student's welfare.

If anyone in the Lakeland University community has reason to believe that a student is missing, student affairs personnel or the director of campus safety must be notified. Upon receiving notification, student affairs personnel, the Campus Safety Department, and other appropriate university staff will make reasonable efforts to locate the student to determine their whereabouts and to inquire regarding the well-being of such student. Reasonable efforts to locate a student may include but are not limited to, checking their residence hall room, reviewing class schedule, talking with roommate(s) and friends, ID card access, locating their vehicle, visiting last known locations, and contacting any known cell phone number. As a part of the investigation, the university reserves the right to make contact with emergency contacts to help assist in determining the whereabouts and well-being of the missing student.

Each student, through the completion of the insurance information and emergency contact form, has the option of identifying a person or persons who will be contacted in the event that student is determined missing. If a student does not want their primary contact earmarked on their emergency form contacted, a confidential notification information form can be filled with the contact information of an alternative contact. These forms are kept confidential in the residence life office and the office of safety and security.

Once a student meets the definition of "missing," the following is to occur:

- The Campus Safety Department will initiate a campus investigation into the student's whereabouts.
- If it is determined that a residential student is considered missing, The director for campus safety will notify the Vice President for Campus Life and Dean for Students. and generate a missing person report.
- Jurisdictional law enforcement agency is to be contacted no later than 24 hours after the resident is determined to be missing by the Director for Campus Safety.
- The Vice President for Campus Life/Dean for Students will notify the emergency contact person or persons listed of the missing student within 24 hours of determining the student is missing.
- In cases where the university has reasonable cause to suspect that a missing student may be at personal risk due to circumstances discovered in the investigation, the director for campus safety will initiate contact with law enforcement authorities requesting appropriate assistance. In such situations, the university reserves itself the right to determine when law enforcement authorities should be advised of concerns for the safety and well-being of a missing student.

Parental Notification

The Vice President for Campus Life/Dean for Students reserves the right to contact the student's emergency contact to disclose information about any violation of federal, state or local law or any university policy governing the use or possession of alcohol or a controlled substance, or behavioral health. The decision to contact a parent or legal guardian will be based on the professional staff's review of an incident(s) for pattern or severity.

Parking Policies

All students, residential, and commuters must register their vehicle for a campus parking permit. Failure to do so will result in receiving a parking citation.

- All Lakeland University Main Campus parking lots require a parking permit 24 hours a day.
- Student parking permits are issued only to LU students. All students must present a valid driver's license at the time registering. Selling, lending or otherwise transferring a parking permit to a person other than the registered permit holder is prohibited. Transferring a permit from one vehicle to another vehicle is also prohibited.
- New or alternate vehicles will require an additional separate parking permit. Students can bring their old parking permit to the Campus Safety office when registering for a new permit.
- All parking permits must be properly displayed from the rear-view mirror of the vehicle with the permit number facing the windshield. The responsibility for the proper displaying of a parking permit lies with the owner of the vehicle/permit holder. Failure to properly display any parking permit on LU campus will be subject to a parking citation.
- Information provided to obtain a parking permit or authorization must be correct and current. If there is a change in information, such as the license plate number or new vehicle, it must be reported to the Campus Safety Department as soon as possible to prevent receiving a parking citation.
- A permit will be honored only in the parking areas for which it is designated.
- Parking is permitted only within marked spaces. Every legal space within the university parking system is clearly marked. Any vehicle occupying more than one space, or extended beyond the marked space, is in violation of parking regulations and subject to a parking citation. Back-in parking is not allowed in any of Lakeland University's parking lots due to the potential risk for pedestrian injury and vehicular damage.
- Parking or driving on campus lawn and/or sidewalks will result in a ticket and/or cost of damages.
- Habitual Violators may be subject to receiving a vehicle parking boot implemented by the Campus Safety Department.
- Vehicles in violation of parking regulations can be towed depending on the urgency or violation. The vehicle will be towed at the owner's expense.
- Lakeland University is not responsible or liable for any damage to and/or theft of any vehicle, its equipment or content while the vehicle is parked on university owned property.
- Students/Staff/Faculty/Visitors and Guests are prohibited from driving or parking their vehicles on campus lawns or walkways, including when loading or unloading personal property to and from the residence halls.

Campus Safety will not authorize you to park on lawns or sidewalks. Any vehicle(s) that violate the Lakeland University parking regulation will be ticketed and any cost of repairs to lawn or sidewalk associated with the violation will be charged to the student/staff/faculty's account.

Fines for citations issued by the Campus Safety Department:

- Visitor Parking \$50.00
- Over-time Parking \$30.00 (Exceed 30 minutes)
- Illegal Parking \$50.00 (Wrong parking lot, No visible parking permit or expired parking permit displayed)
- Parked in Front of Dumpster \$80.00
- Parked in Roadway \$50.00 (Impeding traffic or parked on a campus street without using hazards)
- Parked in Handicap \$150.00
- Vehicle Boot removal fee \$50.00

Abandoned Vehicles: Lakeland University prohibits partially dismantled or otherwise inoperable motor vehicles from being parked or stored in parking lots. This also includes any vehicle, operable or inoperable, that does not have a valid license plate displayed. Any vehicles in these categories can be towed at the owner's expense and, in addition, may be ticketed.

Guests & Visitors: Lot C, Lot H, Lot I & Campus Center lot have designated areas for visitors and guests.

Snow removal: Cooperation is necessary to aid in the prompt and efficient removal of snow from parking lots. Once an announcement of a snow emergency or Snow removal has been made, students will be asked to move their vehicle to a cleared area by the posted time so that the area where vehicles were originally parked can be plowed. After the lot in which you were originally parked has been cleared, you may return your vehicle to it. Snow removal statements will be posted in each residence hall or communicated to students via Lakeland Today.

Parking Appeals: Campus Safety will turn over all appeals to Student Government Association for review monthly. Payment of any fines will be deferred until the person appealing is notified via Lakeland email. If the appeal is upheld, the citation will be voided. If the appeal is denied, the amount of the citation will be applied to the receiver of the citation's account by campus safety. A written reply to an appeal will be emailed in a timely manner. Appeals may also be submitted via email to SafetyandSecurity@lakeland.edu.

For more information, please see the Campus Safety webpage on campus parking regulations: [Campus Safety](#).

Posting and Advertising Policies

All non-residential buildings: Bring a master copy of the flier to university officials located in the Lauer Center for approval. Once approved, posters may be posted in designated areas only. Fliers cannot contain for-profit solicitation, alcohol references, and off-campus parties hosted by a Lakeland University organization or any illegal activity. Plan accordingly, as it may take more than 24 hours for approval.

Residence Halls- Only Lakeland University residence life professional staff may post in the residence halls, suites, or apartments. If one wishes to have fliers posted in the residence halls, bring a master copy for approval to the director for residence life office located in the Lauer Student Engagement Center.

Chapel- Please bring two copies of the flier to be posted in the Chapel to the chaplain's office for approval. The chaplain is located on the first floor of the Campus Center across from the Lauer Student Engagement Center.

Reservations of Facilities

To assist in locating and reserving on-campus facilities for meetings and other social events, please contact your student organization advisor or for individual purposes, contact Director for Student Activities. Reservations for students, faculty and staff are made without charge unless additional facility requirements such as special lighting, room prep, sound system, movement of staging or furniture or if cleaning outside of regular business hours is necessary. Please give a two-week advance notice for special accommodations while other reservations should be given a 48-hour notice.

Groups using university facilities must abide by university regulations governing behavior on the campus and are expected to maintain those facilities in good condition.

Safety and Security

Lakeland University Department for Campus Safety (CS) Our mission is to provide professional and courteous service to the Lakeland University students, faculty and staff by providing a safe and secure environment in which to learn, grow and enjoy the Lakeland University community experience. Please visit any time to talk with us about any safety concerns or questions you may have. Please remember your voice and opinion matters in our community.

CS maintains the safety, security of the Lakeland University campus community including its grounds, buildings and property. Through programs, events and publications, CS educates students, staff & faculty in efforts to create a resilient campus community. CS is located in the lower level of Brotz Hall, and may be reached 24 hours a day, 7 days a week by

calling 920- 565-1126.

For more information about CS please visit: <https://lakeland.edu/Campus-Life/campus-safety>

Severe Weather and Tornado Procedures

The National Weather Service issues a severe weather watches and warnings when severe conditions exist:

- **Severe Thunderstorm Watch:** Means conditions are conducive to the development of severe thunderstorms in and close to the watch area.
- **Severe Thunderstorm Warning:** Means a severe thunderstorm has actually been observed by spotters or indicated on radar and is occurring or is coming to the warning area. Severe weather storms are usually characterized by intense electrical activity, heavy rains, high winds, and hail.
- **Tornado Watch:** Means conditions are favorable to the development of a tornado in and close to the watch area.
- **Tornado Warning:** Means a tornado has actually been sighted by spotters or indicated on radar and is occurring or forthcoming in the warning area. If a tornado warning is issued, all residents should seek shelter immediately.

Lakeland is equipped with a weather siren that will sound continuously to signal you to take cover during a tornado warning. Campus Safety officers, residence life staff and other members of the professional staff of Lakeland University will inform you when it is safe to come out of shelter. If one becomes aware of severe weather or a tornado watch, or has questions about severe weather, call Campus Safety 24 hours a day, seven days a week at 920-565-1126.

Student Activities

Mission statement: Student Activities seeks to support the mission of Lakeland University. We enrich the University’s life and enhance our students’ success by providing the Lakeland University community members’ opportunities to explore and develop themselves as individuals, leaders, and citizens through involvement with and development of clubs, organizations, programming, and activities. Student Activities provides various programs, events, and services to offer a fun and engaging campus atmosphere. Student Activities oversees multiple programs, including Extensive Campus Programs (Muskie Extravaganza, Winter Carnival), Campus Community Engagement programs, Daytime Programming, support Greek Life programing, Leadership Development, Orientation, Recreation, and Wellness, Student Clubs and Organizations.

Designated Shelter Areas

All shelter areas are labeled with a “Severe Weather Shelter” sign in each building or proceed to the lowest level of a building closet, or room that is free of windows.

Smoking Policy

Smoking (including e-cigarettes, Juul, vaping and the like) is not allowed in any enclosed public (indoor) areas on campus. This campus policy is accordance with Wisconsin State Law, which took effect on July 5, 2010. An enclosed public area is defined as, “any enclosed public space to include an office, work area, elevator, employee lounge, stairway, lobby common areal school vehicle or cafeteria.” The university reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, the university has the right to ask that person to leave the premises. Anyone who fails to abide by the law may face penalties, including a forfeiture of \$300 for each violation. All administrative, academic and residential buildings on the Lakeland University campus are smoke and tobacco free.

Spiritual Life

Chaplain’s Office: At Lakeland University, we are committed not only to academic growth, but also to moral and spiritual growth. Religious and spiritual life activities at Lakeland are designed to create a safe place for students to grow in faith, encounter new religious traditions, and even ask questions about their own faith. The Office of the Chaplain is committed to respecting and supporting all spiritual and religious traditions represented on Lakeland’s campus. Students

needing support to practice their religion, whether dietary, prayer or meditation space, connection to area religious communities, etc., should contact the Chaplain's Office. Lakeland is the perfect place to explore your faith and nurture your spiritual life.

Ley Chapel: The Ley Chapel, built in 1971, has been a home for Spiritual Life activities for more than four decades. This space belongs to the community, as such, it is open and available for your use from 7:00 a.m. - 10:00 p.m. daily.

You are welcome to use the sanctuary for personal prayer, devotion and reflection. In addition, an interfaith prayer room is in the Oasis on the 3rd floor of Old Main. For questions contact:

Julie Mavity Maddalena, University Chaplain, Director of the Ulrich Center for Faith, Ethics, and Justice, Ulrich Ethicist in Residence, can be reached at 920-565-1000 ext. 2114 or by emailing mavmadja@lakeland.edu.

Spiritual and Religious Life webpage: <https://lakeland.edu/ulrich-center/spiritual-and-religious-life>

Un-crewed Aerial Devices (Drones)

Lakeland University prohibits students from operating or using un-crewed aerial devices on campus. Students seeking exceptions for use of such devices for co-curricular purposes may contact the Director of External Relations at 920-565-1119. Any use of these devices must comply with state and federal regulations and requires the prior filing and approval of an operating plan.

University Officials

All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus ID Card. Faculty members have full authority in their respective classes and any such activities related to the instructional process to ask students to present their student I.D. cards. Verbal or physical abuse directed toward any university official will not be tolerated and will be subject to disciplinary action up to dismissal from Lakeland University.

Ulrich Center for Faith, Ethics, and Justice

The Ulrich Center for Faith, Ethics, and Justice is committed to engaging the complex issues of our time while building communities of equity and belonging. The Ulrich Center is home to Lakeland's diversity, equity, inclusion, and belonging initiatives, providing leadership, support, and inspiration to the Lakeland and Sheboygan County communities. The center invites members of the Lakeland community, and surrounding communities, to explore intersections between faith, ethical discernment, and social justice through campus wide programming, community conversations, and trainings.

- Lakeland University Ulrich Center staff offers several affirming and safer spaces for students and employees. This includes the CCEB (Community Center for Equity and Belonging), the Oasis, the chapel, and the offices of the Director of the Ulrich Center/ Chaplain and Director of Student Diversity, Equity, and Belonging Initiatives.
- The Ulrich Center is in the Lauer Center. Students can walk in at any time, or make an appointment by emailing dei@lakeland.edu or by contacting:

Julie Mavity Maddalena, University Chaplain, Director of the Ulrich Center for Faith, Ethics, and Justice, Ulrich Ethicist in Residence, can be reached at 920-565-1000 ext. 2114 or by emailing mavmadja@lakeland.edu.

Ulrich Center webpage: <https://lakeland.edu/ulrich-center>

Section Three: Student Conduct Judicial Policies and Procedures

At Lakeland University, we hold our students to high standards. We expect the very best from our students as they develop and persist in the classroom and in activities and experiences held on and off campus. Students will be treated fair and equitably, and rights will be respected.

Departmental Mission: The Vice President for Campus Life/Dean for Students (VPDean) Office supports the mission of Lakeland University and the Division of Campus Life by creating and fostering a safe and peaceful learning environment for students, faculty, and staff. The Student Conduct process strives to achieve this goal by adjudicating the standards set by the Student Code of Conduct and by providing additional programs and services designed to promote the concepts of civility, integrity, responsibility, and community.

Goals of the Conduct Process

1. To provide an equitable process for all students to persist academically, personally, socially, and professionally.
2. To provide fairness for students by looking into the root cause of their behavior, using a hands-on, developmental approach to understand and provide the appropriate response to prevent the behavior from reoccurring.

Explanation of Student Conduct (Flow Chart)

1. Incident reports are generated through the Department of Campus Safety and Residence Life and then forwarded to the Chief Conduct Coordinator for review.
2. An initial discussion will take place with the Chief Conduct Coordinator and students involved in the report to explain the process, possible sanctions, and incident they are associated with, answer any and all questions, and distribute the student's rights.
3. If the student accepts responsibility, the Chief Conduct Coordinator will re-explain the policy violation, deliver the sanction and explain the appeals process.
4. If the student does not accept responsibility, the incident report goes to a formal hearing.
 - a. The formal hearing process will consist of the Chief Conduct Coordinator(non-voting), one staff member, one faculty member, and the SGA President or SGA Vice President.
 - i. In the formal hearing, the student will have the opportunity to bring forth any information about the hearing that could affect the outcome.
 - ii. The Formal Hearing Board will consider all the information. After all, evidence has been heard, and facts have been reviewed, the Chief Conduct Coordinator and the student will step out to let the Hearing Board discuss and render a decision.
 - iii. When the Hearing Board has reached a final decision, the Chief Conduct Coordinator and the student will re-enter to hear whether the student is being found responsible or not responsible.
 - iv. After the Formal Hearing decision, the student will meet with the Chief Conduct Coordinator to complete the Student Disciplinary Record process.
 1. If the student is found responsible, sanctions will be implemented and enforced, and the student will be informed of their right to appeal.
 2. If the student is not responsible, the disciplinary process will be closed.

***In the event that there is a conflict of interest, the Chief Conduct Coordinator will defer the implementation of sanctions to the Vice-President for Campus Life/Dean for Students.*

Sanctioning

Sanctions will follow the conduct grid. In addition, Lakeland University will utilize transformative justice when sanctioning students.

What this means for students:

1. Following the mission and values of Lakeland University, we will seek to understand, develop, and provide opportunities for students to grow through a process that focuses more on why it happened, who you are, and what you can learn from this situation. These sanctions will allow students the opportunity to live meaningful and purposeful lives.
 - a. Examples of what that may look like:
 - i. Health and Counseling appointment
 - ii. Drug /Alcohol Screening
 - iii. Smoking Cessation Programs
 - iv. Community Service
 - v. Workshops
 1. Healthy Decision-Making
 2. Anger Management
 3. Happy Hour and Last Call (Drinking programs)
 4. Conflict Resolution
 5. Self-Care
 6. Anxiety and Stress
 - vi. Mentor Programs
 1. Meet with a designated staff member.
2. What if I am placed on Probation?
 - a. Probation will be monitored by the Conduct Administrator, and students will check in if/when necessary for support services, questions, etc.
3. Incident reports that involve the safety of our campus, the individual, are threatening in nature, or demonstrate a high level of risk will be considered inactive sanctions.
 - a. An Inactive Sanction- Suspension or Expulsion- These will not go to a formal hearing but will be reviewed by the Conduct Administrator and VPDean. Students going through this process may have a designee of their choice as a support person.
4. Two types of Sanctions:
 - a. Active Sanction-Educational sanction to help a student develop and learn from the incident.
 - b. In-Active Sanction-Verbal/written reprimand/warning, probation, suspension, or expulsion.
5. Right to Notify
 - a. All students involved in athletics and co-curricular activities, i.e., Greek life, student organizations, and campus clubs, will have the coach or advisor notified if they are sanctioned through the student conduct process.

Students at Lakeland University are highly encouraged to be active participants in the campus and greater community. The student conduct process is not part of a legal system, nor is it meant to be punitive, but developmental, equitable, and one that assures all students are treated equally and are aware of their rights.

Appeals

You may appeal the decision and sanctions imposed by the Conduct Coordinator. Failure to file a request or extension in a timely manner constitutes a waiver of any right to request an appeal. The written appeal must be based on these grounds:

1. Procedural error
 - a. The student must demonstrate that there was a material deviation or change from the procedures outlined in the policy and that had the proper procedures been followed, the outcome would likely have been different
2. New evidence
 - a. The student must demonstrate that new evidence is available or was discovered after the hearing and that had the evidence been known and reviewed during the investigation or hearing, it would have affected the outcome. The student needs to present or describe the new evidence in writing and explain why the new evidence was unavailable before the hearing.
3. Substantial bias
 - a. The student must present facts that show prejudice, bias, or other inappropriate or unlawful factors that improperly influenced the outcome.

A formal request to appeal must be sent to the Vice President for Campus Life/Dean for Students within 48 hours of written notification of the sanction. The decision of the appeal will be made within seven business days. The decision of the appeal is final.

Honesty

Each participant in the conduct process, either an accuser or the accused, must honestly present the facts of the case. The conduct process depends on each participant being truthful. Dishonest individuals are subject to their own disciplinary action, which could result in sanctions up to dismissal from the university.

Drug-Free Schools and Communities Act Amendments of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Lakeland University shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Campus Life or the Human Resources Office. Lakeland's prevention program includes institutional policy regarding alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

Drug Policy

The possession and use of controlled substances must always be in accordance with the provisions of federal and Wisconsin law and the rules of Lakeland University. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Students who possess, use, or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action.

Disciplinary action against a student under university policies does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the university. For the purpose of these policies, drugs include any controlled substance, including, but not limited to, marijuana, cocaine, amphetamines, ecstasy, LSD compounds, mescaline, psilocybin (psychedelic mushrooms), DMT, narcotics, opiates, and other hallucinogens, except when taken pursuant to a physician's prescription in accordance with the law.

Drug Violation Sanctions

For sanctions, please see Conduct Grid.

Health Risks Associated with Use/Abuse of Alcohol and Drugs: Please refer to the below website to view the health risks associated with the use/abuse of alcohol and drugs <https://www.drugabuse.gov/drugs-abuse>.

On-campus alcohol/drug abuse resources:

- Health Center 920-565-1043 ext.2509 or ext. 2385
- Counselors 920-565-1034 ext. 2387 or ext. 2388
- Campus Safety 920-565-1126

Firearms and Weapons policy

The storage, possession, or use of firearms, knives, fireworks, explosives, or other weapons are strictly prohibited on university property, in any vehicle on university property, and at any sanctioned Lakeland University event on or off campus. Prohibited weapons include but are not limited to: any firearm, pellet gun, B.B. gun, airsoft gun, spring-loaded weapon, stun gun or taser, any knife having a blade that projects or swings into position by force of a spring or by centrifugal force, any knife with a blade longer than 3-½ inches, any dirk, dagger, ice pick, slingshot, metal knuckles, nunchaku, studded hand coverings, sword, straight razor, tear gas container, sap, sap gloves, hatchet, ax, or any other weapon, as determined by the University. This policy does not include basic table knives and kitchen knives used for culinary purposes on campus, use of work tools by maintenance staff on campus, or use of gardening and landscaping tools by grounds keeping staff on campus.

Carrying, possessing, etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Violations include manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons and attempts to commit any of the above.

As required under Wisconsin Law, all university buildings are posted, “Firearms and weapons are prohibited on these premises.” Persons with a valid concealed carry permit must leave their weapon(s) in their locked vehicle before entering any campus or residential building.

Any questions regarding this should be directed to the Director of Campus Safety at 920-565-1000 ext. 2501.

Hazing Policy

Students, staff, faculty, student organizations, athletic teams, and other student groups of the Lakeland University community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined in the Wisconsin State Statute 948.51 (<https://docs.legis.wisconsin.gov/statutes/statutes/948/51>) and by Lakeland University as, “any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate them or which may in any way compromise their inherent dignity as a person.”

Any student organization, group, team or individual student violating the university “Hazing” policy will be subject to the student judicial conduct process.

Reporting: Any alleged incident of hazing should be reported to the Department of Campus Safety, the Greek Coordinator, the Vice President for Campus Life/Dean for Students Office, or Director for Athletics.

Enforcement: The Lakeland University judicial conduct process will handle any alleged infractions of the hazing policy; if found responsible for an infraction, sanctions may be imposed upon individual(s) or group specifically responsible. Sanctions may include but are not limited to loss of playing time, loss of organizational privileges, loss of a chapter room/Greek access, an educational task, community service project or dismissal from the institution.

With regard to Greek organizations, severe violations could result in the suspension of the chapter president or pledge master. In addition, the offender(s) may be subjected to any applicable criminal status defined by Wisconsin State Law (such as reckless endangerment, assault, and/or manslaughter, etc.) Each club, organizations, and athletic teams are responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights, and the values of Lakeland University.

On Campus Lake/Pond Rules

Swimming, wading, boating, and water floats are strictly prohibited on all campus ponds/lakes. Ice fishing or walking/playing on the ice on all campus ponds/lakes is strictly prohibited.

University Policy Violations and Definitions

Aggravated Assault: is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Examples include: assaults or attempts to kill or murder; poisoning, including the use of date rape drugs; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives, and assault with disease (as in cases when the offender is aware that they are infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.)

Aiding and Abetting: Assisting, hiring, or encouraging another person to engage in a policy violation.

Arson: is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Threats to cause Bodily or Mental Harm: The following behaviors are prohibited: Intentionally inflicting mental or bodily harm upon any person; taking any action for the purpose of inflicting mental or bodily harm upon any person; taking any reckless but not accidental action from which mental or bodily harm could result to any person; causing a person to believe that the offender may cause mental or bodily harm; and/or any act that demeans, degrades or disgraces any person. "Any person" as used in this section may include oneself.

Burglary: is the unlawful entry of a structure to commit a felony or a theft. Offenses that are classified by jurisdictional enforcement agency(s) as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking and all attempts at these offenses:

- **Forcible Entry:** All offenses where the force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and, where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.
- **Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by the use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms), and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room, and you can establish that neither the tenant nor those friends with free and regular access

to the space have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that, results in a trespass. As such, it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window, or frame be evident.

- **Attempted Forcible Entry:** A situation where a forcible entry into a locked structure is attempted but not completed. An attempt to commit the crime of burglary must be evaluated in context based on all available information. Such incidents must not be classified merely as “suspicious activity” or “vandalism” where the totality of facts indicates that a burglary was, in fact attempted. Possible indicators of an attempted burglary may include but are not limited to, damage to a door or window, the presence of burglary tools, a recurring or similar modus operandi or “signature” that ties an incident to other similar offenses (sometimes referred to as “common plan and scheme”), and/or proximity in time and place to a pattern of other similar crimes.

Campus Demonstration. The following are prohibited: Destruction of campus property, physical harm, verbal threats of bodily or mental harm, and other malicious behavior. Involvement of nonactive Lakeland Community members. (See Demonstration Policy in Student Handbook)

Destruction of Property/Vandalism. Intentionally or recklessly damaging, destroying, defacing, or tampering with university property or the property of any person is prohibited.

Discrimination. Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, gender identification, or sexual orientation except where such distinction is required by law is prohibited. (See full definition in preceding section).

Disorderly Conduct. Disorderly conduct is disturbing the peace and good order of the university. Prohibited behaviors include, but are not limited to: fighting, quarreling, disruptive behavior, indecent behavior, public urination, and/or lewd behavior.

Disruption/Obstruction. Obstructing or interfering with university functions of any university activity to include, but not limited to the obstruction of teaching, research, administration, disciplinary proceedings and other university activities, including its community service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises is prohibited.

Drug Law Violations: Are defined as the violation of laws prohibiting the production, distribution, and use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). (Also see the Illegal Drugs Policy in “Policies and Procedures section).

False Report of Emergency. Causing, making, or circulating a false report or warning of a fire, explosion, bomb, policy violation, crime, or other catastrophe is prohibited. If a false report is deemed to have been generated with malicious intent or in bad faith, the consequences may be severe.

Falsification of Records. Altering, tampering, forging, or knowingly using falsified documents or records of the university (including, but not limited to Lakeland’s parking permits and student IDs); being party to falsification; giving or providing false statements, written or oral; and providing false information during any university proceeding or to any university official is prohibited.

Fire Safety. All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action including a possible fine. Students found responsible for activating a false alarm, tampering with fire alarms, fire extinguishers, or fire equipment will be assessed a \$300 penalty plus other related costs and can be dismissed from housing and from the university. Persons causing false alarms, interfering with

the proper functioning of the fire alarm systems, or interfering with the lawful efforts of firefighters are subject to prosecution under Wisconsin State law. If a fire results from negligence, the responsible party may be held financially responsible for property damage and personal loss.

Forcible Entry or Trespass. Forcible or unauthorized entry to any building, structure, or facility and unauthorized entry or use of university grounds is prohibited.

Good Samaritan Provision. The health and safety of our students are of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their behavior may violate the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following “Good Samaritan” provision.

Students who seek medical assistance for themselves or another person who is intoxicated due to alcohol or drugs will not be subject to university disciplinary action, except when it has been determined that another violation of university policy has occurred (for example, destruction of university property; fire safety violation; physical harm to another person, etc.). This includes an alleged victim of sexual misconduct or another student who shares information as either a witness to or a reporter of sexual misconduct as long as the report is made in good faith. For this policy to apply, the student must agree to complete any recommended educational programming or other treatment recommended by the Dean for Students or a Student Conduct Administrator.

Examples where this policy would apply include:

1. A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under 21 and was also consuming alcohol.
2. A student is reluctant to report that they have been sexually assaulted because they had been consuming alcohol and are under 21.

Any exemption from disciplinary action granted under this policy may only apply to disciplinary action and sanctions under the Student Code of Conduct and does not apply to any criminal action taken by law enforcement, such as issuing a citation or making an arrest.

While this provision applies to individual students if an organization violates the Student Code of Conduct, the organization’s willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

Harassment. Any speech, action, or behavior focused on any individual or group based on the individual’s or group’s gender, gender identity, race, sexual orientation, religion, or ethnicity is a form of harassment and will not be tolerated. Any speech, action, or behavior that demeans, degrades, is inflammatory or could be considered “fighting words” are not acceptable for the Lakeland University community.

Hate Crime: is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., the color of skin, eyes, and hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and emotional attraction to members of the same and opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender

non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other through a common heritage, often consisting of a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes include any of the following offenses that are motivated by bias: Murder/Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.

- **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.)
- **Destruction/Damage/Vandalism of Property:** Is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Such as: cutting auto tires; drawing obscene pictures on restroom walls; smashing windows; destroying school records, and defacing library books.)
- **Intimidation:** Is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Simple Assault:** Is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Liquor Law Violations: Are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Violations include maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor and drinking on a train or public conveyance. (Also see Alcohol and Drug Use Policy Notice under “Policies and Procedures” section). The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; includes all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Misuse of Abuse of Computers/Electronic Devices: Unauthorized misuse of any computer, computer system, electronic device, service, program data, network, cable television network, or communication network is prohibited. Also to include but is not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and/or password; use of computing facilities to interfere with the work of another student, faculty member, or university official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the university computing system.

Misuse of Identification: Transferring, lending, borrowing, altering, or unauthorized creation of university identification is prohibited.

Misuse of Safety Equipment: Unauthorized use or alteration of fire-fighting equipment, safety devices, or other emergency equipment is prohibited.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This includes the theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs.

Possession of Stolen Property: Possessing property suspected by the possessor to be stolen and that may be identified as the property of the university or any other person is prohibited. The burden of proof is that the possessor “suspects” such property is stolen and not necessarily “knows” the same is stolen.

Robbery: The taking or attempting to take anything of value of the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault/Sexual Misconduct/Harassment: Any violation specified under the university’s sexual misconduct or harassment policy is prohibited. (Also see Sexual Misconduct, VAWA, Harassment and Discrimination Policy on page 64 of the student handbook)

Theft: Theft or attempted theft of property or services from any person, the university, or business is prohibited.

Unauthorized Use of University Keys: Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other university property is prohibited.

Unauthorized Use of Property or Services: Unauthorized use of property or services, unauthorized possession of university property, or the property of any other person or business is prohibited.

University Officials: All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus Card. Faculty members have full authority in their respective classes and activities related to the instructional process. Verbal and physical abuse directed toward any university official will not be tolerated and will be subject to severe disciplinary action.

Violation of any Lakeland University Policy: Violation of any policy outlined in any university publication is prohibited.

Violation of Community Standards (Off-Campus Reporting of Community behavior): Negative behavior of a student occurring off-campus may be subject to university judicial student conduct adjudication. In general, the university does not attempt to duplicate the function of civil laws. Hence, only where the institution’s interests as an educational community are distinctly involved is asserted by the institution’s right. The university will consider:

- Whether the individual can continue to benefit from or contribute to the educational process of the university,
- Whether the individual student, by their actions, has endangered the welfare of other members of the university or local community, and
- When the student’s conduct threatens the image and reputation of the university in the community.

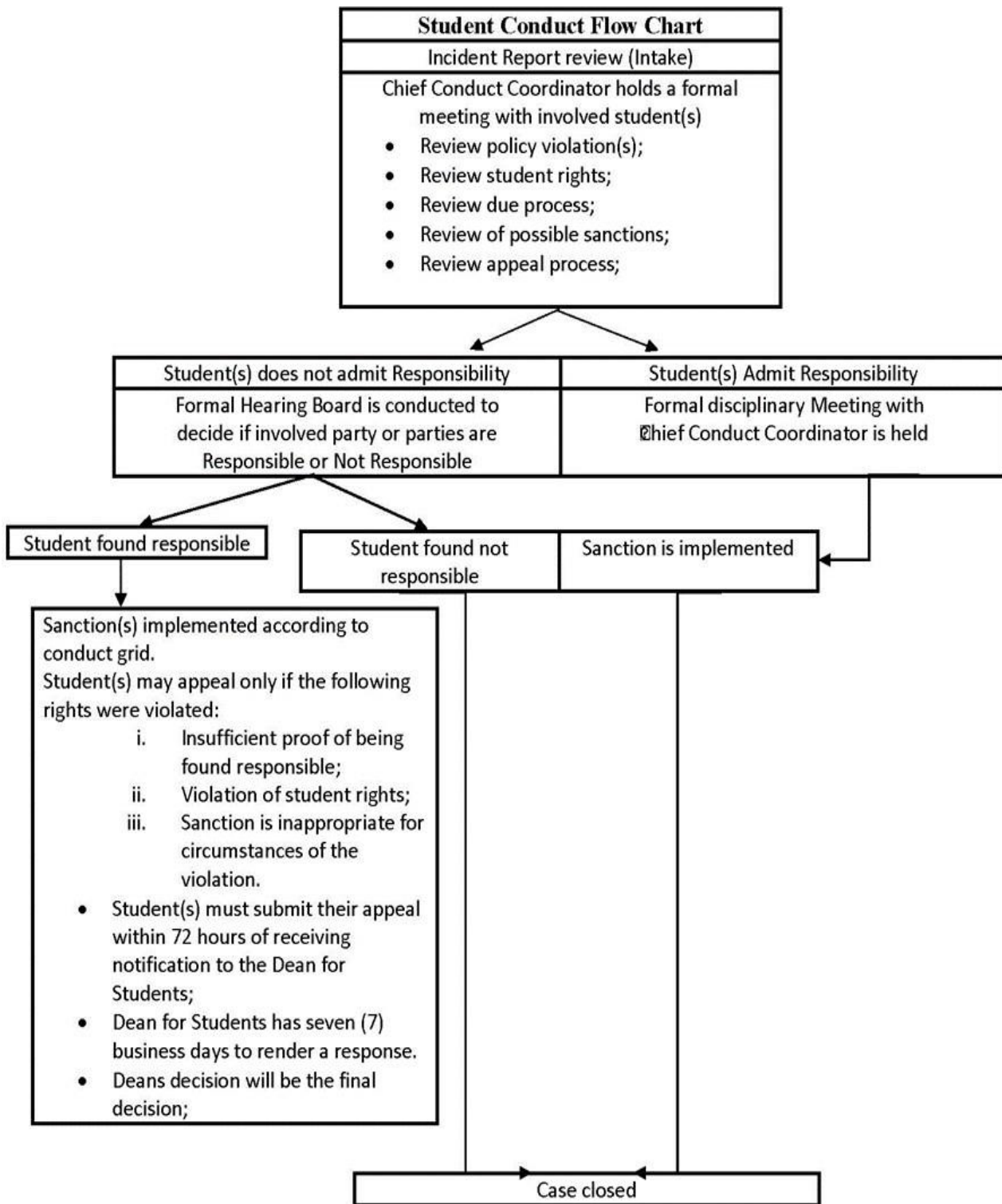
In matters which may involve concurrent jurisdiction, the following specific principles are maintained:

- When behavioral circumstances warrant, the university may proceed according to university judicial procedures, even though the civil process has yet to begin.
- If a student is charged with a felony or other criminal offense, the university shall also retain the option to suspend such a student until criminal courts have reached a judgment.
- The university cannot regard an arrest or indictment as a finding of guilt. Even if a student has been found guilty by civil authorities, the university must conclude whether the student has violated a university policy.

- Because a student accused of violating both civil and university policies may be subject to a trial, the university should be scrupulous in respecting their rights as an accused person and avoid any effort to secure a confession or evidence that may be used against them.
- A civil trial is a matter separated from the university. If the student is involved in a civil trial, the university will participate if subpoenaed under the guidance of legal counsel. However, said participation shall be only at the formal request of the civil judicial process.

Violation of Conduct Probation: Violation of any policy while on probation or breach of the terms of that probation is prohibited. Additional sanctions will be determined on a case-by-case basis.

Student Conduct procedural flow chart



Alcohol Sanction

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe) Empty containers in residence hall/common area; evidence of consumption; possession/consumption of alcohol; permitting others Possession of open containers in public/non-designated areas by persons 21 years of age or older	Verbal 2-page paper about the dangers of underaged and binge drinking Minor in possession course - \$25/4 hours	Drug and alcohol awareness course - \$65/12 hours Parent or guardian contact ATOD assessment by campus health and counseling	AODA assessment by campus health and counseling Parent or guardian contact Housing probation for a semester Potential fines	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
B (More severe) Staggering; need to be physically supported, public intoxication; impairment, vomiting but coherent and conscious; students possessing; consuming from kegs or other bulk or common source container; hosting an event which focuses on alcohol consumption	Any of the above Minor in possession course - \$65/12 hours	Any of the above Parent or guardian contact ATOD assessment by campus health and counseling	Housing probation Restrictions from participation in student organizational activities and or athletics Parent or guardian contact	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
C (Emergency services called)	ATOD assessment by campus health and counseling Automatic parent or guardian contact	Housing probation Automatic parent or guardian contact	Automatic parent or guardian contact Removal from residential housing	

Drug Sanction - Illegal drug possession of marijuana use/paraphernalia

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe) Appears under the influence; difficulty communicating; impairment in movement; noticeable smell on the person.	Marijuana education class – \$25/4 hours	Marijuana education class – \$65/8 hours Referral to campus counseling or off campus counseling for AODA assessment at student expense Parent or guardian contact	Housing probation Referred to mandatory off-campus drug counseling Parent or guardian contact	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
B (More severe) Drug paraphernalia in room/common area; evidence of use; possession/consumption of drugs; noticeable smell; students possessing/significant amount of a drug; hosting an event that involves drug use; permitting others (students or guests) to use assigned spaces to violate University and Residential housing drug policy.	Marijuana education class – \$25/4 hours Restrictions from participation in student organizational activities. If a student athlete referral to Director for Athletics or designee. Potential fines for violating fire safety policy	Marijuana education class – \$65/8 hours Referral to campus counseling for AODA assessment Campus Housing Probation Parent or guardian contact	Suspension or Dismissal from residential housing	
C Emergency services called Vomiting and incoherence; unconsciousness; needing or receiving medical attention (including treatment by EMTs and/or transportation to hospital or “detox”); loss of bodily functions; memory loss.	Automatic parent or guardian contact. If a student-athlete an incident referral to Director for Athletics or designee. Referral to campus counseling or off-campus counseling for AODA assessment at student expense	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.		
D Illegal drug possession with intent to manufacture or distribute	Referral to jurisdiction law enforcement Immediate Dismissal from University with transcript notation			

Citizenship

Violation	1st Offense	2nd Offense	3rd Offense
Body/mental harm	Educational Sanction Potential dismissal from the university Potential fines for property damages Restrictions from participation in student organizational activities and or athletics		
Campus disruption	2 – page paper on university policy and the benefits to peaceful demonstrations Letter of apology to those affected Potential fine	Parent or guardian contact Residential housing probation	Suspension from residential housing
Failure to comply with university officials	Writing apology to university official Restrictions from participation in student organizational activities and or athletics	Parent or guardian contact Residential housing probation	Suspension from residential housing
Disorderly conduct	2 – page paper on the incident Verbal Restrictions from participation in student organizational activities and or athletics	ATOD educational program -\$25/4 hours Parent or guardian contact Residential housing probation	Suspension from residential housing
False report of an emergency	2 – page paper on the dangers of false reporting or not properly evacuating	Fine Residential housing probation	Fine Suspension from residential housing
Hazing (Wisconsin State statute 948.51)	Referred to jurisdictional law enforcement if the victim suffered any physical, mental, or emotional injury/trauma Student Conduct Probation Potential dismissal from the university based on the severity of the offense		
Fighting	Based on the severity of the offense, education sanction, probation, suspension up to dismissal		
Hunting	Referred to jurisdictional law enforcement if resulted injury to self or others in volving weapons. Refer to Hunting Policy in student handbook.		
Violations of off campus behaviors	Referred to the Vice President for Campus Life/Dean for students to be reviewed on a case-by-case basis		
Fire Safety Violations	Fine of \$300		

Lakeland University also has the right to impose fines when a student commit any of the following violations below:

Violation	Fine and Disciplinary Response
Smoking indoors (Not limited to Vape Pens, Cigarettes, Marijuana, Cigars, Pipes)	\$300
Unsanitary Room Conditions	\$150.00
Vandalism	Restitution of damages and potential housing suspension
Failing to evacuate when a fire alarm sounds	\$300 and potential housing suspension from residential Housing after three violations.
Tampering with surveillance equipment	\$300, and restitution could include suspension from residential housing
Tampering with fire safety equipment	\$300 and could include immediate suspension from residential housing
Pulling a fire alarm when there is no fire	Starts at \$300 and could include suspension from residential housing
Unauthorized pet	Starts at \$150 and could include fees for damages and probation or suspension from residential housing
Unauthorized access to rooftops	Starts at \$300 and could include suspension from residential housing

At the discretion of the Vice President for Campus Life/Dean for students, fines maybe imposed. All student conduct fines are applied to the student account.

Section Four: Residence Life Policies and Procedures

Department Vision: To serve our students and encourage their academic, cultural, personal, and social development by creating a safe, respected, and inclusive environment.

Residence Halls

Individual preferences for living arrangements will be honored whenever possible. The university reserves the right to make room assignments or reassignments as necessary. To enhance and expand the sense of community, Lakeland University requires that all full-time students, under the age of 21 regardless of class status, live on campus. Exceptions will be if a student is living with a parent, is married, is a former member of the armed services, has a child, or is approved to live off-campus by the Vice President for Campus Life/Dean for Students. Only traditional undergraduate and graduate students are permitted to reside in the residence halls.

First-Year students are required to carry at least twelve (12) credit hours to reside in the residence halls. Students who are not enrolled for 12 credits in a semester or who drop below twelve credits at any time during the fall semester and wish to reside in the residence halls must meet with the Vice President for Campus Life/Dean for Students for approval. Seniors who need less than 12 credits in the fall or spring to graduate will be permitted to live on campus. Written notification must be sent to the Vice President for Campus Life/Dean for Students, should this be the case.

Residence Life Policies

Students living in residence life communities are expected to conform to standards of conduct which are consistent with the educational objectives and priorities of Lakeland University. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over individual desires. The residence life staff is responsible for helping to create an atmosphere conducive to study, enjoyment, and learning how to live responsibly with other individuals. Each student is expected to comply with requests from residence life staff and fellow students.

Residence Life Policy Violation Process

Violation of any residential policies (excluding Clery, VAWA, Alcohol and Other Drugs, and Sexual Misconduct) will result in conduct meetings in the following order:

1. RA/SRA has initial conversation and documents situation.
2. 1st Offense Formal meeting with the Hall Director of that building.
3. 2nd Offense Formal meeting with the Director for Residence Life.
4. 3rd Offense Formal meeting with the Dean for Students.

Air Conditioners, Humidifiers, and Dehumidifiers

Air conditioners, humidifiers, and dehumidifiers are prohibited in living units unless approved and installed by University Officials.

Application/Reapplication Process

Lakeland University offers apartment, pod, and community-style housing. Returning students must complete a Lakeland University Housing Application form and Housing Contract. Students must submit their applications to the Department for Residence Life by the indicated due date. Residential students who submit their housing contracts after the due date are not guaranteed their top housing choice and could be placed in the following best or available option.

- Morland House and Hill House applicants can apply as individuals or groups of up to four students
- Kurtz House applicants can apply as individuals or groups of up to six students
- Gould Hall applicants can only apply for this housing unit if they are an active Greek community member.

New residents need to apply at the time they receive their materials after the university receives their commitment fee. Traditional age students will be placed in the hall that corresponds to their year attending, for example first-year students will be housed in Grosshuesch Hall, sophomores will be housed in Muehlmeier Hall while junior and senior residential students will have the choice of all upper-class halls. No room assignments can be made until the commitment fee and housing deposit are received by the university. The university reserves the right to assign all residents to rooms and to make changes as necessary or needed.

Housing Contract

All residential students enter into a contractual agreement with the university through the room and board application. The contract is valid for one full academic year, not including winter and summer. Students will complete room and board contracts for each winter and summer stay. All residential students must have a meal plan selected when completing the contract, as this portion is a part of the room and board application. Students may request an exemption from the University meal plan under these circumstances only:

- Students require a special diet due to a disability or medical condition.
- Students require a special diet based on religious observance or practice.

Meal plan exemption requests and supporting documentation must be submitted to Karen Eckhardt, ADA Coordinator, at eckhardtkl@lakeland.edu. All accommodation-related information can be found on Lakeland's Disability Services webpage at <https://lakeland.edu/student-experience/academic-services/disability-services>.

Contract Terms and Dates of Occupancy: Unless otherwise approved in writing by the Director for Residence Life, the occupancy period begins on the assigned move-in date. Students will receive an email to their Lakeland account notifying them of their move-in date. Students who have sports camps that happen prior to the halls opening will be approved to move in early on the date agreed upon between the Department for Residence Life and the Athletic Department. The occupancy period ends based on the following guideline:

- a. at the time the student chooses to cancel their housing contract during the academic school year or
- b. on the Sunday following spring graduation by 6:00 PM

Students are required to follow the check-out process outlined below. Failure to properly follow the check-out process could result in charges to that student's account. Any exceptions would need to be submitted to and approved by the Director for Residence Life. Any student who is graduating at the end of the semester will need to follow the check-out process listed below. Those students will be expected to move out 24 hours following their last class or final exam.

Housing agreements are binding for the entire academic year or portion thereof. Failure to complete the agreement for any reason, including suspension or dismissal from the university or residence hall, may result in forfeiture of all room and board fees. No transfer agreement to another student is permitted. No refunds will be made for missed meals or for temporary absence from the hall. The university may terminate a student's residence hall occupancy and take possession of the room at any time for violation of residence hall policies, violation of university rules/regulations or for reasons of health or safety.

Students living on campus for the summer period will be notified through their Lakeland email of their housing assignment and when they can move into their summer housing assignment. If a student is not living on campus for the upcoming academic school year, their summer contract will end and they will need to vacate their summer housing space by the Sunday two weeks prior to fall move-in. Lakeland's Department for Residence Life provides storage for students to keep their items securely housed for the summer for a cost of \$75; students would receive \$25 of that cost back

at the end of the storage period. Any property remaining thirty days after the first day of classes will be considered abandoned and discarded. Any exceptions would need to be submitted to and approved by the Director for Residence Life.

Transitions from summer to fall housing will be communicated to students via their Lakeland email. As students move out of their summer housing, they will have to follow the academic year check-out process, outlined below. Students who do not move to their fall housing by the specified date will result in charges to their account.

Lakeland University to Lakeshore Technical College

Lakeland University to Lakeshore Technical College (LTC) and vice versa, students must complete the housing and meal plan Contract. All LTC students must be registered for fall or spring classes before completing a housing contract and applying for room assignments. The department of Residence Life agrees to provide housing in the residence halls under the conditions of the contract and the Residence Life Handbook, where applicable.

Checking In and Checking Out Procedures

Residents will receive a filled-out room condition report that has been completed by their Senior/Resident Assistant (S/RA) upon arrival. Residents will have 24 hours to assess the condition of their room based on what their room condition report says and inform the Residence Life staff of any discrepancies. The resident will be financially responsible for the changes to the room's condition not noted on that form. Students will be held responsible for any damages that occur in their room during the semester or academic year. Any resident choosing not to check out following the procedures below will also be assessed a \$50 charge in addition to any damage charges incurred. Also, residents of a room, apartment or suite will be assessed cleaning charges if the room is not adequately cleaned before departure. Failure to properly check-out will result in a student not having an opportunity to appeal all damage charges.

Proper check-out procedures include:

- Schedule a check out meeting with their S/RA a minimum of 24 hours in advance.
- Clean the room thoroughly, including carpets and empty the garbage.
- Complete a room condition report with a staff member.
- Lock the room upon checking out.
- Turn in room key card/hard key if applicable to the staff member checking them out.

Alcohol and Other Drugs

The resident agrees to comply with state, county, and town laws, regulations, and ordinances, as well as university policy regarding the possession or use of alcohol and illegal drugs, and agrees that their room shall not be used for any purpose contrary to the intent of such laws, regulations, and ordinances. Any violation of drug and alcohol policies may lead to dismissal from university housing. (Also, see Alcohol and Illegal Drug policy in this handbook).

- Grosshuesch and Muehlmeier Hall are alcohol-free residence halls. No alcohol of any type, or empty alcohol container, is permitted in these residential buildings.
- Alcoholic beverages are permitted in Brotz, Gould Greek housing, and Apartments (Hill House, Morland House, and Kurtz House) as long as the occupants' consumption is of the state law legal drinking age of 21.
- Any student consuming alcohol must be of state law legal drinking age.
- The hoarding of empty alcohol containers in any residential housing space is prohibited and must be discarded.
- The selling of alcoholic beverages by anyone other than a university official is prohibited.

- Residents of the Apartments, Brotz, and Gould Greek housing are responsible for ensuring that appropriate laws and regulations are always followed.
- Any kegs, barrels, or fractional parts of kegs and barrels are strictly prohibited in any residential housing space or campus space unless under the direct operation of a university official. Instruments that promote abuse of alcohol, such as “beer bong” and devices actively being used in drinking games, are not permitted in campus housing space or on campus and will be confiscated.

Drinking Games: Lakeland defines drinking games as any game in which drinking or instruments that have participants or spectators directly consume alcoholic beverages during the competition. NOTE: Alcohol MUST be present during the contest or in the possession of the participants or spectators to be considered a drinking game. The following are prohibited:

- The playing of or being in the presence of drinking game(s) is strictly prohibited.
- Possession of alcohol paraphernalia or games that enables rapid consumption of alcohol (e.g., beer bong, beer pong, shot glasses).
- Engaging in activities that promote immediate consumption of alcohol (e.g., chugging, drinking games, excessive shots of liquor in a short period).

Social Games are allowed. Social Games refer to tabletop and other face-to-face indoor or outdoor games of any kind, including video games, that allow or require social interaction between players and spectators without the immediate presence of alcohol-drinking game paraphernalia altogether.

Open Containers Policy: It is prohibited for any person to consume identifiable alcoholic beverages outdoors on any campus street, sidewalk, or undesignated area.

Approved outdoor designated areas for the consumption of alcoholic beverages are as follows:

- Any Lakeland University-approved event that involves distributing alcohol by a university employee.
- Residential housing balconies, patios, and courtyards.
- University-approved spaces, venues, etc.

Illegal drugs are strictly prohibited on campus at any time. The university reserves the right to refer individuals who are found to be in possession of illegal drugs to the Sheboygan County Sheriff’s Department for legal action. The misuse of prescription medications, including, but not limited to, sales and distribution is prohibited. The misuse of over-the-counter medications is also prohibited. Smoking is not permitted in any campus building.

Damages to Housing Facilities

The lounges, kitchens, hallways, bathrooms, study rooms, computer labs, and immediate areas outside the buildings are common areas. All members of the residence hall community are responsible for the cost of damage or messes made, which cannot be isolated to a particular person(s). Students are encouraged to hold each other accountable for their actions. Any vandalism throughout the year should be reported immediately to a residence life staff member. Room damage is the responsibility of the students who live in them and will be billed accordingly. All residents are responsible for the actions of their guests, whether those guests live on or off campus. Residents responsible for extensive damage or messes may be denied the opportunity to reside in campus housing. Residents must also document damage upon move-in and share it with the Hall Director of your space via email.

Electrical Appliances

Electrical appliances are limited to those which are LU approved, in good condition and have a thermostatic control. Air conditioning units are not permitted in any campus housing facility. Extensive cooking or cooking after community courtesy hours is not permitted in residential halls. No toaster (ovens), woks or units with open heating elements are permitted. Appliances with enclosed heating elements, such as air fryers, pizza ovens, crock pots, etc. are acceptable, and must be used in kitchen areas, and will need to be stored in rooms when not in use. Full-sized refrigerators and freezers are not allowed. (Kitchenettes are in each wing of Grosshuesch and Muehlmeier halls, Brotz Halls and in each

of the apartments.)

Cell Phones/Electronic Devices

Residents may not capture the image and/or video of another student in the residence halls without that student's permission. Transmission of such images also requires permission from the person.

Fire Safety

All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action including possible fine. Firefighting equipment, fire alarm systems, smoke detectors and evacuation procedures are provided for the protection of life and property. Residents should familiarize themselves with the type and location of equipment, exits, windows and the evacuation procedures from their floors of residence halls. Everyone is required to vacate the building during a fire drill.

To promote safety, students are prohibited from having the following items in their rooms:

- Portable electrical appliances.
- Incense and candles.
- Fireworks of any kind, gunpowder, and any other combustible materials.
- Any gasoline-powered machines.
- Open flames in residence housing.
- Halogen lamps.
- Hover boards are not permitted. Hover boards include but are not limited to self-balancing scooters, battery operated scooters, hand free Segway's and electric powered skateboards.
- Tobacco/Smoking (Use of smoking materials within all rooms and buildings and outside within 25 feet perimeter of any building except within designated and posted areas is prohibited, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, hookahs, vape pens and smokeless/chewing tobacco.)
- The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion, or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the university or off- campus University-sponsored events without prior university authorization.

The following are also prohibited:

- Obstructing hallways and exits
- Tampering with fire sprinkler systems and smoke detectors
- Propping of doors, including manipulating the door jamb preventing the door from securing.

False fire alarms endanger the safety of students and interfere with students' abilities to enjoy a safe, peaceful living environment. Students found responsible for activating a false alarm, tampering with fire alarms, fire extinguishers, or fire equipment will be assessed a \$300.00 fine plus other related costs and can be dismissed from housing and/or from the university.

Persons causing false alarms, interfering with the proper functioning of the fire alarm systems or interfering with the lawful efforts of firefighters are subject to prosecution under Wisconsin State law. If a fire results from your negligence, you may be held financially responsible for property damage and personal loss.

Failure to adhere to the fire alarm, by vacating your room or apartment will result in receiving a \$300.00 fine.

NOTE: Grills of any kind (Propane or electric) are not permitted to be used on residential apartment balconies and patios.

Fire Safety & Training Programs

All employees that have any association with on campus student housing are required by the university to attend an annual safety education program which includes fire safety. All Residence Life employees receive additional fire safety training which takes place annually. This training includes but is not limited to: hands on fire extinguisher practice, how and when to conduct fire evacuation drills, hazardous waste training and blood borne pathogens training.

The fire safety education and other safety training programs are instructed cooperatively by the university's Environmental and Safety Coordinator and local Fire Department officials. A log of training is maintained by the university's Environmental, Health and Safety Officer.

Procedures For Student Housing Evacuation in Case of a Fire: In the event of a fire, the university expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Department for Campus Safety at 920-565-1126.

Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.

- Residence life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.

Residential Evacuation Locations

In the event of an emergency that required evacuation occurring in an on-campus residence hall, students/employees/visitors would report to one of the two listed gathering points:

Building	Primary Gathering Point	Flames/Smoke Present
A.M. Krueger Hall	Parking Lot J	Prof Drive Courtyard
Brotz Hall	Front of Hall 100 ft away from building	Old Main Court yard
Grosshuesch Hall	Front quad lawn 100 ft away from building	Campus Center lawn
Hill Apartments	Parking Lot A	Day Care Parking Lot
Kurtz Apartments	Parking Lot A	Day Care Parking Lot
Morland Apart.	Parking Lot A	Day Care Parking Lot
Muehlmeier Hall	Front quad lawn 100 ft away from building	Campus Center Lawn
Gould Hall	Parking Lot A	Day Care Parking Lot
President's House	Parking Lot C	Campus Center Courtyard

Fire Reporting

Per federal law, Lakeland University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. In the event of any fire in a residence hall, even if already extinguished, the Campus Safety Department should be contacted immediately at 920-565-1126.

Should you find evidence of a fire which has already been extinguished, but you are unsure if the fire was reported, please contact one of the following:

- Department for Campus Safety: 920 565-1126
- On Duty Hall Director: 920 838-2008
- Director for Campus Safety: 920 838-5732

When calling, please provide as much information as possible about the location of the fire, the date/time of occurrence if known to you and the cause of the fire if known to you.

Furniture

University property, including furnishings, may not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms, when university-owned furniture is removed from student rooms, or if university furniture is placed outdoors. Due to the damage, it causes, taking apart university furniture such as beds and desks is prohibited. No waterbeds or homemade lofts are permitted. Patios and balconies can only be furnished with weather-proof furniture. University-owned furniture cannot be used as outdoor furniture. Any damages incurred to university furniture will be applied to the student(s) responsible account. Personal furniture must be removed during check out or be assessed a fine.

Gambling

Wisconsin statutes expressly forbid gambling and the possession of gambling devices in any form. Students who violate this law subject themselves to disciplinary action.

Guests and Visitation Hours*

A “guest” is defined as any person who is not a registered resident of a particular assigned Lakeland University residential hall. The right of residents to live in reasonable privacy takes precedence over the right of their roommate(s) to entertain guests in their rooms. Residents who bring guests into their residence hall or onto campus assume the responsibility for the behavior of those guests and must always be in the company of their hosts. Having guests in Lakeland University residence halls is a privilege. Guests are welcome to visit Grosshuesch, and Muehlmeier during the set times of Sunday through Thursday from 12 pm to 10 pm & Friday and Saturday from 12 pm to 12 am.

Students residing in Grosshuesch, and Muehlmeier will be granted overnight guest privileges for Friday and Saturday nights, as outlined below. However, overnight guests must be 18 or older. Unaccompanied minors as guests are prohibited from staying overnight in any residential housing unit on Lakeland property.

Students that live in the Apartments (Brotz, Gould, Hill, Morland, and Kurtz) will have 24-hour visitation but are bound by the policies listed below. Specifically, a guest cannot exceed four hours between 11:00 PM and 8:00 AM. Failure to follow the guidelines can result in the loss of guest privileges. Or removal from the apartments into a residential hall.

Overnight Guest

Residents that reside on campus are allowed to host overnight guests after getting approval from the Director for Residence Life, through a form on my.lakeland.edu, a minimum of seven business days before the guest arrives and informing the roommate(s) of the visit before the guest's arrival or the request for an overnight guest will be denied. An overnight guest is not a resident of the room where the host resides, including residents from the same residence hall/building.

An overnight guest visit is any visit exceeding four (4) hours between 11 p.m. and 8 a.m. on any given night.

- Resident hosts are allowed to register overnight guests for a maximum of two (2) consecutive nights in a seven (7) day period.
- Residents and guests who visit Lakeland University, regardless of which host they are visiting or which hall, may not have more than ten overnight visits (a total of 20 days) in any given academic semester.
- Guest registration documents track all visits, and any host found to violate this policy may have visitation privileges suspended or revoked.
- Registered guests may only sleep in the room of the host sponsoring their visit. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited.
- Guests may not sleep in an unoccupied bed in a room without the consent of the resident whose bed is to be used. Overnight guest expectations can be discussed between roommates during the roommate agreement process upon move-in. The above standards are designed to prevent abuse of roommate rights. If these standards are violated, residents may be subject to student conduct action and loss of privileges.
- A student whose housing agreement has been canceled through the student conduct process may not be a guest in campus housing.

Minor Guest

Minor guests are those visitors who are 17 years and younger. Resident hosts should contact their Hall Director or Director for Residence Life to fill out the registration form for minors wishing to stay in Lakeland University residence halls. Once the form is submitted, Residence Life staff will contact the resident host with further instructions. Resident hosts should contact their Residence Life office with questions.

For minor guests, please also note:

- Guests 17 and younger must be a sibling of the resident. Residents must complete the form and submit it to Residence Life 14 business days before guest arrival for approval.
- Per the guest policy, minors who visit must be in the company of their Lakeland University resident host at all times.
- Minors should bring a license, passport, or another government-issued form of photo identification with them when possible.
- As with any other guest, resident hosts are expected to inform their roommate(s) of the minor guest's stay before the visit and provide documented communication to the residence life administration.
- Parental permission is required for all minor guests.

The registration form can be requested from Hall Directors or Director for Residence Life.

Identification and Access

Guests (18 and over) must provide state-government or Lakeland-issued photo identification in order to be signed in to a residence hall. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions. (See Minor Guests on the below for instructions regarding visitors under the age of 18.)

Guests must be escorted at all times by their resident host. Guests cannot be left alone without their resident host. Resident hosts must also accompany guests to the desk for signing out at the end of a visit. Failure to sign out a guest at the time of departure may result in the loss of guest privileges for the resident host.

Guest Limitations

Each resident may sign in a maximum of two (2) guest at any given time, unless the Director for Residence Life grants prior approval. Residence Life reserves the right to suspend campuswide or residential building-specific guest privileges at any time if it is felt this is in the best interest for the safety of the residents and/or as a sanction within the student conduct process.

Host Responsibility

As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents. Residents are responsible for informing guests of the policies and procedures of campus housing. Guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Front Desk Staff will not escort a guest into any units without a resident host.

Mold and Mildew Prevention

To prevent mold and mildew in living units, residents must take the following action:

- a. Remove any visible moisture accumulations, including on walls, windows, floors, ceilings, and bathroom fixtures
- b. Clean spills and thoroughly dry affected areas as soon as possible after occurrence.
- c. Do not leave wet or damp clothes, towels, bedding, or shoes in closets
- d. Do not hinder or impede normal operation of exhaust fans/systems
- e. Keep your living unit's temperature at reasonable levels
- f. Clean your living unit regularly

Residents will promptly notify the Office for Residence Life, or Campus Safety staff of the presence of any of the following conditions:

- a. A water leak, excessive moisture, or standing water
- b. Mold or mildew growth
- c. A malfunction in any part of the heating, air-conditioning, or ventilation system

If damage is caused by mold or mildew, the resident may be liable if the recommended action was not taken.

Noxious Odor Policy

A noxious odor is any aroma of such intensity that it becomes apparent to others is prohibited. Any odor may become noxious or offensive when it is too strong. Some examples are cigarette, perfume, air freshener or dirty laundry.

Keys

Student residents will receive a room key upon check in. If a key is lost or broken, it is to be reported to a residence life staff member immediately. There is a \$50.00 replacement fee for lost key cards and hard keys issued. If a room key malfunctions, report it a residence life staff member and a replacement key will be issued at no cost. Under no circumstances will any student be allowed to possess keys not issued to them. The university reserves the right to confiscate any key and take disciplinary action where appropriate.

If a resident is locked-out of their room, they are to first contact a senior resident assistant (SRA) for assistance at 920-207-2279. If they are unable to contact the RA on Duty, then students are to contact the Residence Hall Director (HD) on Duty at 920-838-2008.

Laundry

There are laundry facilities in each of the residence halls. Please be courteous and remove clothing from machines in a timely manner so others can use the laundry. If machines are not working properly, or if they malfunction, please contact a residence life staff member.

Pets

Pets, other than fish, are not permitted in the residence halls or on adjacent grounds at any time. Permission from roommate(s) is required before installation of a fish tank. A maximum 5-gallon aquarium is permitted. Tanks must be kept clean at all times. Tanks must be maintained with a siphon cleaning system. For ESAs and Service Animals please contact Karen Eckhardt, Director of the HARC, at 920-565-1000 ext. 2115 or email eckhardtkl@lakeland.edu

Quiet Hours and Study Hours

Quiet hours Sunday - Thursday in Grosshuesch and Muehlmeier hall are from 10 p.m. to 8 a.m. Friday through Saturday, 12 a.m. – 9 a.m. Extended 24-hour quiet hours are in effect during the final exam periods. Study hours require noise levels to be at a level not to disrupt others and are in effect 24 hours a day. Repeated noise violations may result in loss of privileges and removal of equipment and/or other disciplinary action.

Recreation in the Residence Facilities

In order to minimize potential injury, no games/sports designed to be played outdoors are permitted in hallways or lounge areas. This includes, but is not limited to football, basketball, soccer, catch, rollerblading, skating or skateboarding. Hover boards are not to be used or stored in the residence halls at any time. Hover boards include, but are not limited to, self-balancing scooters, battery operated scooters, hands-free Segways and electric powered skateboards.

Responding to the Requests of Staff

Residence Life staff members are trained to respond to emergency situations and policy violations; however, their effectiveness often depends on cooperation from students. Students are expected to respond to all reasonable requests (written and verbal) from staff members and must not interfere with the performance of any duties.

Room Cleanliness

Residents are responsible for the consistent care and cleaning of their living space, which includes bedrooms and associated common areas (kitchens, study rooms and bathrooms). Living spaces that are neglected can cause health and safety risks for other community members and will be subject to disciplinary action which could include restrictions placed on future housing options up to fines. Residential violations may include: improper storage or disposal of garbage or recyclable material and unhealthful or unsanitary room conditions may result in fines of \$150.00.

Room Decorating

Room decorating which does not damage walls, furniture, doors, etc. is permitted in the residence halls as long as it does not compromise hall security or safety. Nails, tacks and adhesives which cannot be removed will not be permitted, the only product allowed to hang things on walls is poster putty which is provided by residence life staff. Water beds, full-size refrigerators, lofts and live wreaths or trees are prohibited. Strands of lights cannot be hung from the walls. Black lights cannot be installed in existing fixtures. Items cannot be hung from ceilings, fire sprinklers or sensor outlets. Windows or doors cannot be “blacked out” for safety reasons. Painting or any modification to walls, ceilings, floors or paneling is prohibited.

Room Entry and Search

University Housing recognizes residents’ desire for privacy, particularly in their living space, personal artifacts, and property, and will do all it can to protect that privacy. Therefore, residential students can deny access to their personally owned artifacts and property. University Housing reserves the right to enter your room in the interest of health, safety, security, and residential maintenance. When possible, advance notice of room entry will be given. Housing employees must report any violations of University regulations or terms of the housing contract observed when in your room. A housing staff member must knock and announce themselves three times before having the right to key into a room. In cases that may warrant immediate entry would be defined as exigent circumstances, such a person believed to be in distress. An authorized school official may enter without knocking and announcing themselves.

University Housing officials reserve the right to enter a resident’s room for the following purposes:

- To determine compliance with all relevant health and safety regulations (e.g., fire alarms, wellness checks).
- To provide maintenance, cleaning, or pest control.
- To conduct an inventory of university property.
- To silence unattended obnoxious sounds.
- Where there is an indication of danger to life.
- Where there is reasonable cause to believe that a violation of university policy(s) is occurring.
- To search for a missing university student.
- For hall opening and closing safety inspections.

NOTE: Whenever a room is entered without a resident(s) present, university housing will email the resident, stating that the room has been entered, the name(s) of the person(s) who entered the room, and the purpose for entry.

Room Search (Campus Safety)

For a room search to occur, probable cause or reasonable suspicion of threat to life must exist, along with the directly expressed authorization from the Vice President for Campus Life/Dean for Students (VPDEAN) or designee, when unavailable, must be obtained. If authorization is not given, a room search cannot occur.

Social Events

Social Events in common areas of residential facilities may be held with permission from the Director for Residence Life. Students who live in a particular community have priority to common area spaces, unless the space has been appropriately reserved through Reservations and Event Services or the Office of Residence Life. Individuals using the common area space must clean up after their usage and return the area to the proper layout.

Safety and Security Concerns within the Residence Halls

Residents should be concerned and help take responsibility for security within their own hall. Violations of safety and security concerns are dealt with severely, may result in disciplinary action, and may result in the loss of housing privileges and forfeiture of all room fees.

Below is a partial list of safety and security concerns:

- Outside doors or hallway doors should not be propped open for any reason. If one sees a door propped open, it should be closed.
- Tampering with the lock on any door or the keys for any campus lock is not permitted.
- Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects or jumping from any residence hall window or balcony is prohibited.
- Unauthorized presence on the roof of any campus building is prohibited. A fine of \$100 will be assessed to those in violation.
- Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls.
- Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room.
- Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation.
- Residents are not to allow others to use their room keys at any time.
- The tampering or disabling of any fire safety equipment is strictly prohibited.
- Candles, incense, fireworks, smoking, motorized vehicles and flammable/combustible materials are prohibited in all residence halls. Tampering with electrical outlets, cameras or wiring is prohibited.
- Building evacuation is required when fire alarms sound.
- Guests must be escorted at all times.
- Student ID cards cannot be used by any other person than the student it has been assigned to. Students are required to produce their university ID cards when requested by staff member.
- All residents are required to keep their room doors locked to prevent theft or unauthorized entrance.

Sales and Solicitation

Solicitation and selling of items in residence halls must be in accordance with Wisconsin State law and Lakeland University policy. Organizations should receive approval from the director for residence life before soliciting on campus. The university prohibits solicitation, sales, or door-to-door canvassing by students or non-students on university

property, except with permission of the Vice President for Campus Life/Dean for Students. Prohibited solicitation includes the posting of advertisements on university property. Unauthorized solicitation should be reported promptly to the Director for Residence Life at 920-565-1042 Ext. 2465.

Theft

Theft is not tolerated. Any thefts should be reported promptly to the Department for Campus Safety.

- a. Liability for loss or damage of individual money or property in residential facilities due to fire, theft, water or other peril is not assumed by the University.
- b. The protection of personal property and safety is the responsibility of the individual.
- c. Residents are encouraged to review family or personal homeowners/renters and health insurance policies and to obtain adequate coverage.
- d. Possession of stolen property will result in disciplinary action and possible referral to the Sheboygan County Sheriff's Office.
- e. Signs removed from University, city, county and/or state property are not permitted in resident living units. Residents in violation of this policy will face disciplinary action and possible referral to the Sheboygan County Sheriff's Office.

Tornado Warning Regulations

When a tornado warning is in effect for the county, sirens are sounded by city officials. When sirens are activated, all individuals must leave living units and go to the designated location of the building for safety. Individuals must remain in the designated location until the all-clear is declared. Any individuals failing to cooperate will be referred for disciplinary action.

Vandalism

Residents or guests of residents cannot destroy, damage, deface or mar property belonging to the university or another student or guest.

Section Five: Sexual Misconduct, VAWA, Harassment and Discrimination Policy

The university insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence, or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated. Lakeland University will not tolerate any form of sexual misconduct, coercion, intimidation or harassment as set forth in the Sexual Misconduct, Sexual Harassment, and Sexual Assault policies in this handbook.

This policy prohibits any forms of behavior that violate Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964. Such behavior also requires the university to fulfill certain obligations under the Violence against Women Reauthorization Act of 2013 (VAWA) and the Clery Act.

Sexual Assault (Sex Offenses): An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape: Is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Is sexual intercourse with a person who is under the statutory age of consent.

VAWA (Violence against Women Act) Offenses

Domestic violence: Is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim.
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- Reasonable person means a person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

The university prohibits sexual assault, sexual exploitation, intimate partner violence, dating violence, domestic violence, stalking, sexual or gender-based discrimination, complicity in relation to a prohibited behavior, and retaliation (collectively known in this policy as “prohibited conduct.”) LU reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, LU issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a university official. All aforementioned forms of prohibited conduct will not be tolerated.

This policy affects all relationships within the university community to include:

- Faculty and staff conduct towards students.
- Student relationships with other students.
- Supervisor conduct towards employees.
- Student conduct toward faculty or staff.
- Conduct between members of different sexes.
- Conduct between members of the same sex; and
- Conduct towards a person outside of the university community (third parties).

This policy refers to prohibited conduct committed by or against students, employees or third parties when:

- The prohibited conduct occurs on university grounds or other property owned by the university.
- The prohibited conduct occurs in the relation to university employment, educational program or activity including university sponsored study abroad, research, on-line, or internship programs.
- The prohibited conduct occurs outside of the university but has the potential to have adverse effects for students, employees or third parties while on university grounds or other property owned by the university.

Sexual Harassment Statement: The University insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated. Sexual harassment includes sexual advances, requests for sexual favors and other physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct either explicitly or implicitly is made a term or condition of employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Conduct, which has the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive educational, employment or living environment.

Sexual harassment can be blatant, or it can be subtle. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, assault, or rape. Subtle forms of sexual harassment include inappropriate or obscene jokes, intimate language, (i.e. dear, sweetheart, darling) and leering. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades.

Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment. Conduct toward a peer, which creates a coercive situation, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

Sexual harassment involves a wide range of behavior, from certain kinds of emotional and verbal abuse to physical assault. A victim or offender may be either a man or woman.

Discrimination and Harassment: The University values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based-on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, handicap, developmental disability, ancestry, marital status or military service.

Racial Harassment: Is any verbal or physical conduct that shows hostility or aversion toward an individual because of his/her/they race, color or ethnic origin, or that of his/her/they relatives, friends or associates. Furthermore, it has the purpose or effect of creating an intimidating, hostile or offensive work, academic or co-curricular environment; and/or has the purpose or effect of unreasonably interfering with an individual's work, university housing, academic or co-curricular performance or otherwise adversely effects on an individual's employment, academic or co-curricular opportunities.

Examples of verbal racial harassment include, but are not limited to, the following: name-calling, racial slurs or epithets or "jokes" that demean or belittle a victim's color, culture, history or speech patterns (accent). Other examples of racial harassment include, but are not limited to, the following: when a person's body, possessions or dwelling place are threatened or violated.

Harassment on the Basis of Sexual Orientation: is defined as any verbal, written or physical conduct directed at a person, or a group based on sexual orientation or perceived sexual orientation where the offensive behavior is intimidating, hostile, or demeaning or could or does result in mental, emotional or physical discomfort, embarrassment, ridicule or harm.

Reporting Suspected Sexual Harassment: Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Vice-President for Campus Life, Director for Campus Safety, or Residence Hall staff member for assistance.

Any individual, student or employee who believes that his/her/they may have experienced sexual harassment or who believes that his/her/they observed sexual harassment taking place must report this information to one of the following officials:

- The Director of human resources.
- The Vice-President for Campus Life.
- The Department of Campus Safety.
- The complainant's supervisor when the supervisor is not the accused.
- Title IX Coordinator.

Reports/complaints received in any of these offices in which the accused is an employee must, in turn, be immediately reported to the Human Resources office.

Reports/complaints received by any of these offices in which the accused is a student, in turn, must be immediately reported to the Vice-President for Campus Life, who will process such complaints according to university policy and procedure.

Reports/complaints in which the accused is neither a Lakeland employee nor a student shall be processed consistent with any other complaint by notifying one of the reporting officials above, or law enforcement.

Lakeland University Sexual Harassment & Consent Policy Definitions

Non-Consensual Sexual Intercourse (or Rape): Non-Consensual Intercourse includes vaginal penetration however slight, by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation, mouth to genital contact or genital to mouth contact without a non-intoxicated, verbal, mutually understood “Yes”.

Non-Consensual Sexual Contact: Non-Consensual Sexual Contact is any touching however slight, with any object or body part, of the breasts, buttocks, groin, or genitals, or touching either directly or through clothing, or making a person touch another or himself/herself on the breasts, buttocks, groin or genitals, either directly or through clothing without consent. Non-Consensual Sexual Contact includes disrobing or exposure of breasts, buttocks, groin or genitals to any individual”. Sexual violence (including sexual assault and intimate partner violence), coercion, stalking or harassment against individuals, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the campus community or someone outside of the campus community, will not be tolerated and can lead to university judicial action and/or civil action.

Lakeland University recognizes the need to promote educational programs and has completed programs through new student orientation and special workshops held on campus.

Lakeland University recognizes that sexual assaults occur under a variety of circumstances:

- On and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Where consent existed and was retracted
- When impaired by drugs and/or alcohol
- Regardless of any previous interaction or relationship

No matter what the circumstances, sexual assault violates the standards of acceptable behavior at Lakeland University. If you are a victim of sexual assault or misconduct, please refer to the on campus resources and reporting options or off campus resources and reporting options in this handbook.

Consent: Lakeland University requires that consent to sexual activity be informed, freely and actively given through the demonstration of clear words or actions that a person has indicated permission to engage in mutually agreed-upon sexual activity. Consent cannot be obtained by force which includes the use of physical violence, threats, intimidation or coercion.

Consent cannot be obtained by taking advantage of the incapacitation of another where the person initializing sexual activity should have reasonably known the other lacks the ability to make rational and informed judgements whether to engage in sexual activity. A person who has consumed alcohol or drugs may be incapacitated yet appear lucid and conscious so sexual activity following the ingestion of drugs or alcohol should be exercised with caution. Consenting to one type of sexual behavior does not constitute consent for other types of sexual behavior. Additionally, previous consent to sexual activity does not constitute consent to future sexual activity. Consent can be withdrawn at any time through clean words or actions that an individual wants the sexual activity to cease. Once consent is withdrawn the

sexual activity is to cease immediately.

Having sex with someone you know to be, or whom you should know to be, beyond their normal cognitive function is a violation of the Lakeland University Sexual Assault policy. Sexual contact with anyone who is inebriated, mentally or physically impaired, or incapacitated is a violation of this policy. People who have a mental illness or deficiency, are unconscious for any reason, or are physically unable to communicate are assumed to be incapable of giving consent.

If any of the following are present, consent cannot be given:

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
- Threats are words or actions that would compel a reasonable person to engage in sexual activity.
- Intimidation is an implied threat that may cause another to have reasonable fear for their safety.
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand “who, what, where, when or how” of their sexual interaction). Sexual activity with someone who you should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated constitutes a violation of this university policy. University policy covers a person whose incapacity results from mental disability, sleep, involuntary physical restraints, or from taking drugs or other substances.
- Silence or inaction does not constitute consent. Returning to an individual’s room, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. do not constitute consent.

Sexual Exploitation: Occurs when a person takes a non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another person; non-consensual recording or broadcast of sexual activity; going beyond the boundaries of consent (such as letting another person hide in a closet to watch another having consensual sex; engaging in voyeurism; knowingly transmitting and STD or HIV to another person; exposing one’s genitals in non-consensual circumstances – inducing another to expose their genitals; and sexually-based stalking, bullying and cyber-bullying.

Intimate Partner Violence (Dating Violence, Domestic Violence): includes any act of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person cohabitating with or has cohabitated with the complainant as a spouse or intimate partner.

Sexual or Gender-Based Harassment: includes “unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.” (U.S. Dept. of Ed. Office for Civil Rights)

Gender-Based Harassment includes harassment based on an individual’s gender, gender identity, gender expression or sexual orientation that (a) is sufficiently severe, persistent, or pervasive to limit a student’s or employee’s ability to benefit from an educational program; (b) explicitly or implicitly affects and individual’s academic or work performance, or creates an intimidating, hostile, or offensive academic or work environment, or (c) submission to or rejection of such advances, requests or conduct either explicitly or implicitly is made a term or condition of employment or education.

Hostile Environment: The U.S. Department of Education and Justice defines “hostile environment” as an occurrence where a student is sexually harassed, and the harassing conduct is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the program. In determining whether this denial or limitation has occurred,

Lakeland will examine all relevant circumstances from an objective and subjective perspective, including:

- The type of harassment (verbal or physical);
- The frequency and severity of the conduct.
- The age, gender, and relationship of the individuals involved.
- The setting and context of the alleged harassment.
- Whether similar incidents occurred at the university.
- And other relevant factors.

Sexual harassment can be blatant, or it can be subtle. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, assault or rape. Subtle forms of sexual harassment include inappropriate or obscene jokes, intimate language, (i.e. dear, sweetheart, darling) and leering.

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades. Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment. Conduct toward a peer, which creates a coercive situation, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

It is expected that all interpersonal relationships of students will be characterized by honesty, equality, open communication and the nonviolent resolution of conflict. Any form of sexual contact without the free and full consent of both parties is completely contrary to these values and to other values that respect the integrity of the human person.

Retaliation: It is a violation of university policy to retaliate against any person reporting or filing a complaint of harassment, discrimination, or sexual misconduct. Such conduct is inconsistent with university policy and may also be prohibited by law.

“Retaliation” is defined as any adverse action taken against a person making a complaint of prohibited conduct or against any person involved or participating in the investigation of any such allegation. Retaliation is prohibited with or without a university “No Contact” Order in place. The University will treat retaliation with the same strict discipline as discrimination or harassment. As such, any acts determined retaliatory will be subject to appropriate disciplinary action, including but not limited to suspension, expulsion, probation, deferred suspension, removal from campus, and/or any combination of the previously mentioned. Report alleged acts of retaliation to the Title IX Coordinator, Deputy Title IX Coordinator(s), and/or LUCSD.

Complicity: Is any act taken to aid, abet, facilitate, promote or encourage a prohibited act by another person. Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the either the Lakeland University Campus Safety Office, the Division of Student Affairs and/or to the Sheboygan County Sherriff’s Department.

Sexual Misconduct: Is a range of behaviors including, but not limited to, sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment, complicity, and sexual exploitation.

Students are subject to criminal statutes and various federal, state and local laws which regulate civil conduct including sexual misconduct. The university is also bound by and supports all applicable laws. Consistent with the law, Lakeland University intends to provide a safe and welcoming campus environment. Lakeland University offers educational programming to promote the awareness of rape, acquaintance rape and other sexual misconduct, forcible and non-forcible. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously

and incidents will be responded to appropriately and in a timely manner. To report issues of sexual misconduct please contact the Department of Campus Safety at 920-565-1126.

Reporting and Confidentiality: The university will make all reasonable attempts to protect the identity of persons who report having been victims of sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment sexual exploitation.

However, reporting individuals should be aware the university's confidentiality and mandating reporting obligation in order to make informed choices. Some "confidential reporting positions" such as the campus chaplain or campus counselor offer confidentiality without the obligation to inform anyone unless the complainant wants them to. Other university faculty and staff (including RA's) are considered "mandatory reporters" and must inform the Department of Campus Safety or Title IX team member who, in turn, must contact law enforcement for reporting purposes.

It is important to note the reporting party still maintains the choice of whether or not to file a criminal complaint with law enforcement or campus officials. If the reporting party decides not to pursue the case through the university's judicial system, the university may decide to pursue the case if they feel campus safety is a concern. Information regarding the case will only be told to individuals with a need to know.

Victims may request that directory information on file with the university be withheld and protected by making a request to the Vice President for Campus Life/Dean for Students or Title IX Coordinator.

Regardless of whether a victim has opted-out of allowing the university to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures.

By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Reporting Sexual Assault, Domestic Violence, Dating Violence and Stalking: If you feel you are or have been the victim of sexual assault, domestic violence, dating violence or stalking please do the following:

- Report the incident to a confidential reporter if you wish to have the incident remain confidential (see "confidential employees" above);
- Report the incident to a mandatory reporter (see "mandatory reporters" above);
- If applicable do not disturb any evidence; this includes bedding, clothing, e-mails, texts or anything that may assist in an investigation.
- If sexually assaulted, do not shower, wash yourself or go to the bathroom.
- If sexually assaulted, it is advised to get medical attention at Aurora hospital (SANE Exam).

A report is written documentation of sexual assault, domestic violence, dating violence, or stalking. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. When a student reports any VAWA crimes, the university will investigate by conducting a Title IX

investigation.

Title IX Investigators will consult with the reporting party about their wishes regarding how the investigation should proceed; the university may investigate even if the complainant decides not to participate. There is no statute of limitations for university complaints, but potential complainants are advised that the university's ability to effectively investigate complaints can be impaired or negated as time passes.

All reports of VAWA crimes are kept in the office of the Title IX Coordinator and/or the Department of Campus Safety, for use in reports required by the Clery Act. Reported incidents will show up in campus crime statistics without identifying the person filing the report.

Reporting Your Assault to Lakeland University: If you have been the victim of domestic violence, dating violence, sexual misconduct, or stalking, you should report the incident promptly to the:

Department	Location	Phone Number
Director for Campus Safety Jason Hraban	W3745 North Dr. Brotz Hall Rm: 19	920-565-1000 ext. 2503 HrabanJM@lakeland.edu
Department for Campus Safety	W3745 North Dr. Brotz Hall Rm: 19	920-565-1126

By calling, writing or coming into the office to report in person to Campus Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the reporting party chooses to pursue criminal charges.

Confidential Employees: Lakeland University provides trained counselors, chaplain and crisis advocates on campus who can legally keep a sexual assault, domestic/dating violence and stalking discussions confidential. This gives the reporting party complete control over their decisions to report. They will supply students with information regarding medical care and options.

Department	Location	Phone Number
Counseling Center Alex Liosatos	W3745 North Dr. Brotz Hall Rm: 25	920-565-1034 ext. 2388
Campus Counselor Christine Jenkins	W3745 North Dr. Brotz Hall Rm: 24	920-565-1034 ext. 2387
Campus Chaplain Julie Mavity Maddalena	W3744 South Dr. Ulrich Center Chaplain Office	920-565-1021 ext. 2114
Safe Harbor Crisis Advocate		920-452-7640 or 1-800-499-7640

*(Counselors are not required by law to file an official report if told about sexual misconduct/assault unless the individual is under the age of 18).

Mandatory Reporters: If the accused is a Lakeland University student, the following individuals will ensure a report is filed when they are made aware of an alleged incident involving any of the aforementioned Sexual Misconduct, VAWA, Harassment crimes:

- Lakeland University Campus Safety 920-565-1126
- Title IX Coordinator

- Department of Residence Life
- Any university employee including faculty and staff (mandatory reporter) who has the ability to address the incident.

The above listed people are required to file a report if told about sexual assault, Dating/Domestic Violence and or stalking. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement including the department of campus safety, it is the victim's choice whether or not to make such a report. If so desired, students should report the assaults to the Department of Campus Safety at 920-565-1126.

The Department of Campus Safety can help a student report an assault to the sheriff's office. The Sheboygan County Sheriff's Office may also be reached directly by calling 920 459-3111, in person at 525 N 6th St, Sheboygan, WI 53081. Additional information about the Sheboygan County Sheriff's Office may be found online at: <http://www.sheboygancounty.com/government/departments-r-z/sheriff-s-department>.

Informing the Campus Safety Department does not obligate a student to pursue action through the police or the campus judicial process. Furthermore, victims have the right to decline to notify law enforcement. The information remains confidential until a victim chooses to pursue conduct or police action. Campus resources for supporting victims and survivors include the Health Center and the campus chaplain. If the victim is below the age of 21 and the consumption of alcohol by that minor was involved, the university will not pursue conduct action against the victim in relation to the alcohol consumption.

For more about Lakeland's Title IX Policy please visit: <https://lakeland.edu/Inside-Lakeland/title-ix>

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs:

After a sexual assault, dating violence or domestic violence has occurred get to a safe place. Call someone. Don't be alone. Seek immediate medical treatment for injuries and to preserve evidence. Aurora Sheboygan Memorial Medical Center in Sheboygan has specially trained staff specializing in assisting victims of sexual assault. The victim of an assault can receive treatment to injuries and preserve evidence at no cost to the victim, which means a claim does not need to be filed with your medical insurer.

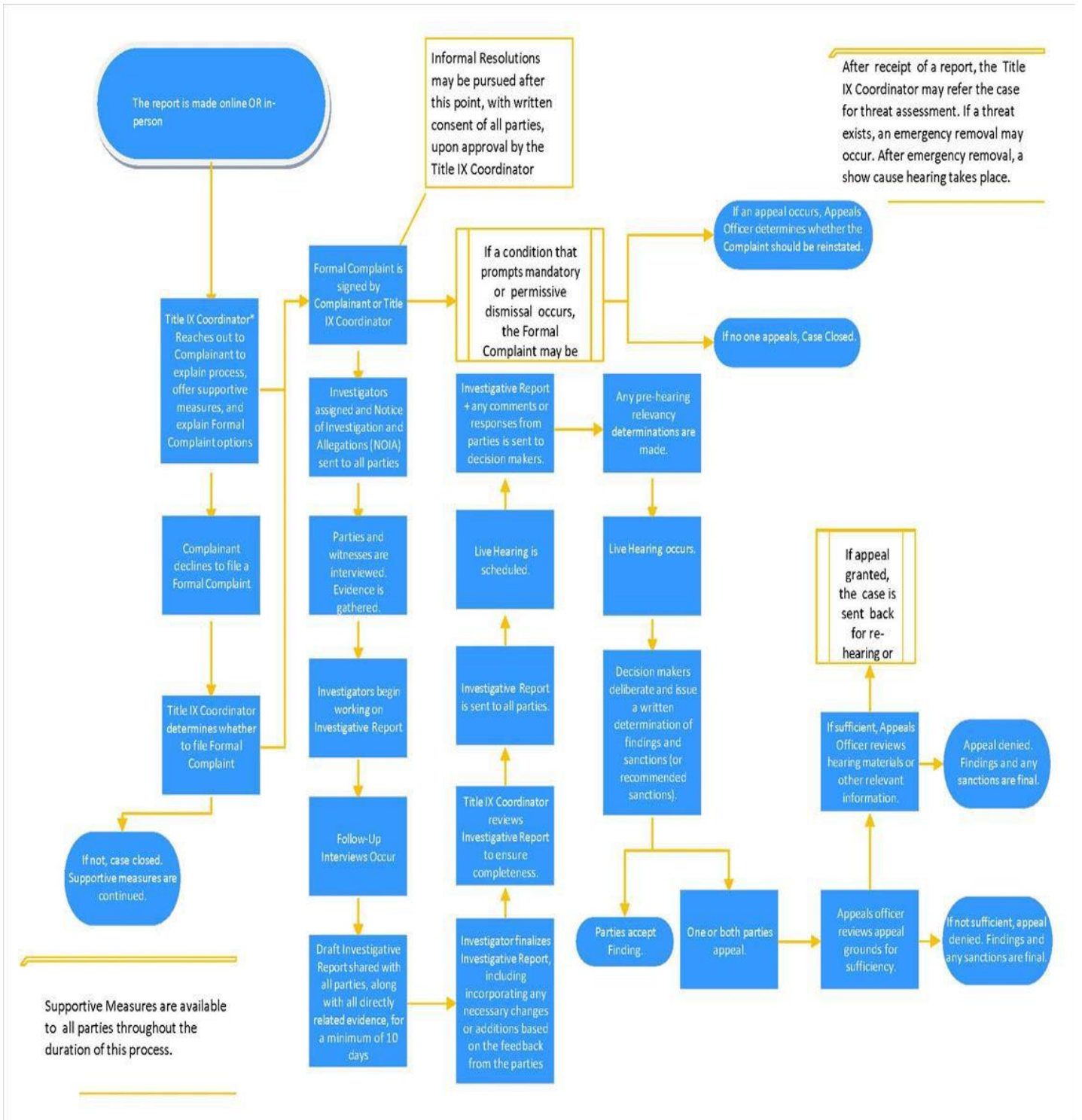
Aurora Sheboygan Memorial Medical Center, in cooperation with Safe Harbor, offers safe and caring services to survivors of rape, incest, sexual abuse and sexual assault. Aurora Sheboygan Memorial Medical center staff will help victims and survivors soon after an assault or even weeks later. The Sexual Assault Response Team can be contacted at 920-451-5553. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the university at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

The university has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available.

Title IX Investigation Flow Chart



Changes to the Student Handbook

The purpose of the Lakeland University Student Handbook is twofold. It informs students of opportunities for involvement with people, special programs, and services available at Lakeland University. It describes programs and services that will help increase the quality of every student's educational experience. The handbook also informs the Lakeland community of many policies governing students while at LU. These policies express expectations of behavior, convey respect for the community and provide for the protection of the rights of the individual. Each student or student group is held responsible for the policies and procedures of the university that are currently in effect or, from time to time, put into effect by the appropriate authorities of Lakeland University.

Please be aware that the handbook (1) is not a complete statement of all policies, procedures, rules, and regulations of Lakeland University; and (2) that the university reserves the right to change any procedures, policies, programs, and so on, that appear in the student handbook. The university will give notice to students of changes within a reasonable amount of time. Lakeland University acknowledges that best practices, which include state and federal laws and regulations, continue to change, e.g., the 2013 Reauthorization of Violence Against Women Act (VAWA). Consequently, if university policies and procedures conflict with or are not in line with current best practices, then current best practices, including state and federal laws and/or regulations, will take precedence over conflicting university policies and procedures.

Questions, suggestions, corrections, or additions regarding the information in this student handbook should be sent to the Vice President for Campus Life and Dean for Students David Simon Jr at Simondr@Lakeland.edu.

Section Six: 2023-2024 Academic Calendar

Traditional 2023-2024 Academic Calendar
my.LAKELAND.edu V 7/21/2023

Fall Term 2023 – Regular term

Faculty Workshop	Wednesday, August 23- Thursday, August 24
Student Move-In	
-First-Year Student Move-In	Wednesday, August 23
-Returning Student Move-In	Saturday, August 26
First Day of Classes- Regular Term	Monday, August 28
No Classes – Labor Day	Monday, September 4
Last Day to Add/Drop Classes – Regular term	Tuesday, September 5
Opening Convocation	Thursday, September 7
Commence Enrollment Survey opens	Tuesday, September 5
- Regular term	
Commence Enrollment Survey closes	Thursday, September 7
- Regular term	
Final list of administrative drops acted upon	Friday, September 8
Homecoming	Saturday, September 30
Fall Break	Thursday, October 12-Friday, October 13
Mid-term Grades due	Friday, October 20
Registration for spring 2024 (ALL) term	Thursday, October 26-Friday, November 3
Last Day to Withdraw/Change to Audit	Monday, November 6
- Regular term	
Thanksgiving Recess	Wed, November 22 – Sunday, November 26
- Wednesday, November 22	Kellett 7W2 no class for Wednesday this week
Last Day of classes - Regular term	Friday, December 8
Finals Week	Monday, Dec 11-Friday, Dec 15
Christmas Break	Sat, December 16 – Sunday, January 21, 2024
Grades due-Regular term	Monday, December 18

Fall Term 2023 – Main 7W1

First Day of Classes - Main 7W1	Monday, August 28
Last Day to Add Classes - Main 7W1	Wednesday, August 30
No Classes – Labor Day	Monday, September 4
Last Day to Drop Classes - Main 7W1	Tuesday, September 5
Commence Enrollment Survey opens	Tuesday, September 5
- Main 7W1	
Commence Enrollment Survey closes	Thursday, September 7
- Main 7W1	
Final list of administrative drops acted upon	Friday, September 8
- Main 7W1	
Last Day to Withdraw/Change to Audit	Friday, September 29
- Main 7W1	
Fall Break	Thursday, October 12-Friday, October 13
Last Day of Classes - Main 7W1	Monday, October 16
Grades Due - Main 7W1	Friday, October 20

Fall Term 2023 – Main 7W2

First Day of Classes - Main 7W2	Wednesday, October 25
Registration for spring 2024 (ALL) term	Thursday, October 26-Friday, November 3
Last Day to Add Classes - Main 7W2	Friday, October 27
Last Day to Drop Classes - Main 7W2	Wednesday, November 1
Commence Enrollment Survey opens - Main 7W2	Wednesday, November 1
Commence Enrollment Survey closes - Main 7W2	Friday, November 3
Final list of administrative drops acted upon - Main 7W2	Monday, November 6
Thanksgiving Recess -Wednesday, November 22	Wed, November 22 – Sunday, November 26 Kellett 7W2 no class for Wednesday this week
Last Day to Withdraw/Change to Audit - Main 7W2	Tuesday, November 28
Last Day of Classes - Main 7W2	Friday, December 15
Christmas Break	Sat, December 16 – Monday, January 21, 2024
Grades Due - Main 7W2	Monday, December 18

Spring Term 2024-Regular Session

First Day of Classes-Regular term	Monday, January 22
Last Day to Add/Drop Classes-Regular term	Monday, January 29
Commence Enrollment Survey opens -Regular term	Monday, January 29
Commence Enrollment Survey closes -Regular term	Wednesday, January 31
Final list of administrative drops acted upon	Friday, February 2
Registration for summer 2024 (All) term	Monday, February 12 – Thursday, February 22
Spring Break	Monday, March 11 - Friday, March 15
Mid-term Grades due	Monday, March 18
Registration for fall 2024 (All) term	Monday, March 25-Thursday, April 4
Easter Break	Friday, March 29
Classes Resume	Monday, April 1
Last Day to Withdraw/Change to Audit-Regular term	Friday, April 26
Research Day	Wednesday, April 17, 2024
Last Regular Class Day-Regular term	Friday, May 3
Finals Week-Regular term	Monday, May 6 – Friday, May 10
Commencement	Saturday, May 11
Grades due-Regular term	Monday, May 13

Spring Term 2024 – Main 7W1

First Day of Classes - Main 7W1	Monday, January 22
Last Day to Add Classes- Main 7W1	Wednesday, January 24
Last Day to Drop Classes- Main 7W1	Monday, January 29
Commence Enrollment Survey opens -Regular term & Main 7W1	Monday, January 29
Commence Enrollment Survey closes -Regular term & Main 7W1	Wednesday, January 31
Final list of administrative drops acted upon	Friday, February 2
Registration for summer 2024 (All) term	Monday, February 12 – Thursday, February 22
Last Day to Withdraw/Change to Audit - Main 7W1	Friday, February 23
Last Regular Class Day– Main 7W1	Friday, March 8
Spring Break	Monday, March 11- Friday, March 15
Grades Due-Main 7W1	Monday, March 18

Please always make sure to reference the academic calendar for updates on <https://my.lakeland.edu/ICS/Student/>

Campus Map

LAKELAND UNIVERSITY CAMPUS

LAKELAND UNIVERSITY CAMPUS BY NAME

Buildings

- Alumni Pavilion (27)
- Bradley Fine Arts Building (22)
- Chase Science Center (21)
- Cuddle Bugs Daycare (31)
- Esch Library (16)
- Esports Arena (11)
- W.A. Krueger Hall (14)
- Laun Center (15)
- Ley Chapel (20)
- Maintenance Buildings (12)
- Nash Center (18)
- Old Main Hall (17)
- President's House (10)
- Verhulst Center (23)
- Wehr Center (29)
- Warehouse (11)
- Younger Family Campus Center (13)

Places of Interest

- Baseball Field (33)
- Campus Lake (19)
- Event Space (13) (2nd Floor)
- Grether Natural Laboratory (26)
- Lagoon (8)
- Soccer Practice Fields (1)
- Softball Field (2)
- Taylor Field (28)
- The Daily Grind (13)
- The Pub (13)
- Eatery/Dining (13)
- Center for Community, Equity and Belonging (6)

Residence Halls

- Friedli Hall (30)
- Hill House (5)
- Hofer Hall (32)
- A.M. Krueger Hall (25)
- Kurtz House (3)
- Morland House (4)
- Muehlmeier Hall (7)
- Brotz Hall (24)
- Gould Hall (9)

LAKELAND UNIVERSITY CAMPUS BY NUMBER

- | | | |
|--|---------------------------------|-------------------------------|
| 1 Soccer Practice Fields | 13 Younger Family Campus Center | 25 A.M. Krueger Hall |
| 2 Softball Fields | 14 W.A. Krueger Hall | 26 Grether Natural Laboratory |
| 3 Kurtz House | 15 Laun Center | 27 Alumni Pavilion |
| 4 Morland House | 16 Esch Library | 28 Taylor Field |
| 5 Hill House | 17 Old Main Hall | 29 Wehr Center |
| 6 Center for Community, Equity and Belonging | 18 Nash Center | 30 Friedli Hall |
| 7 Muehlmeier Hall | 19 Campus Lake | 31 Cuddle Bugs Daycare |
| 8 Lagoon | 20 Ley Chapel | 32 Hofer Hall |
| 9 Gould Hall | 21 Chase Science Center | 33 Baseball Field |
| 10 President's House | 22 Bradley Fine Arts Building | |
| 11 Esports Arena | 23 Verhulst Center | |
| 12 Maintenance Buildings | 24 Brotz Hall | |



920-565-1000 • Lakeland.edu
W3718 South Drive, Plymouth, WI 53073-4878

Campus Resources and Information

Academic Support Services	920-565-1021 ext. 2436 or albrinckm@lakeland.edu
Accommodations (Academic, 504, ADA, ESA, Pregnant & Parenting, Meal Plans)	920-565-1000 ext. 2115 or eckhardtkl@lakeland.edu
Athletics	920-565-1000 ext. 2327 or arvanaa@lakeland.edu
Buildings and Grounds	920-565-1021 ext. 2267 or benigerJW@lakeland.edu
Business Office	920-565-1000 ext. 2223 or businessOffice@lakeland.edu
Bursar's Office (Student bills and accounts)	920-565-1021 ext. 2378 or studentaccounts@lakeland.edu
Campus Ministry (Faith base student orgs, Spiritual life matters)	920-565-1000 ext. 2114 or mavmadja@lakeland.edu
Campus Safety (Lost & Found, parking permits, reporting incidents)	920-565-1126 or SafetyAndSecurity@lakeland.edu
Co-Operative Education Office	920-565-1000 ext. 2511 or career@lakeland.edu
Counseling and Prevea Wellness Center	920-565-1034 ext. 2388, 2387 counselingcenter@lakeland.edu 920-565-1034 ext. 1 or Prevea Lakeland Wellness Center
Emergency Student Funding (Dean for Students Office)	920-565-1000 ext. 2501 or simondr@lakeland.edu
Financial Aid	920-565-1000 ext. 1032 or financialaid@Lakeland.edu
Food Services	920-565-1000 ext. 2246 or diningServices@lakeland.edu
Greek Affairs	920-565-1000 ext. 2509 or robersonCD@lakeland.edu
Identification Cards (Student IDs)	920-565-1000 ext. 2621 or vanstelleAK@lakeland.edu
Information Technology	920-565-1143 or HelpDesk@lakeland.edu
International Center/Study Abroad	studyAbroad@lakeland.edu
Intramural & Club Sports	edgeLY@lakeland.edu
Library	920-565-1000 ext. 1038 or library@lakeland.edu
Lockers (Commuters)	920-565-1000 ext. 1058 or edgeLY@lakeland.edu
Mailroom (Packages)	920-565-1000 ext. 2621 or vanstelleAK@lakeland.edu
Notary Public	eifridc@lakeland.edu
Parking Information and Vehicle Registration	920-565-1126 or SafetyAndSecurity@lakeland.edu
Registrar's Office	registrar@lakeland.edu
Residence Life Administration	920-565-1000 ext. 2465 or HallDirectors@lakeland.edu
Shuttle Operations	920-627-0882 or LUShuttle@lakeland.edu
Student Affairs (Student Activities, programs, leadership orgs, multicultural orgs.)	lustudentaffairs@lakeland.edu
Student Employment	920-565-1000 ext. 2506 or youngh@lakeland.edu
Title IX Coordinator	920-565-1000 ext. 2501 or simondr@lakeland.edu
Deputy Title IX Coordinator for Athletics	920-565-1000 ext. 2184 or mobleyRJ@lakeland.edu
Veterans Service Office	920-565-1021 ext. 2377 or bialkse@lakeland.edu
Vice President for Academic Affairs (Academic concerns)	920-565-1000 ext. 2314 or kutneyJP@lakeland.edu
Vice President for Campus Life/Dean for Students (Non-Academic Student concerns)	920-565-1000 ext. 2501 or simonDR@lakeland.edu