

The contents of this document are provided for the information of our students. It is accurate at the time of printing but is subject to change as deemed appropriate to fulfill the College's mission or to accommodate circumstances beyond the College's control such as, when necessary to comply with a new law.

The College reserves the right to amend, add, delete or modify the information and policies contained in this Handbook for any reason and without prior notice at any time. The changes will be deemed effective when made unless otherwise specified by the College. The most current version of College policies can be found online at <http://www.lakeland.edu/StudentServices/studenthandbook.asp>

All students are reminded to read carefully the sections of the handbook pertaining to them. Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.

Lakeland College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, physical handicap, sexual orientation, marital/parental status, or veteran status. It does not discriminate in administration of educational or admissions policies, scholarship and loan programs, co-curricular events, hiring, promotion, retention, or any other College activities.

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LAKELAND COLLEGE STATEMENT OF MISSION, VALUES AND EXPECTATIONS

Mission

Lakeland College, a liberal arts college related to the United Church of Christ, is committed to educating men and women of diverse backgrounds, enabling them to earn a living, to make ethical decisions, and to lead purposeful and fulfilling lives distinguished by intellectual, moral, and spiritual growth.

Values

Lakeland is an educational community where students and faculty share academic goals and join in a common intellectual quest. Teaching and learning - the search for knowledge and understanding and the critical examination of ideas, values, and actions - are the central activities of the college.

Lakeland is a just community where the sacredness of each person is honored and where courtesy and honesty are practiced. The college engages in the humane enterprise of educating by helping students make a connection between what they learn and how they live.

Lakeland is a covenantal community, affirming with the United Church of Christ the centrality of religious truth and the promise of Jesus Christ that "one who seeks, finds." The concern for humankind exemplified in the life of Christ is reflected in the core curriculum of the college.

Lakeland is a global community, drawing students of varied ages, religious backgrounds, and cultural traditions, from areas around the world, building community out of the rich diversity of its members, in a climate of civility, respect, and free expression.

Expectations

As a liberal arts college offering both undergraduate and graduate degrees, Lakeland provides students with an education that is broad in scope, comprehensive in spirit, and focused in at least one area of study. Through its curricular and co-curricular programs, the educational experience is designed to prepare students who:

- communicate clearly in speech and writing;
- think critically and reason intelligently across disciplines;
- have acquired the capacity to solve problems through analysis and evaluation;
- have an understanding of the natural world through scientific inquiry;
- are aware of the historical, social, and cultural forces that shape the United States and the international community;
- have an understanding of Christian religious traditions, the role of religion in society and culture, and religious insights into ethics and values;
- have an appreciation and understanding of how the arts enrich life and contribute to culture; and
- are prepared to contribute to their chosen profession, to participate within their communities, and to contin-

ue to seek knowledge throughout their lives.

LAKELAND COLLEGE CAMPUS COMPACT

Lakeland College is an educationally purposeful community...
where faculty and students share academic goals and join in a common intellectual quest. Teaching and learning are the central functions of the college and should require more of a student's time than any other activity of the college.

Lakeland College is an open community...
where freedom of expression is protected and where civility is powerfully affirmed. The very quality of the college is measured by the quality of communications within the college. A climate of reasoned discourse will prevail here on the strength of clarity of written and oral expression, and on the strength of that expression's civility.

Lakeland College is a just community...
where the sacredness of each person is honored and where diversity is pursued. Higher learning at this college builds community out of the rich resources of its members. It rejects prejudicial judgments, celebrates diversity and seeks to serve the full range of citizens in our society effectively. Life in this community will be both equitable and fair.

Lakeland College is a disciplined community...
where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good. This community of learning will be guided by standards of student conduct that define acceptable behavior and integrate the academic and non-academic dimensions of campus life.

Lakeland College is a caring community...
where the well-being of each member is sensitively supported and where service to others is encouraged. This community will engage in the humane enterprises of educating by helping students make a connection between what they learn and how they live.

Lakeland College is a celebrative community...
where the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared. Meaningfully designed celebrations will sustain the vitality and continuity of this community.

Lakeland College is a Christian community...
where the values and compassion for humankind exemplified in the life of Christ inform the programs of the college. This community, as a member of the larger Church community, is committed to peace, justice and the integrity of God's creation.

Adapted from a report to The Carnegie Foundation for the Advancement of Teaching by Ernest L. Boyer.

ACADEMIC INFORMATION AND SERVICES

Academic Life

The relationships that develop between faculty and students serve as the core of Lakeland's academic programs. While institutional rules and policies are necessary, they

should complement and supplement the personal interaction between the inquisitive learner and a willing teacher. At Lakeland we do everything possible to encourage positive relationships between students and faculty, both in and out of the classroom.

Lakeland's strong connection between academic faculty advisors and student advisees is designed to help students get to know their classroom instructors and to encourage an educational relationship beyond the walls of the classroom. Throughout their years at Lakeland, faculty advisors provide a responsive, mentoring relationship for a student that offers one sure source of friendly concern, supportive encouragement, and accurate advice.

For their first year at Lakeland, students are matched with "first-year advisors," faculty who are specialists in helping new students to adjust to college life and master the college's basic rules and procedures. As students gain confidence and a sense of direction, they are encouraged to select an advisor from among the faculty who teach courses in their academic major(s). Normally students select a major advisor by the end of their freshman year or during the first term of their sophomore year and transfer to that advisor. Forms for completing this change-of-advisor transition are available in the college Registrar's Office.

Academic Resource Center

The Hayssen Academic Resource Center (HARC) is home to a variety of academic support services for all Lakeland students. Located on the third floor of Old Main Hall, the HARC is where students go to find drop-in tutoring in every subject. Staff from the HARC are frequent guests in Core 1, writing, and history courses teaching skill building workshops on a variety of topics ranging from learning styles and time management to test taking techniques and writing research papers. There is no charge for using the HARC or any of its services. Look for a schedule grid of tutoring availability and hours in the first week of the fall semester. Changes to the schedule are posted on Lake TV and the HARC web site. For more information about the HARC, call the Director, Dr. Paul White, at x1412. You can also send general inquiries to tutoring@lakeland.edu.

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 may be referred to the Vice President for Student Development for disciplinary action.

Computer Labs

There are computer labs located in Chase, the Laun Center, Old Main and the Esch Library. There is also a Mac lab in Verhulst that is available for use by students enrolled in

digital design courses.

Computer Lab Hours

Library		
Monday - Thursday	7:30 a.m. - 11:00 p.m.	
Friday	7:30 a.m. - 5:00 p.m.	
Saturday	10:00 a.m. - 5:00 p.m.	
Sunday	12:00 p.m. - 11:00 p.m.	
Chase 114		
Monday - Friday	8:00 a.m. - 9:00 p.m.	
Chase 217*		
Monday - Friday	8:00 a.m. - 9:00 p.m.	
Chase 219		
Monday - Friday	8:00 a.m. - 9:00 p.m.	
Academic Resource Center (Old Main)		
Monday - Friday	8:00 a.m. - 5:30 p.m.	
Laun Center Room 128		
Monday - Sunday	Open 24/7	

*Classes meet in this room and would not be available during those times.

Library

The John H. Esch Library contains approximately 68,000 books and subscribes to about 300 periodicals. It is part of the EasiCat system and has access to the materials of the 13 public libraries and bookmobile of the Eastern Shores Library System. The library has computers for word processing and Internet searching and subscribes to a number of online databases. Off campus access to those databases is available through the Lakeland website.

The library is open Monday through Thursday 7:30 a.m. to 11:00 p.m., Friday 7:30 a.m. to 5:00 p.m., Saturday 10:00 a.m. to 5:00 p.m. and Sunday 12 noon to 11:00 p.m. It will be open additional hours during final exam week.

Registrar's Office

The following services are available in the Registrar's Office:

1. Information on course offerings and class registration, including: adding, dropping, withdrawing from, or auditing a class;
2. Information on special enrollment classifications, including PACE. Any change in enrollment status should be processed through the Registrar's Office;
3. Information regarding the student's personal academic record, including: evaluation of transfer credit, graduation evaluations, and grade-point-averages. Students may receive official copies of their transcripts from this office. (See the college catalog for

policies and procedures regarding academic files and transcripts.);

4. The following additional forms are also processed by this office:
 - a) Enrollment verifications,
 - b) Enrollment histories,
 - c) Good student verification (for Insurance purposes),
 - d) Change of address,
 - e) Official withdrawal from the College.

Registration

Students must be officially registered for all courses for which they intend to earn credit. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; returning students, will receive them through 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 the spring term for the following academic year through the Financial Aid Office.
2. Financial obligations, Campus Card pictures, and parking permits are arranged through the Business Office.
3. Academic progress is reviewed and course selections are made with the assistance of academic advisors.
4. Students log into my.lakeland.edu to register for the upcoming term.
5. Residence Hall arrangements are made with the Director of Residence Life after class registration occurs.

A printer-friendly copy of the Schedule of Classes is available online at my.lakeland.edu each term.

ACADEMIC POLICIES AND PROCEDURES

Adding or Dropping Courses

Students may drop and add courses until the end of the first week of classes in the summer, fall and spring terms or prior to the second day of class during May Term. This can be completed online through my.lakeland.

Students assume all responsibility for adding and/or dropping courses, including the accurate submission of drop requests, before the stated deadlines.

Administrative Withdrawal

Where judged appropriate, or under circumstances determined to be potentially dangerous, the President, the Vice President for Student Development or his appointee reserve the right to immediately suspend and remove a student from campus. This includes any student judged to be harmful to self or others, or whose removal is judged to be in the best interest of the college. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (includ-

ing but not limited to eating disorders or substance abuse), others, property or the orderly functioning of Lakeland College. The Vice President for Student Development may require a medical (including mental health) evaluation of the student at the student's expense. The college may select the medical provider for this purpose. The evaluation will be reviewed by a team of administrators reviewing the situation. The team will be comprised of professional staff members appropriate to the case such as campus nurse and/or counselor. The decision of the administrative team will be final.

Where reasonably possible, in light of the conduct and circumstances, the college will seek mechanisms to enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The college will act with respect for 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 college.

When the 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 college to be considered. The Vice President for Student Development or his appointee shall meet with the student to discuss re-entry into the college at a time agreed upon by both the student and the college.

Affirmative Action Policy

Lakeland College provides equal educational and employment opportunities regardless of sex, race, age, religion, national origin, marital/parental status, sexual orientation, or physical handicap. Students who feel they have been denied equal opportunity should bring their concerns to Vice President for Student Development.

Behavioral Expectations and Standards

Lakeland College strives to provide a quality education within a caring community. Our behavioral expectations and standards are best practiced when the student/college relationship is communicated and understood by the majority of the community. An informal moral agreement exists between the college and each student. The college is not a pure democracy; it is a corporation directed by its Board of Trustees. The staff of the college is responsible for keeping this relationship within acceptable limits. In all communities, some persons have difficulty living up to what is expected of them. When a member of the Lakeland community falls short of the expectations of the community, that community must respond with appropriate action.

Cancellation of Classes

Cancellation of classes due to extreme weather conditions will be announced on the following television and radio stations prior to 6:30 a.m.: Television WBAY-TV Channel 2, WTMJ-TV Channel 4, WFRV-TV Channel 5, WITI-TV Channel

6, WLUK-TV Channel 11, and WISN-TV Channel 12. Radio WCLB - 950 AM, WHBL - 1330 AM, WJUB 1420AM, WTMJ - 620 AM, WBFM - 93.7 FM, WKTT - 98.1 FM, WXER - 104.5 FM, and WBHZ - 106.5 FM. Class cancellation information will be shown on Channel 123, LAKE-TV of the Lakeland cable television system and the Muskie Central page www.my.lakeland.edu.

If a faculty member is unable to meet with a class, he/she is required to contact the Security cell phone at ext. 1126 prior to the absence. Information transmitted to the security officer on duty will be shown on my.lakeland.edu on the central page, (LAKE-TV) of the campus cable system. Faculty members are requested to inform commuter students who are in class. Commuting students should arrange a call network during the first week of classes to help keep each other informed, and minimize the frustration of driving to the campus on a day when a class will not meet.

Cell Phone Usage/Texting in Class

Our classrooms are learning environments, and as such, the college expects everyone in attendance to be respectfully engaged in the learning process. Cell phones, MP3 players, earbuds, headphones, and other electronic devices that have the potential to interfere with classroom instruction should not be brought to class. Each instructor has his/her 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 for entertainment or communication during class. If you choose to bring a cell phone to class, please set the ringer to "silent" so that it does not disturb others. Students who do not comply with their instructors' policies on the use of electronics in class may be required to surrender their equipment for the class period or may be asked to leave the classroom. Academic penalties may result from such absences or removals.

Class Absence Notification

Class Absence notification due to extra-curricular activity should include all of the following:

1. Students must notify instructors beforehand so that they are aware of any assignments that might be missed and possible assignment or exam deadlines.
2. Students are expected to complete all work missed according to the instructors' policies.
3. Students need to be aware of each instructor's specific absence policy.
4. Early dismissals are sent to faculty members with dismissal dates, times, and names of individuals traveling.
5. If concerns, problems, or questions arise about absence policies, contact the individual instructor, Faculty Athletic Representative, and/or Director of Athletics.

Class Attendance Policy

Students are expected to be present at all class sessions. The instructor determines the attendance policy for each class. Each instructor is responsible for notifying students of his or her specific policy. Students are expected to be punctual in their attendance at all classes.

College Officials

All employees of Lakeland College are considered college officials. This includes, but is not limited to, vice presidents, directors, deans, hall directors, resident assistants, security personnel and all members of the faculty and staff. Students are to comply with all reasonable directions and requests of all college officials. This includes the request to present a valid Campus Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any College official will not be tolerated and will be subject to disciplinary action.

Communication with Students

Email is an official means of communication with the Lakeland College community. Therefore the college has the right to communicate with students through email and the right to expect those communications will be read in a timely manner. The college's email system can be accessed on and off-campus and students may forward e-mails to another account checked regularly if desired. Each student is provided an official college email address. This address is listed in directories and is the one used by the college for business and communications.

Information Technology Policy

As a place of learning and teaching, Lakeland College thrives on an open exchange of information. Lakeland's computer information systems and networks make that exchange of information possible and are, therefore, an integral part of the College's business and mission. The College 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 College requires that members of its educational community use these resources in a manner consistent with the goals of the College. Users of College equipment, software, and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All College students, faculty/staff and alumni should be aware of the following information technology security policy and its requirements and guidelines.

1. Every computer and computer account issued by the College remains the property of the College. Individual users, however, are responsible for their own accounts and the way those accounts are used for as long as they are members of the College community. This means that users can expect that the contents of their

accounts are safe and secure; nonetheless, those users must help to maintain that security by, for instance, keeping their password a secret, restricting use of their account, and using their accounts in an appropriate way. Using another person's account or allowing someone else to use an account makes both parties potentially liable to disciplinary action. If you believe that an account has been violated or misused, please contact the College's Information Technology Department

2. Mobile devices that connect to the College's Exchange server must be password protected. Users requesting access to email on mobile devices must adhere to this policy and accept the electronic security policy applied by the server. Mobile device passwords must be at minimum a four-digit PIN. However, users could use a full complex password if they wish. In the event the mobile device is stolen or compromised, the College reserves the right to wipe all data from the device.
3. There are three types of accounts used to access College Information Technology assets: Student, Faculty/Staff, and Alumni.
 - a. Student accounts are provided to students, and are used to access College academic resources.
 - b. Faculty/Staff accounts are provided to College employees, and are used to access internal College-related information, and to perform College business-related activities.
 - c. Upon request, Student accounts may be converted to Alumni accounts after graduation. Alumni accounts are e-mail only accounts provided to Alumni of the College.
 - d. Under **no circumstances** will a Student account be granted access to or be used for College business-related activities.
 - e. No account used for College business-related activities can become an Alumni account.
4. Some uses of the College's information technology are prohibited. Unacceptable uses include but are not limited to uses that:
 - a. violate the law, including copyright or other intellectual property laws;
 - b. have a significant negative impact on the safety and security of other members of the College community or the public, including the transmission of threatening or harassing materials;
 - c. threaten to disrupt network services or equipment, including the distribution of unsolicited advertising, unsolicited mass email, improper / ex-

- cessive use of data storage space, or items designed to propagate computer viruses;
 - d. invade the privacy of others, including attempts to gain unauthorized entry to the contents of others' computers or accounts;
 - e. violate the property rights of the College, including attempts to profit financially from the College's information technology systems and/or access to those systems; or
 - f. interfere with the expectations of the College as an employer, including excessive use for private or personal business.
5. Requests to waive particular policies – for instance, the policy against unsolicited mass emails – are reviewed by the IT Director on a case-by-case basis. Under no circumstances will a waiver be granted for activities that violate Wisconsin, federal, or other laws.
6. The College respects and values the privacy of its students and employees, and with certain limited exceptions the data contained within computer accounts issued by the College are private. As noted above, unauthorized access to those accounts and to that data is prohibited. In addition, account users maintain all appropriate intellectual property rights to data contained within their accounts.
7. In some circumstances, however, the College must make exceptions to its users' limited expectations of privacy – to protect the system as a whole, to protect the privacy of other users, to protect the name and interests of the College, or to protect others. If there is cause to believe that a computer account contains information relevant to a College business requirement or legal proceeding, or evidence of the prohibited uses listed above, a person other than the authorized user may examine such data files or programs. Depending on the user involved, permission for such access is granted by the College President, the Director of Human Resources, the employee's Executive Council Vice President, and/or the General Counsel. Unless authorized by the College President, at least two of the above must approve any such access. (Access to accounts and/or data by the IT Department for routine system maintenance or to create backup copies is permitted and does not violate users' expectations of privacy.)
8. While Lakeland maintains the rights to access user accounts as noted above, it does so under the following guidelines and procedures:
- a. the College will make every effort, when reasonable and in the best interests of all involved, to no-

- tify users that their computer activities have been accessed or monitored by the College, within thirty days of the end of any authorized investigation;
 - b. users will have the right to appeal the findings of any monitoring activities;
 - c. the College will maintain records of such investigations, and users will have a right to review any materials gathered from their accounts;
 - d. the College will not share any information it gathers, or its accounts in general, with outside third parties unless it is compelled to do so by legal proceedings, vital interests of the College or the College community, or if in the College's reasonable discretion it is necessary to do so in order to prevent financial, physical, or other harm to the College or any other individuals or entities.
9. Misuse of the College's computing resources may result in one or more of the following punitive measures at any time and in any order (this list does discuss possible criminal penalties for violations of state or federal law that might not be initiated by the College):
- a. loss of access to computer resources;
 - b. required repayment of funds expended in unauthorized use;
 - c. disciplinary review;
 - d. suspension or expulsion from the College;
 - e. termination of employment; or
 - f. legal action.
10. As information technology and the threats against it are continually changing, the IT Department will routinely provide additional information and instruction about the proper and productive use of the College's computer systems and networks. Whenever possible, account users should attend to this information and follow whatever instructions it provides. These informational updates will help the College to ensure the best possible system performance for all members of its educational community.
11. The College IT Department provides wireless access to students, staff, faculty and guests of the College. Because non-Lakeland owned access points can interfere with the service being provided by the College, under no circumstances is anyone allowed to connect or operate a personal wireless access point on the College campus.

Area Coordinators or other College employees are expected to inform students of this policy and request that students power down any unauthorized access points. Staff and faculty are expected to report any unauthorized access

points to the IT Department via the Help Desk. If there are areas of the campus that are not covered by Lakeland access points, please inform the IT Department and we will make our best effort to increase coverage to that area.

12. The College reserves the right to amend this policy in the future as deemed necessary and appropriate. Proposed changes will be discussed with members of the College community and will be reviewed and approved by the Executive Council prior to implementation.

(adapted primarily from the "Acceptable Use Policy" of Southern New Hampshire University)

EXECUTIVE COMMITTEE APPROVAL:

August 27, 2002

July 19, 2005

March 28, 2006

May 23, 2011

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 at this web site. Even though 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 special 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 make sure that a completed waiver form is in the student's academic file.

Plagiarism and Cheating

In the absence of any other agreement between the student and the instructor, it is assumed that when a student turns in an assignment or takes an examination, every word of the assignment or answer is the student's own work. This means, for instance, that the student (not a friend) performed mathematical computations. It means that the student studies for examinations and his/her answers reflect his/her understanding of the material, and that the wording, ideas, and information in a student's essay, exam, or paper are entirely the student's own. Even when students work together on a homework assignment, it is expected that each student submit the assignment in his/her own words.

One form of academic cheating is plagiarism, defined by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams in the following way: You plagiarize when, intentionally or not, you use someone else's words or ideas but fail to credit that person. "You plagiarize even when you do credit the author but use his exact words without so indicating with quotation marks or block indentation. You also plagiarize when you use words so close to those in your source, that if you placed your work next to the source, you

would see that you could not have written what you did without the source..." (*The Craft of Research*. Chicago: University of Chicago Press, 1995; p. 167).

The most common instances of plagiarism include the following:

1. failure to provide a citation for a paraphrase or summary;
2. failure to paraphrase or summarize properly, even when a note is provided;
3. copying another source verbatim (word for word) without quotation marks or proper indentation;
4. copying another source without acknowledgement;
5. turning in another person's paper or other work as one's own.

Lakeland College expects academic honesty from all its students. Cheating, plagiarism, or other kinds of academic dishonesty are considered violations of established college expectations and may result in penalties ranging from failure of an assignment to dismissal from the college, depending on the severity of the offense. Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation, to the Vice President for Academic Affairs. Where appropriate, the Vice President for Academic Affairs may take such appeals to the Academic Appeals Committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Academic Appeals Committee is final.

1. It is the student's responsibility to understand and avoid plagiarism and cheating. Therefore, ignorance and lack of intent are not valid excuses.
2. Penalties for cheating and plagiarism include the following:
 - a) Rewriting and resubmission of an assignment (sometimes used when plagiarism is clearly unintentional);
 - b) Failing grade or no points for an assignment on which cheating or plagiarism has taken place;
 - c) Failing grade for the course in which the cheating or plagiarism has occurred;
 - d) Suspension or dismissal from the college.
3. An instructor's decision on course grades cannot be overturned by an individual member of the faculty and/or administration. However, students may appeal plagiarism and cheating penalties to the Academic Appeals Committee.
4. A formal appeal is a serious matter and should only be made after the student has thoroughly discussed the matter with his/her instructor and, if still unresolved, with the instructor's division chair and/or the Vice President for Academic Affairs. Requests for a hearing before Academic Appeals Committee must be submitted to the Vice President for Academic Affairs in writing and must include a clear, sequential ac-

count of the facts, the grievant's reason for appeal, and the relief sought. The committee shall conduct a hearing and may call witnesses. Penalties for plagiarism and cheating may be modified only by formal, written decision of the Academic Appeals Committee to assure both student and faculty members of a fair hearing.

Refund Policy

Students who withdraw from the College may receive a refund of their tuition, fees, and board costs, in accord with the following schedule:

1. Full refund for withdrawal before the sixth day of classes (the second day of May Term for those students required to pay tuition for May Term),
2. 75% refund for withdrawal before the eleventh day of classes (the fourth day of May Term for those students required to pay tuition for May Term),
3. 50% refund for withdrawal before the sixteenth day of classes (the sixth day of May Term for those students required to pay tuition for May Term),
4. 25% refund for withdrawal before the twenty-first day of classes (the eighth day of May Term for those students required to pay tuition for May Term),
5. No refund for withdrawal after the twenty-first day of classes (after the eighth day of May Term for those students required to pay tuition for May Term).

The refund schedule is based strictly on scheduled meeting days of classes. Each day in which any Lakeland College day program classes are scheduled to meet counts as a "day of classes" for this purpose. The number of classes a student actually attends is not considered in the calculation of refunds. A student who has not prepaid his/her tuition in full at the beginning of the semester and then subsequently withdraws may have a balance due, not a refund. The College does not make exceptions to this policy.

Eligibility for a refund is contingent upon official notification, in writing, directed to the Office of the Registrar or the Manager of Student Accounts. For purposes of withdrawal and refund, telephone or verbal notice of withdrawal is not adequate and the official date of withdrawal will be established only by the receipt of formal written notice or a completed student withdrawal form, which may be obtained from the Office of the Registrar or the Vice President for Student Development.

College housing contracts are written for the entire term. Therefore, no refunds for room rent will be granted for students who withdraw after the end of the first week of classes or after the first class session in the May Term. For the spring, summer, and fall terms, one week of housing expense will be deducted from the refund for those who withdraw before the beginning of the sixth day of classes.

Withdrawal refunds will be made 30 days after the official date of withdrawal from the College, and then only after all

forms and procedures for aid application and official withdrawal have been completed and signed. Students who are suspended or who are asked to withdraw for disciplinary reasons are not eligible for refunds, regardless of the date of withdrawal.

An appeal process exists for students who feel that individual circumstances warrant exceptions from the policy stated above. Appeals should be directed to the Manager of Student Accounts. A successful appeal may be contingent upon official withdrawal in good standing and confirmation of a withdrawal date. If the official withdrawal procedure is not followed, students may forfeit all rights to refunds.

Student Disabilities Policy

It is the intent of the College to help students with disabilities to achieve personal and academic success and to participate fully in College life. The Director of the Academic Resource Center is responsible for insuring that students with disabilities, who meet the academic standards for admission to Lakeland College, will be allowed equal access to the programs, services, and activities of the College in a manner consistent with federal and state regulations.

Lakeland College will not diagnose, certify, define, or otherwise determine that a particular student does or does not have a disability of any type. Lakeland College will, however, assist any student who feels that he or she may have a disability with finding an appropriate, licensed professional who can provide diagnostic and therapeutic services. These supportive services will be provided only to students who present written diagnostic documentation of a disability.

The College's Responsibility to Students with Disabilities

Students with documented disabilities are entitled to reasonable accommodations. Reasonable accommodations are modifications or adjustments to either the College environment or to academic processes, which make it possible for students with disabilities to perform the functions necessary for fulfillment of College degree requirements. Special accommodations may be, but are not limited to, assistance with note taking, tape-recorded lectures, extended time for exams or coursework, etc. Reasonable accommodations include neither that which require significant difficulty or expense to the College, nor personal items such as eyeglasses. Requests for accommodations will be considered on a case-by-case basis and decisions will be based on individual need.

The Disabled Student's Responsibility to the College

The Student is responsible for providing appropriate written diagnostic documentation, sufficient enough to identify the nature and extent of his/her disability, to the Director of the Academic Resource Center. Acceptable documentation would include a letter stating the nature of the disability from the health care provider (physician, nurse practitioner, psychologist, therapist, etc.) Educational, vocational, and rehabilitation evaluations (DVR, M-TEAM, etc.), which specifically address the disability,

would also be appropriate. Special accommodations proven helpful in the past should be indicated.

The student is responsible for informing appropriate College personnel of his or her accommodation needs. Such "appropriate personnel" may include, but is not limited to, instructors, residence life staff, academic advisors, campus security personnel, Counseling office staff members, and Health Care personnel. The student is responsible for providing information regarding needs for accommodations at least six weeks in advance of the beginning of an academic term so that the College can respond appropriately. Each student shall also engage in appropriate levels of self-help in obtaining and arranging for accommodations or auxiliary aids.

Disclosure of Disability Information

All disability related information is considered confidential information unless the student gives permission to share this information with other College personnel that may be helpful to the student. Information pertinent to accommodations will be shared only with appropriate College personnel such as faculty, residence hall director, campus nurse, campus counselor, etc.

Support Services for the Disabled Student

Assistance is available for students who are qualified under the Americans with Disabilities Act (ADA) to receive required accommodations. Students who require disability-related accommodations should contact the Director of the Academic Resource Center for help in requesting accommodations. The Academic Resource Center is located on the 3rd floor of Old Main.

MILITARY STUDENT MOBILIZATION POLICY

Lakeland College provides reasonable accommodations to any student called to emergency national or other government service. In the event a Lakeland College 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 shall be followed by the submission of a copy of the government orders or notice of activation which shall be forwarded to 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 shall receive a "W" as the course grade and shall be entitled to full tuition credit to enroll in a Lakeland course within one year of deactivation from mobilization.

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.
2. Receive a "W" as the course grade and a full tuition credit to enroll in a Lakeland course within one year of deactivation from mobilization.

It is the student's responsibility to notify Lakeland College of his/her 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.

Transcripts

A College transcript is a record of the student's academic progress including courses, credits, grades, major(s), minor(s), and honors earned at Lakeland College and credits accepted in transfer from other schools. In accordance with the Family Educational Rights and Privacy Act of 1974, transcripts are considered confidential and are not to be released to a third party, other than authorized College personnel, without the written permission of the student.

Requests for transcripts should be presented, in writing, to the Office of the Registrar, giving notice of at least one week. All transcript requests must include the student's signature, ID number or social security number, and name when attending Lakeland College. The cost of each transcript is \$5.00. An additional \$5.00 will be assessed for short notice of two days or less. The charge for faxed transcripts is \$10.00. Upon written request, each Lakeland College graduate will be provided with one transcript at no charge.

Withdrawing from a Course

A student who wishes to withdraw from any course may do so by the end of the tenth week of a summer, fall or spring term or the tenth day of the May Term. Please refer to the current College catalog for specific dates. Official withdrawal from a course requires that the student secure approval from both the course instructor and academic advisor. Course withdrawal forms, for the purpose of recording that approval, may be obtained in the Office of the Registrar. Students assume all responsibility for withdrawal from courses, including the full completion and submission of the course withdrawal form. Class absence without official withdrawal will result in a grade for the course.

An unofficial transcript is available at my.lakeland.edu.

Please note that all financial obligations to the College, including the full payment of all fines, must be arranged to the satisfaction of the Manager of Student Accounts before transcripts will be released or sent.

See also the section below on "Withdrawal from the College."

Withdrawal from the College

Students who wish to withdraw from Lakeland in the middle of the term or who expect to leave Lakeland after completing their current coursework must contact the Vice President for Student Development or Senior Director of Student Development at least 24 hours before leaving the campus if they wish to withdraw in good standing. It is important to make this contact early because the official withdrawal process includes a series of important actions, including, but not limited to, completing a Withdrawal from the College form; filling out a Course Withdrawal form; returning equipment, books, and/or keys; clearing one's financial accounts; and participating in a brief exit interview.

Students who are receiving financial assistance are strongly encouraged to consult with a representative from Financial Aid to identify and understand the financial assistance/monetary implications of processing this withdrawal transaction. (Please refer to the "Financial Information" section of this catalog for the refund policy.)

International students with an F1/J1 visa must consult with the International Student Office to discuss the serious immigration consequences that may result from withdrawing from Lakeland.

Medical Withdrawal and Family Leave

A request for medical withdrawal or family leave may be made in extraordinary cases in which serious physical or mental illness or injury or another significant personal situation prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. All applications for withdrawal require the completion of a Withdrawal from the College form available through the offices of the Vice President for Student Development and the Registrar; thorough and credible documentation of the intervening circumstances; and the approval of the Vice President for Academic Affairs. *Note: Requests for medical withdrawal or family leave from a single course in a term when several courses are taken are not granted.*

A student may request and be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, interfere with class attendance and/or academic performance. The student must be, or must have been, under medical care during the current semester in order to be considered for a medical withdrawal from all of his/her classes. The medical withdrawal policy covers both physical health and mental health difficulties.

A student may request and be considered for family leave when extraordinary personal reasons, not related to the student's personal physical or mental health interfere with class attendance and/or academic performance. Examples include care of a seriously ill parent, sibling, child or spouse, or a death in the student's immediate family.

STUDENT LIFE INFORMATION AND SERVICES

Alumni Relations

The Alumni Office serves as a liaison between Lakeland and its alumni. The office maintains up-to-date records of alumni and communicates regularly with alumni to keep them informed of Lakeland activities. The Alumni Office is a valuable resource for campus organizations by providing contact information for the organization's alumni as needed. The office also handles the development, planning, and coordination of alumni class reunions and special events such as Homecoming, the Blasters Golf Tournament, Alumni College, Graduation Celebration, and various events throughout the state and country.

The Alumni Association Board of Directors is an extension of this office and serves both alumni and the College by promoting and supporting Lakeland.

Athletics and Intramurals

Lakeland College is a member of the National Collegiate Athletic Association (NCAA) Division III. Muskie women and men athletes compete in the Northern Athletics Conference. Lakeland has nine intercollegiate varsity sports for men (baseball, cross country, wrestling, basketball, football, tennis, golf, track, and soccer) and eight for women (basketball, cross country, golf, soccer, softball, tennis, track and volleyball). It also sponsors a club team in men's volleyball. All home pre-season and regular season athletic events and intramurals are free to all students who present their Campus ID Card.

Philosophy of Athletics

At Lakeland, we believe that a sound, well-structured varsity athletic program provides a common focus for members of the entire College community through which students, faculty, staff and alumni meet and share a common experience. We do not offer athletic scholarships, but we believe that varsity athletic programs should serve to help recruit the kind of students who will be a credit to themselves and Lakeland College. This also helps develop a favorable public image for the institution.

At Lakeland, we seek to provide a sound athletic program, which operates effectively on three levels: intercollegiate, intramural and lifelong recreation. At each level the primary purpose is the continuing development of the individuals who participate.

The explicit College commitment on all three levels of the athletic program reflects the philosophy that athletics are integral part of the educational mission of this institution. This involves the teaching of proper modes of conduct as well as a variety of skills, which emphasize cooperation, enjoyment and honest competition with winning as a goal rather than an end.

Class Absences Notification

Class Absence Notification due to extracurricular activity should include all of the following:

1. Students must notify instructors and request assignments prior to their absences.
2. Students are expected to complete all work missed according to the instructor's policies.
3. Students need to be aware of each instructor's specific absence policy.
4. Athletic calendars are sent to Faculty members with updated dismissal dates, dismissal times, and rosters on a seasonal basis.
5. If concerns, problems, or questions arise about absence policies, students should contact the individual instructor, Faculty - Athletic Representative, and/or Athletic Director.

Class Attendance Policy

Students are expected to be present at all class sessions. The instructor determines the attendance policy for each class. Each instructor is responsible for notifying students of his or her specific policy. Students are expected to be punctual in their attendance at all classes.

Intramural Athletics

Intramural activities are available to both men and women. There is a structured program of league competition as well as more informal recreational possibilities for enjoyment.

Objective of Intramural Athletics

Intramural sports are recognized as an integral part of the student's education. The combination of academic study and the participation in intramural sports allows students to enhance their skills and their recreational interests and abilities. There is great value in wholesome, competitive physical activity. This compliments the purpose of higher education.

The objectives are:

1. To offer a variety of activities that creates a balance between light and vigorous exercise as well as between team and individual sports.
2. To develop social relationships and attitude by enforcing high standards of sportsmanship, fair dealing with groups and individuals, and providing the opportunity for leadership and fellowship.

Todd Wehr Center

The (Todd) Wehr Center is primarily used for intercollegiate events, practices, instruction, and recreation. The building is reserved for Lakeland students, faculty, and staff. Users of the building must make arrangements with the building supervisor in order to guarantee reserved time.

Hours of operation:

Monday - Friday	8:00 am - 10:30 pm
Saturday	12:00 pm - 5:00 pm
Sunday	2:00 pm -10:00 pm

General Building Rules

1. Posted regulations governing the use of various facility areas must be followed at all times.
2. It is the responsibility of the user to be aware of building regulations.
3. Acceptable rules of conduct must be observed at all times. Any user of these facilities who engages in disorderly conduct, including verbal or physical abuse of any employee or other user is subject to immediate removal and the loss of building privileges.
4. Lakeland College is not responsible for lost or stolen items. Valuables should be locked in locker rooms.
5. Anyone using the facility must dress appropriately. Street shoes are not acceptable.
6. Only Lakeland College employees are permitted in the equipment and supply rooms.
7. Eating and drinking are permitted only in the lobby area of the building.
8. Smoking is not permitted in the building.
9. Bicycles, skateboards and roller blades are not permitted in the building.
10. Posters for bulletin boards must be approved by the building supervisor.
11. All injuries must be reported immediately to the building supervisor and trainer and an accident report must be completed.
12. Children under 14 years of age must be accompanied by an adult. This includes the children of staff or faculty.
13. Daily use lockers are available, but locks must be taken off each day.
14. All participants must obey instructions posted on the outside of the sauna regarding proper usage.
15. Intramural equipment may be checked out for use in the Wehr Center only with a student Campus Card.

Wehr Center Field House & Woltzen Gym Policies

1. Only non-marking athletic shoes are allowed. Check black soled athletic shoes to ensure that they are of the non-marking type. Hard-soled shoes will damage the floor and are not permitted.
2. Throwing balls against the walls is not permitted.
3. Hanging from the basketball rims and slam dunking is not permitted.
4. A shirt is required in all areas of The Wehr Center, except in locker rooms. At no other time, nor in any other location, may an individual walk in any part of the Wehr Center without a shirt. A sports bra itself is not considered a shirt. An individual

must wear a shirt over a sports bra.

5. No activities or practices are allowed in the lobby, hallway, or lounge area.
6. The College has zero tolerance for violence or intimidation of any sort. Any physical abuse or derogatory language of any person, or conduct that threatens or endangers the health and safety of any member of the College will result in immediate removal and disciplinary actions.
7. Food and drink will only be allowed in the front lobby. All other areas are for exercise and recreational activity and food is not permitted. Only water bottles filled with water are permitted in the gym.
8. Tobacco of any kind is not permitted in the building.
9. Theft should be reported immediately to the Department Safety and Security so an incident report can be filed immediately filed.
10. Lakeland College interprets vandalism as the willful or malicious destruction or defacement of the college property. Lakeland College has zero tolerance to any damage caused by vandalism.
11. Bicycles, roller blades, and skate boards are not allowed in the building. Bicycles are not to be locked, chained or attached in any way to the building structure or handrail. In such circumstances, security will be notified and bicycles will be removed.
12. Animals are not allowed in the building with the exception of those assisting individuals with disabilities.

Fitness Center & Weight Room Policies

1. **USERS WORK OUT AT THEIR OWN RISK.** If you have questions on the use of any piece of equipment, please ask the supervisor on duty.
2. All users must show school/membership ID.
3. All guests must be accompanied by an eligible user of the fitness center and weight room. Guest must check in at the desk and show a photo ID. Eligible users are responsible for the conduct and the actions of their guest and must accompany them at all times.
4. Guests must be 16 years of age or older and must provide proof of age upon request. Guests must fill out a membership card prior to use of equipment.
5. Workout clothes and appropriate shoes must be worn. Sandals, open toe shoes or street shoes are not permitted.
6. A shirt is required in all areas of the Wehr Center, except in the locker room area. At no other time or in no other location, may an individual walk in any part of the Wehr Center without a shirt. A

sports bra by itself is not a shirt. An individual must wear a shirt over their sports bra. String or ripped tank tops are not allowed.

7. Personal items may not be taken onto the fitness center floor. Personal property such as books and backpacks must be stored in the lockers provided.
8. Always make sure your locker is well secured. It is recommended that you keep all valuables at home. Neither Lakeland College nor its employees will be responsible for lost or stolen property.
9. Personal locks cannot be left on lockers overnight. Personal locks will be cut off at the end of each day and contents will be bagged.
10. Food and drinks are not permitted, except for water bottles with water.
11. The Wehr Center is a tobacco free facility. Smoking, tobacco chewing or chewing gum is not permitted, nor is spitting on the exercise floor or equipment.
12. All users must clean and wipe off equipment after use. Alcohol, drugs and banned substances are not allowed in the facility.
13. Each user must be trained on each machine before using it. Questions about the equipment should be directed to the supervisor on duty.
14. Time is limited to a maximum of 30 minutes on all cardiovascular equipment when someone is waiting.
15. Users must return bars/weights to the proper place/racks after use. Users are not permitted to move any stationary equipment or furnishing.
16. Do not place weights or stand on any equipment including benches. Weight belts are not allowed on exercise equipment where the belt buckles makes contact with the upholstery.

Participants must observe all posted policies/regulations and verbal instruction from Wehr Center staff. Violators will be asked to leave the facility.

Calendar of Events

A master calendar of all College events and social activities is kept at both the switchboard at the Nash Admission Center and with the Director of Student Activities in the Campus Center. Any College activity, organizational activity, program, or special event should be reported to Kaye Martin (x1235 or at martinkm@lakeland.edu), at the earliest possible date to see if the date for your event is available and to avoid double scheduling of events.

Campus Shop

The Campus Shop, located on the first floor of the Laun Center, is the source for textbooks, and now offers textbook rental!! We are also your source for supplies, snacks and Lakeland imprinted apparel and giftware. Purchases may be made by cash, check, Visa, Master Card, American

Express, or Discover. The Campus Shop is open during the school year Monday through Thursday 7:45 a.m. to 6 p.m., Fridays 7:45 a.m. to 5 p.m., and some Saturdays 10 a.m. to 2 p.m.

Career Development

Career Development staff assists Lakeland students in establishing a strong career path and preparing for the future. We invite students to learn more about the services we offer, so that we can aid them in the journey. We offer assistance with:

1. Self-assessment tools to learn about various majors and career options
2. Choosing an academic major and finding related opportunities
3. Developing connections and networking with area alumni and professionals
4. Finding internships and full/part-time employment related to students' majors
5. Reviewing job search materials – such as resumes and cover letters -and conducting mock interviews
6. Developing effective job search methods and assisting in exploring graduate school programs

To help students through this process, we offer individual meetings, career classes (LAK 101 & LAK 202), programs/events, on-line resources, and classroom visits. We invite employers to campus for many of our events, so that students can make connections and learn how to better prepare and be competitive for future opportunities. Most of our resources can be accessed through the my.lakeland/campuslife web page. You will find listings of frequently used job search engines specific to majors and areas of interest. Stop in to Brotz Hall to grab a cookie from our jar or visit with our staff at any time!

Change of Address

Notify the Registrar's Office immediately of a change of local address, permanent address, and/or telephone number.

Check Cashing

Check may be cashed on campus with proper identification, either driver's license or campus card. Checks up to \$25 may be cashed at the information desk in the Campus Center. Checks up to \$100 may be cashed in the Business Office. There is a \$25.00 charge for checks returned for any reason.

Day Care Center

Ambrose D. DeLand Child Care Center of Lakeland College is state licensed for children 6 weeks to 8 years of age. The building is located on the south end of the College on W3723 Reineking Court. The new center provides a high quality program for children of Lakeland College students, staff, and faculty. The environment offers a variety of activities to stimulate the young learner. Through the devel-

opmentally appropriate curriculum, children are exposed to opportunities in which they express their independence, social skills, problem solving skills, and an innate joy of activity. Our children are also exposed to guided discovery opportunities that allow them to stretch their curiosity, experiment with alternatives, and gain intellectual empowerment over their environment. If you have questions about the center, or would like to tour the facility, please contact Ann Gutoski Director of the Ambrose D. DeLand Child Care Center at gutoskiam@lakeland.edu or at (920)565-6687.

Clery Act Information

Lakeland College publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. 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. The Lakeland College Department of Safety & Security is responsible for preparing and distributing this report in accordance with the Clery Act. The Department of Safety & Security works with many other departments and agencies to compile the information required for this report. The local Sheboygan County Sheriff's Department also provides information concerning crime statistics for disclosure in the report. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. For questions regarding the preparation of the annual Campus Crime Report, contact Lakeland's Department of Safety & Security. You can obtain a copy of this report by contacting the Department of Safety & Security. The Campus Crime report may be found at the end of the student handbook. It is a detailed listing of crime statistics reported to the Lakeland College Department of Safety & Security, the Sheboygan County Sheriff Department and data collected from other campus administrators as required by the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act.

College Vehicles

College vehicles may be driven only by those students who have been hired by the College and are authorized to do so. The Lakeland College Student Driver Application Form must be submitted and a behind-the-wheel road test must be completed before driving any campus vehicle.

Counseling Services

Academic

Students who have academic difficulties have a number of resources and programs available to them on the Lakeland campus. The first and most important source of academic advice is the student's academic advisor.

Lakeland College offers tutoring assistance to help those who experience difficulty in a specific course or subject area. Tutors are usually students who have excelled in the subject. There is no charge for tutoring services. A tutoring schedule is posted at the beginning of each term.

Help with reading, note-taking, and study skills is available by contacting Dr. Paul White, Director of the Hayssen Academic Resource Center at x1412. You can also send general inquiries to tutoring@lakeland.edu.

Financial

Students experiencing financial difficulties or having questions regarding charges to their account are encouraged to contact the Manager of Student Accounts, Sue Bialk in William A. Krueger, Room 109, x1258. Assistance in the areas of payment options and credit responsibilities will be provided.

Personal

All people encounter some situation in their lives for which they may need help. Concerns may revolve around stress, grief, a relationship, the family, use of alcohol, drugs or food, feelings of low self-esteem, a lack of assertiveness, or depression. To assist in these situations, a licensed psychologist will provide counseling for students who seek increased self-understanding and insight into academic, vocational, or personal problems. Located in Brotz Hall, individual counseling appointments are available. For more information or to schedule an appointment with Dr. Cary Knier, call x1527 or email her at knierca@lakeland.edu.

Spiritual

The college years will challenge young adults to consider how they view themselves and how they view the world. At Lakeland, we are dedicated to creating an educational experience that engages the mind, heart and the spirit. The Campus Chaplain is available for personal and spiritual counseling to students from all religious and spiritual backgrounds. The Chaplain's office is located in the Student Life Offices in the Campus Center. Students are welcome to stop in at any time. If you prefer to make an appointment, contact the Chaplain or at x1349.

Dining Services

Your nationally-recognized, award-winning Lakeland College Dining consists of four major components:

Lakeland College Dining, the "all you care to eat" meal plan in Bossard Hall

Muskie Mart & Muskie Grill

The Daily Grind, our upscale coffee shop featuring Crimson Cup Coffee products

Lakeland College Catering

All of our facilities are located in the Younger Family Campus Center. Bossard Hall is on the east side of the second floor and the Muskie Mart and Muskie Grill are on the west side. The Daily Grind is in the first floor lounge area near the fireplace. The Lakeland Dining offices, including Lakeland College Catering, are on the second floor, between Bossard Hall and the Muskie Mart. In addition, the One Card (or Campus Card) office, for campus ID cards, is located next to the Lakeland Dining offices.

Lakeland College Dining

Lakeland College's premiere, all you care to eat dining op-

tion, is located in Bossard Hall. Lakeland College Dining provides meals for all resident students with a valid One Card, the campus ID card. All a student needs to do is swipe, or scan, the ID card at the entrance to the serving area and choose favorite foods from our wide selection of entrees, side dishes, desserts and beverages. Of course, you must have your valid One Card to enter the serving area. The menu is posted on my.lakeland.edu.

"Creative Cuisine" is the newest feature of Lakeland College Dining. Under the Creative Cuisine awning, we will offer made-to-order selections from one of our seven specialty gourmet shops: Italian Bistro, Sunrise Café, Magic Lantern (Asian) Cactus Grille, Greenmarket, Musko's Deli and la Culliere a Dessert (the Dessert Spoon). Creative Cuisine will be open at any meal – always unannounced and always popular – it's what sets us apart from most college dining!

The hot food line offers at least four protein sources, three starches, two vegetables, and home-made soup; the menu changes for each meal on a 4-week menu cycle. Vegetarian selections are offered as well. Daily features at Lakeland College Dining include a Sandwich Bar, with a selection of fresh meats, cheeses and breads; a make-your-own Waffle Factory and eight cereals at the Breakfast Nook; our Garden Fresh salad bar; and for convenience, we offer a microwave oven, Panini grill, and a toaster. Fresh fruit is always available at the Fruit Stand and every lunch, brunch, and dinner showcases our "Sweet Temptations" made-from-scratch desserts! Because Lakeland College Dining is an all you can eat facility, all food must be consumed in the Bossard Dining Hall. You may, however take one piece of fruit or a few cookies or an ice cream novelty with you as you leave. Please note that our cheerful line service staff will serve healthy portions of our main protein foods as you move through the hot food line. You may come back for seconds as often as you wish!

There are several Meal Plan Options available to students:

"The BLUE Plan"

200 meals per semester: 150 meals thru Blue & Gold Dining and 50 Flex Meals

PLUS \$210 in Muskie Money

"The GOLD Plan"

150 meals per semester: 110 meals thru Blue & Gold Dining and 40 Flex Meals

PLUS \$340 in Muskie Money

"The PLATINUM Plan"

100 meals per semester: 75 meals thru Blue & Gold Dining and 25 Flex Meals

PLUS \$500 in Muskie Money

"The SAPPHIRE Plan" (for apartment residents only – Kurtz, Morland, Hill, and South Halls)

75 meals per semester: 60 meals thru Blue & Gold Dining and 15 Flex Meals

PLUS \$560 in Muskie Money

"The DIAMOND Plan" (for commuter students only)

35 meals per semester: 20 meals thru Blue & Gold

Dining and 15 Flex Meals
PLUS \$270 in Muskie Money

FLEX MEALS may be used for treating a guest to a meal or for regular meal entry to Lakeland College Dining when the serving area is open. Students may also use Flex Meals (during posted hours) in the Muskie Grill or The Daily Grind. The Flex Meals and Lakeland College Dining meals are automatically loaded onto the One Card according to the plan selected.

MUSKIE MONEY is automatically credited to your One Card when you select one of the meal plans above. Muskie Money may be used in any of the dining facilities on campus – Muskie Mart, Muskie Grill, The Daily Grind, Lakeland College Dining, and in the Pub, located on the first floor of the Campus Center. You will notice that as the number of Lakeland College Dining meals decreases, the amount of Muskie Money increases. This is because most students eat a finite amount of food and the objective of the meal plan choices is to provide the best possible match to the students' preferred eating habits.

NOTE: If, near the end of the semester, you have lots of meals left on your Lakeland College Dining account but almost no Muskie Money left, you should consider changing your plan for the next semester to one which offers fewer cafeteria line meals and more Muskie Money. Conversely, if you have too much Muskie Money and not enough cafeteria line meals, switch to a plan with more cafeteria line meals.

For most students, the least expensive and most healthy way to eat is in Lakeland College Dining because of the variety and unlimited offerings – we only ask that you eat all you take to avoid food waste!

Please remember that your One Card may be used by you and you alone. Misuse of your card may result in disciplinary action.

Muskie Mart and Muskie Grill

The Muskie Mart is the campus convenience store. More than 2,800 items, from laundry supplies to frozen foods, snacks, and beverages, are available for purchase with cash or your One Card. One Card purchases may be made with Muskie Money or your General Account. (See below for more information of types of accounts available.)

The Muskie Grill offers more than 60 popular grill & "fast food" type of items. You make purchases with Flex Meals, cash, or your Muskie Money or General Account. Payment is made at the Muskie Mart cash register and you will be given a numbered receipt. When your number is called, your food is ready. Hours cover from lunch through late night dining most nights – the hours are posted at the entrance to the Muskie Inn.

The Muskie Inn is the dining area adjacent to the Muskie Mart and Muskie Grill.

The Daily Grind

The Daily Grind is the very popular coffee shop on the first floor of the Campus Center. It features Crimson Cup coffee products. You may use a Flex Meal, cash, or your One Card Muskie Money or General Account to purchase a variety of items from snacks to Hot Chocolate, Hot Lattes, Fruit Smoothies, Iced Coffees, Chai Tea, Vanilla Cremes, Italian Sodas, and the Famous Daily Grind Mocha. Hours are posted at The Daily Grind.

Lakeland College Catering

The preferred catering service for all campus activities, Lakeland College Catering provides elegant settings for everything from weddings to coffee breaks, including major events such as the "Movers & Shakers Gala" fund raiser for Lakeland College and the Sheboygan Symphony Orchestra. We also work with student groups for special activities dining needs.

Frequently Asked Questions

The information below will answer most of the frequently asked questions regarding Lakeland Dining and its related programs.

One Card (Campus Card) – This is your Lakeland College Identification Card. It is used for admission to and for purchases in all dining facilities. The One Card serves as a debit card in three ways:

Muskie Money may be used in the Muskie Mart, Muskie Grill, Lakeland College Dining, The Daily Grind, and the Pub. You cannot add money to this account nor will unused money be refunded, so please be aware of your balance; the cashier can tell you your balance at any transaction in the locations where Muskie Money is honored.

General Account money is an option for you to make a deposit for use on campus in vending machines, laundry, and purchases in the Campus Shop (Follett's Bookstore). The General Account funds may also be used in The Muskie Mart, Muskie Grill, The Daily Grind, The Pub, and Lakeland College Dining. You may make additional deposits at any time in the Business Office (WAK 108), Muskie Mart, The Daily Grind, and Lakeland College Dining; deposits must be made with cash or a check. You may get a refund of unused money in this account.

Follett's Account is money deposited for purchases in the Campus Store (Follett's Bookstore) only. This account was created to allow students and their families to track textbook and supplies expenses separately from food related expenses. You may get a refund of money in this account.

To get or replace your One Card (Campus ID card), please visit the One Card Office located in Bossard Hall just to the left as you enter. If you lose your card, please report it immediately at the One Card Office or call x1358 (after hours call the Muskie Mart at x1540) and your card will be deactivated to protect any funds you have in your ac-

count(s). A temporary card can be issued until you find your card, at which time it will be reactivated at no charge. There is a \$10 replacement fee if you need a new card. Because your card is also a debit card, protect it as you would your bank credit/debit card!

Visitor/Guest Meals may be purchased at the Lakeland College Dining cashier/scanning station as well as at The Daily Grind and Muskie Mart. Flex Meals may also be used to purchase meals for visitors. Discount meal tickets may be purchased at the Business Office.

Food may not be taken out of the Lakeland College Dining Room except when the Grab N Go take-out option is selected. While we offer an "all you care to eat" program in Lakeland College Dining, the food must be consumed in the dining room to help us keep the cost affordable for our students. (You may take a piece of fruit or a few cookies or an ice cream novelty as you leave.) Another way to help us control costs is to please eat all you take instead of throwing food away. As part of our "Lakeland College Dining Goes Green" program, we serve the hot food protein items and we encourage returning to the serving line for seconds to reduce the amount of items being added to the waste stream. It will also help ensure your food will be hot when you eat and will reduce the likelihood of gaining the dreaded "Freshman 15" when your eyes are bigger than your stomach!

Special diet needs can be accommodated by Lakeland Dining. Please contact the Director of Dining Services at 920-565-1227.

Dining hours are posted in the Campus Center and the menu is posted on the my.lakeland logon page.

Please submit any comments, compliments, suggestions or complaints to any dining service staff member.

Financial Aid

Student financial aid information is available in the Financial Aid Office located in William A. Krueger Hall, Room 103. Office hours are Monday through Friday, 8am to 4:30pm. Walk-in appointments are available, but a scheduled appointment is preferred to ensure enough time to discuss all questions. Contact information: 920-565-1214 or finaidofs@lakeland.edu.

Applying for Financial Aid

The financial aid office utilizes NetPartner, an online portal for students to access their personal financial aid information by logging into their my.lakeland.edu accounts. Through NetPartner, students can complete their financial aid application, view documents needed, view and accept financial aid awards, etc. Most communications that students receive from the financial aid office are sent via email. If a parent email was supplied to the financial aid office via the FAFSA, then parent(s) will receive the same communications.

All students must reapply for financial aid every year by completing the following steps:

1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA can be completed any time after January 1 but should be done before Lakeland College's listed priority filing date of March 15. Lakeland's school code is 003854.
2. Complete the Lakeland College Financial Aid Application by Lakeland's priority date of March 1 of each year. The Lakeland College Financial Aid Application must be completed online on NetPartner. Students will receive notification when it becomes available each year.
3. Submit any other financial aid requested documents (i.e. verification worksheet, parent signed federal tax return transcript, student signed federal tax return transcript, etc.) Submit any other financial aid requested documents (i.e. verification worksheet, parent signed federal tax return, parent(s)' W-2s, student signed federal tax return, students' W-2s, etc.) All document requests will be sent via email.

After all requested documents are submitted, the student will receive email notification when financial aid awards have been determined. Financial aid award notifications are emailed to students starting in March until August. Students are expected to accept/decline financial aid awards on NetPartner within 15 days of receiving notification of the financial aid awards. Loan processing and other services are available throughout the year.

Types of Financial Aid

It is especially important for students and families to understand the four basic types of financial aid available to help finance a student's college education: grants, scholarships, work study, and loans.

Grants are a type of need-based aid from federal, state, and Lakeland College sources and the eligibility is determined by the student's Expected Family Contribution (EFC) as calculated by the FAFSA information supplied. Unless the student does not complete the term, most grants are strictly free money that does not need to be repaid.

Scholarships are types of aid usually awarded based on academic ability, religious affiliation, ethnic background, special ability, or special interest. Scholarships are available through a variety of businesses, school, and community organizations. Lakeland College awards scholarships to new and returning students each year and full consideration is given to those students who complete their financial aid application fully and submit it to the Financial Aid Office by the priority date.

Federal Work Study is a federal program that gives students an opportunity to earn money for school and gain valuable work experience. Federal work study funds are paid directly to the student and the amount students may earn varies based on the type of job and the hours worked.

Federal Stafford Loans (subsidized and unsubsidized) are federal loans that are deferred while the student is in school at least half time. The amount a student is eligible to borrow is based on the student's grade level. Federal Stafford Loans must be repaid after the student leaves school.

Subsidized Stafford Loans are awarded based on financial need. While the student is in school, the government pays the interest that accrues on these loans.

Unsubsidized Stafford Loans are offered to students regardless of financial need. The student is responsible for the interest that accrues on the loan while they are in school. Students can choose to pay the interest while in school or it can be added to the principle balance.

Federal PLUS Loan is a federally sponsored loan for parents. Eligibility is based on a credit evaluation. If a parent is denied for this loan, the student would become eligible for an additional Federal Stafford Unsubsidized Loan (\$4000-5000 based on grade level). Repayment on Federal PLUS Loans begins 60 days after the latest disbursement. Parent(s) may be able to apply for deferment while the student is enrolled at least half-time.

Alternative (Private) Loans are loans offered by private lenders that are in the student's name. Most lenders require the student to have a co-signer. Eligibility is based on credit evaluations. Repayment terms on alternative loans are set by the individual lender, but a majority of lenders do not require repayment until the student leaves school.

Financial Aid Satisfactory Academic Progress Policy

Lakeland College is required to establish and consistently apply standards of satisfactory academic progress to all students who receive funds from Title IV (Federal) 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 College 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 Degree requires 120 credits; therefore, a student cannot exceed 180 credits to complete the requirements (120 credits X 150% = 180 credits). It takes 4 years to complete the Bachelors Degree; therefore, a student has 6 years to complete the degree requirements (4 years X 150% = 6 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.

Undergraduate Programs

1. Standards:

Undergraduate Class Standing	Required Cumulative Grade Point Average (GPA)	Required Course Completion Rate**
First-time Freshman	1.75	67%
Freshman in second semester or subsequent term	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 grade 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 he/she 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 College 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.

Greek Life

Joining one of the six local social fraternities and sororities at Lakeland College will provide you with leadership opportunities, academic services, community service options, and social outlets. Involvement in Greek Life encourages the education of the whole student; intellectually, socially, and spiritually. The Chapters strive to develop the greatest potential for each of their members, utilizing individual talents and skills. Membership in one of these organizations will also allow you to develop lifelong friendships, social skills, and many valuable contacts.

Each year thousands of men and women join Greek organizations looking for that traditional "bond" of brotherhood and sisterhood, a sense of belonging that is at the core of all Greek organizations. Sorority and fraternity members work, study and socialize together living by the pillars of Greek Life: Leadership, Scholarship, Service, and Involvement.

Hazing Policy

Please refer to the College's Hazing Policy in the Campus Life Policies and Procedures section of the handbook. A copy is also available in the Office of Student Activities.

Greek "Good Standing"

All fraternity and sorority programs must be in good standing as defined by the College. Please contact the Coordinator of Student Success at x1531 for specific requirements.

Pledging

Pledging is a time in which each Greek organization welcomes new members into their groups. A student's decision to join a Greek organization can be one of the most rewarding decisions he or she will ever make. The skills

they will build, and the self-confidence the successes of Greek Life can instill will all be extremely valuable parts of a student's college education. Students today look toward Greek organizations to provide leadership, friendship, opportunity and tradition. The goal of pledging is to introduce new members to the organization and to make stronger organizations and stronger individuals.

Pledging should be a very fun, educational time when a student learns more about the traditions and beliefs of a given Greek organization and develops close, lifelong friendships with its members. At Lakeland College, we abide by a Hazing Policy where the "hazing" of new members will not be permitted. It is the belief of the College that we all have the obligation to uphold the concepts of basic human dignity and basic human rights. Please refer to the College's Hazing Policy in the Campus Life Policies and Procedures section or a copy may be obtained from the Office of Student Activities.

As we believe that scholarship is the primary reason for attending College, there are requirements for students to be eligible to join a fraternity or sorority. First semester freshmen must have a high school cumulative grade point average of 2.75 or higher while returning students need a 2.25 cumulative grade point average to pledge.

Greek Social Events in the Greek Suites

With this privilege, comes much responsibility. Having parties within the Greek Chapter Suites is a privilege that Greek organizations MUST monitor very closely and abide by the policies established by the College. Please contact the Office of Student Activities for a copy of the guidelines.

Use of Alcohol in Greek Suites

1. Alcoholic beverages may be served (only with special event approval) by recognized student organizations that agree to abide by all College rules and regulations. These organizations must also agree to faithfully observe all laws, rules, and regulations set forth in the statutes of the State of Wisconsin, the Town of Herman, and Sheboygan County regulating the use of alcoholic beverages.
2. Student organizations will be restricted to serving beer and wine coolers. Limit of 2 half-barrels of beer. No hard alcohol is allowed.
3. When serving alcohol, a Social Event Registration Form must be submitted to the Director of Student Activities by the contact person, who, on behalf of the organization, will to the best of his/her ability comply with all laws, rules, and regulations. This person must be present at the function.
4. At all events where alcoholic beverages are served, non-alcoholic beverages must be available. These non-alcoholic beverages must be presented as attractively as are the alcoholic beverages. There must be sufficient non-alcoholic beverages to last the entire night.

5. Alcoholic beverages may not be removed from the area approved for the event.
6. To sell alcoholic beverages at any function, a "picnic permit" must be applied for with the Town of Herman (allow 60 days for application processing.) Permits are approved on the first Wednesday of each month. State laws require the agenda to be posted one week before government meetings. Therefore, picnic permits must be filed two weeks before the actual meeting. When the sale of alcohol beverages has been approved, the Vice President for Student Development and the sponsoring organization will set a minimum charge per drink jointly. Free alcoholic beverages or all-you-can-drink offers are prohibited.
7. Recognized student organizations, such as fraternities or sororities, that rent residence hall space, are subject to the same constraints and regulations as individual students in regard to the consumption and possession of alcohol beverages in such rented space. Upon registration of a social event application, social event regulations will be enforced.
8. The sale and/or consumption of alcoholic beverages at special occasions or a campus-sponsored event must be approved by the Director of Student Activities.
9. Organizations that sponsor such events may not advertise or promote the serving of alcoholic beverages at the event.
10. During non-authorized gatherings/social events alcohol will be limited to two (2) cans of beer per person 21 years or older. No other alcohol will be allowed at these times. Any other alcohol found will be in violation of the campus alcohol policy and subject to disciplinary action.

Health Services

The nurse, Sherry Carstens, is available full-time, 8:00 a.m.-4:30 p.m. Monday through Friday. She is located in the lower level of Brotz Hall and she is available for consultation and treatment of minor ailments.

The general services of the nurse are:

1. First aid and common over the counter medications
2. Personal health counseling and mental health referral
3. Alcohol and drug information
4. Humidifiers, heating pads, ice packs, crutches, etc.

Hospitals, clinics, physicians, dentists, and other health professionals are accessible to the students as well as health education, informational programs and services. Several area physicians cooperate with Lakeland College on a referral basis to provide services when needed.

We will also continue to have the services of a Nurse Practitioner on campus. The Nurse Practitioner will be working with the Nurse to provide our students with a wider range of services. Some of the services she will provide will be the diagnosis of minor illnesses, written prescriptions for medications when needed and physical exams. There will

be a \$25 charge for extensive exams or physicals with the Nurse Practitioner, but visits to the school nurse will continue to be free charge. The Nurse Practitioner will be available to our students on a part-time basis. Exact times when she will be available will be posted. We also do on site testing for Mono, Strep and Pregnancy at a minimal charge.

All referrals to dentists, physicians, counselors and hospitals are at the expense of the student. Be sure to have your family or student insurance card available. Students should have a copy of the insurance card they are covered under.

New students and students who have been absent from the campus for a year or more are required to submit a completed health assessment form to the campus nurse. All health information is used by the College nurse as background for administering to the student's health needs.

In addition, all students are required to submit records that a TB test has been given and read by a health provider. Students are required to have the test completed and read within six months of the start of classes. The Meningitis and Hepatitis B vaccinations are also strongly recommended.

If you need more information or have questions, you can contact the Nurse at x1523 or by email at carstenssl@lakeland.edu.

Information Desk

The Information Desk is located on the main floor of the Campus Center. Students may cash checks, purchase postage stamps or get change from the desk attendant.

Hours of operation:

Weekdays - 9 a.m.-10 p.m.

Weekends - 10 a.m.-10 p.m.

*Hours subject to change without notification.

Keys

All students will receive a mailbox key or combination during Welcome Week. In the event that you should lose a key, report the loss to the Business Office in William A. Krueger Room 108. The replacement cost for a mailbox key is \$10.

Resident students will receive a room card key upon check in. If you lose or break your room card key, report it to your Resident Assistant and/or Area Coordinator. There is a \$15 replacement fee for lost keys.

If your room key malfunctions, report it to your Resident Assistant and/or Area Coordinator. Under no circumstances will any student be allowed to possess keys that were not issued to him/her by a staff member. The College reserves the right to confiscate any key and take disciplinary action where appropriate.

Lake-TV

Lake-TV on cable channel 123 broadcasts information and announcements of interest to all students, faculty and

staff. This includes class cancellations and activities available to the campus community such as art exhibits, lectures, performances, etc. Lake-TV also airs a variety of programming and movies. For more information contact Sally Bork at BorkSA@lakeland.edu.

Loans

A student may obtain an emergency loan up to \$50 from the Business Office. Students are limited to no more than two such loans per academic year (one per semester). Loan money is limited and is dependent upon repayment of the loan by previous borrowers. Therefore, these loans should be repaid as promptly as possible. Proper identification, either driver's license or campus card is required.

Lost and Found

All lost items should be reported and any found items should be brought to the Campus Center Information Desk between the hours of 9 a.m. and 10 p.m.

Mail

All students are assigned mailboxes in the Campus Center. All on- and off-campus mail will be delivered to these mailboxes. Mailbox keys or combinations are obtained during Welcome Week. After Welcome Week, keys may be picked up in Margaret Teske's office within the Campus Center. Lost keys may be replaced for a \$10.00 fee. Keys must be returned to the Business Office before graduation or withdrawal from the College. Students will be billed for keys that are not returned. Off-campus mail is delivered to resident students through the Sheboygan Post Office. Mail is delivered Monday through Friday.

Your mailing address should read:

NAME-MAILBOX NUMBER
LAKELAND COLLEGE
P.O. BOX 359
SHEBOYGAN, WI 53082-0359

Refer to the UPS service section for sending and receiving UPS or freight packages.

Military Benefits (Veteran's) Liaison

Carol Butzen is the Veteran's Coordinator for Lakeland College. Please be sure to notify her of your enrollment per term and anytime you add, drop or withdraw from a course. Failure to do so may result in processing delays of your benefits; thus delays in payments to you. To ensure accurate processing of military paperwork, you **MUST** inform Ms. Butzen of your enrollment and/or any changes to your enrollment each semester. Contact Ms. Butzen at butzencl@lakeland.edu, x6581, or stop by her office in William A. Krueger, Room 115.

Money Orders

Money orders may be purchased in the Business Office for a fee of \$1 per money order. Money orders are issued only once a week, on Fridays. A check (money order) form must be completed by noon on Wednesday to receive a money order check on Friday.

The Office of Student Activities

The Office of Student Activities (OSA), a part of the department of Student Life, has much to offer you as a member of our campus community. We work directly with over 40 recognized student organizations, including six fraternities and sororities. The OSA provides a variety of campus-wide programs and services ranging from community service to leadership development. There are many opportunities for you to get involved during your time at Lakeland College. Stop in to see Kaye Martin, the Director of Student Activities, in the Campus Center or call x1235 for more information.

Orientation

Regardless of high school preparation, the transition to college life can present challenges for all new students. The goal of orientation is to help students be successful during that first critical year of college. College faculty, staff, and students are available during orientation to acquaint new students with the services, resources, and facilities available on campus and in the surrounding communities. There are also sessions and activities provided to assist families in the transition. A separate orientation program is scheduled each semester for transferring students who have some experience with college life but will be new to the Lakeland community.

Student Organizations

Active involvement in Lakeland College student organizations provides students with a great opportunity to gain valuable skills that will compliment an academic education and make a more well-rounded individual. While keeping in mind that the academic process is the key to collegiate success, co-curricular activities at Lakeland College provide our students with a climate that tests values, sets goals, examines beliefs, refines intercultural communication skills, sharpens organizational skills, advances leadership skills and enhances other personal qualities. Being actively involved in a student organization is also a great way to build valuable relationships, plus it looks great on a résumé. To participate in a Lakeland College student organization, students must be enrolled full-time in the Lakeland College day program and have a minimum cumulative GPA of 2.0.

If you are interested in receiving additional information regarding any of the existing student organizations or have an interest in starting a new organization, contact Student Activities at x1235.

Parental Notification

The Vice President for Student Development or his designee reserve the right to contact a parent or legal guardian to disclose information about any violation of federal, state, or local law or any College policy governing the use or possession of alcohol or a controlled substance. 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.

Finally, a word about our policy with regard to parental notification. We believe that college students are young adults and should be learning how to be personally responsible for their own lives and actions. Because of this, we first will work directly with the student. It is not our practice to contact parents or guardians unless the sharing of a problem is necessary to protect the student or others from serious harm, or is part of a comprehensive plan to deal with alcohol or drug-related problem behavior. In the event that violations of the Student Handbook regulations are deemed serious and/or frequent, or if a student is reluctant to obtain assistance for problem behaviors, the College will discuss with the student the possibility of their sharing the information with their parents before the College contacts them. Finally, in most cases of critical medical or personal emergencies, parents/guardians will be contacted with or without the student's knowledge.

Payroll

Students are paid on the 15th of every month. If the 15th is a Saturday or Sunday, students are paid on the Friday before. Pay periods begin with the last Saturday of the month, through the last Friday of the following month. Please see the payroll schedule below.

As part of Lakeland College's initiative to Go Green, direct deposit pay information may be accessed through my.lakeland.edu, under the "Employee Info" tab.

Lakeland College has mandatory direct deposit for all student employees. National Exchange Bank will be on campus at the beginning of the semester to setup checking accounts for students who are interested. An ATM is available in the campus center for students as well. For those who bank with National Exchange Bank, there will be no ATM charge. For those who do not bank with National Exchange Bank, a fee of \$1.50 per transaction will be charged. In addition, the business office will cash your personal check for \$100 or less.

All students, with the exception of students in certain stipend positions (including RAs, Singers, and Pep Band), are required to fill out an automated timecard using my.lakeland.edu on a weekly basis. Students are required to finalize their timecard for the current week by Friday at midnight. Supervisors are required to submit timecards to payroll by Tuesday at 3 PM of the following week. Timely finalization and submission of timecards ensures that the appropriate hours will be included on the monthly paycheck.

2013-2014 Payroll Schedule

<u>Pay Period</u> <u>For Students</u>	<u>Weeks in</u> <u>pay period</u>	<u>Last date to make</u> <u>payroll changes</u>	<u>Pay date</u>
06/29/2013-07/26/2013	5	Friday, August 02, 2013	Thursday, August 15, 2013
07/27/2013-08/30/2013	4	Monday, September 02, 2013	Friday, September 13, 2013
08/31/2013-09/27/2013	5	Wednesday, October 02, 2013	Tuesday, October 15, 2013
09/28/2013-10/25/2013	4	Monday, November 04, 2013	Friday, November 15, 2013
10/26/2013-11/29/2013	4	Monday, December 02, 2013	Friday, December 13, 2013
11/30/2013-12/27/2013	5	Thursday, January 02, 2014	Wednesday, January 15, 2014
12/28/2013-01/31/2014	4	Monday, February 03, 2014	Friday, February 14, 2014
02/01/2014-02/28/2014	5	Monday, March 03, 2014	Friday, March 14, 2014
03/01/2014-03/28/2014	4	Wednesday, April 02, 2014	Tuesday, April 15, 2014
03/29/2014-04/25/2014	4	Friday, May 02, 2014	Thursday, May 15, 2014
04/26/2014-05/30/2014	4	Monday, June 02, 2014	Friday, June 13, 2013
05/31/2014-06/27/2014	5	Wednesday, July 02, 2014	Tuesday, July 15, 2014
06/28/2014-07/25/2014	4	Monday, August 04, 2014	Friday, August 15, 2014

**** All time cards are due on a WEEKLY basis by Midnight on Friday of the current week.**

Students who have questions about the hours they have worked should contact the Accounting Department at x1427 or x1327 or in the William A. Krueger building in office 102. If the accounting department is unavailable, questions can also be directed to Student Employment at x1518 or in the William A. Krueger building, lower level, in office LL14.

Print Shop

The campus Print Shop, a private enterprise operated by Gary Thede of G.T. Graphics, makes its services available to both student organizations and to individual students. These services include: high-speed black & white copying, digital color printing, laminating, folding, large posters, transparencies, programs, invitations, brochures, flyers, tickets, booklets, graphic design services, mailing services, and assorted paper selections for resumes and special projects. The Print Shop is located on the west end of campus, behind the maintenance building. Students can e-mail files for printing and ask questions to gtgraphics@lakeland.edu. Please include your contact information and details about the printing job or call x1208 for more information.

The Pub

The Pub is located on the first floor of the Campus Center and is open to all students, faculty and staff. There are billiards, dartboards and a variety of video and other games available at all times. Come in and relax, chat with a group of friends, or study in a casual environment.

The Pub is open for business Monday-Thursday 6:30 p.m. - 11:30 p.m. and on Friday and Saturday 8:00 p.m. - 2:00 a.m. Food and beverages are sold only during posted hours. Alcohol will only be served to individuals at least 21 years old. Carry-ins are not permitted.

*Hours subject to change without notification.

Reservations of Facilities

The master calendar is maintained at the switchboard at the Nash Admission Center to assist groups in locating and reserving on-campus facilities for meetings and other social events. All off-campus events should be reported to x1217 to be included on the campus master calendar. Classes, which are scheduled by the Registrar, take precedence over all other events. Reservations for recognized campus organizations are made without charge unless special maintenance requirements are necessary. Reservations should be made well in advance of the event as they are scheduled on a first-come, first-served basis.

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

The following meeting areas are available for recognized student organizations: Muskie Inn, Ley Chapel basement, and the Laun Center.

Persons on campus who wish to reserve College facilities for a campus activity or event should contact:

Deb Fale x1536-Nemschoff, Brotz, Nash, and

Richardson

Diane Knoener x1221 - Chase and Old Main Hall

Karen Westley x1512 - Wehr Center

Mary Jo Jetzer x1332 - Laun Center

Charlie Krebs x1283 - Bradley Building

Chaplain x1349 – Ley Chapel and Basement

Margaret Teske x1228 - Campus Center and Pavilion

Safety and Security

Mission Statement

It is the mission of the Department of Safety & Security is to support an environment for our student that is conducive to educational and personal growth, and to maintain the safety, security, and integrity of the Lakeland College campus, including the grounds, buildings and property. Through programming, events and publications, we can educate students in personal safety and the protection of their personal property. Personal safety is the number one priority of our department and all of our programs are directed towards enhancing awareness.

Reporting a crime or emergency

What to report

- Suspicious activity
- Suspicious people
- Criminal activity

When to report... **IMMEDIATELY – CALL 24 HOURS A DAY**- security phone ext. 1126 from any Lakeland phone or 920-565-1126 from your cell phone.

Where to report- Stop in at the Department of Safety and Security which is located in the lower level of Brotz Hall

- There is an anonymous tip form you can submit to the Department of Safety and Security at www.lakeland.edu/studentservices/security.asp

Services Offered

- Vehicle lockouts
- Booster pack/jump start
- Safe ride/walk program
- Engraving personal items
- Room or building lockouts
- Secure storage of firearms and bows
- Student/Staff Driving Certification

Programming

- Sexual Assault Program/Brochure
- Self Defense Class
- Harassment (Sexual, Physical, Telephone/electronic etc.)
- Alcohol/Drug Awareness
- Healthy Relationships

Jump Starting Vehicles The Department of Safety and Security has a jump start pack for anyone needing a jump start. The service is free of charge. However a valid form of I.D. is required when requested. Call x1126 for assistance.

Campus Crime Report-Clery Act (see page 62)

Safe Ride/Safe Walk

You do not have to walk alone on campus at night or any other time. The Department of Safety & Security provides a Safe Ride/Walk which is available to any student, staff or faculty member upon request 24 hours a day, 7 days a week. You may call Department of Safety and Security at x1126 to request this service.

Safety and Security Policies

Disruptive Behavior

Actions by individuals or groups that disrupt an event on the Lakeland College campus or that inhibit the opportunity for other members of the College community to observe the event in reasonable safety are unacceptable at the College. Those individuals or groups that are disruptive could be subject to judicial charges.

Emergency Evacuation

In the event of an emergency, Department of Safety and Security or other personnel will instruct you of proper

procedures. For severe weather emergencies, see Severe Weather & Tornado Procedures under Student Life Policies and Procedures.

Emergency Maintenance Response

Any maintenance emergencies should be reported to the Department of Safety and Security. These are handled as urgent priorities and will be acted upon immediately.

Firearms/Fireworks/Weapons

Possession and/or use of firearms, including, but not limited to ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted in any campus building. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

In June, 2011, the Wisconsin Legislature voted to allow Wisconsin residents age 21 and older to carry concealed weapons. Individuals must satisfy minimal training requirements and obtain a permit from the state of Wisconsin Department of Justice. Under the new law, permit holders may carry a concealed weapon virtually anywhere, with some exceptions. All college buildings are posted stating "Firearms and weapons are prohibited on these premises." Persons with a valid concealed carry permit must store their weapon in their locked vehicle before entering any campus building or where weapons are not allowed. Any questions regarding this new law should be directed to Annette Gamache, Director of Department of Safety and Security or David Simon, Assistant Director of Department of Safety and Security.

Personal Safety

Personal safety is the number one priority of our office and all of our programs are directed towards enhancing awareness. Informational programs will be available on Sexual Assault and Campus Crime at a variety of times and locations. There are various brochures and materials available through Security or the Student Life Office.

Personal Safety Reminders and Precautions

1. Whenever you are walking between classes, in the library, shopping, or driving, stay alert and tuned into your surroundings.
2. Walk with a friend whenever possible.
3. Practice the Buddy System, which includes letting someone know where you are going, when you plan to return, what routes you will take and how to reach you.
4. Stick to well-lit, well-traveled areas. Avoid shortcuts through wooded areas, parking lots, or alleys.

5. Avoid jogging or biking alone. If you must go by yourself, stay clear of isolated or poorly lit areas.
6. Out late studying? Call a friend or the campus Safe Ride service when you are ready to leave.
7. Watch your purse, backpack, laptop or other electronic devices. Do not take a break and leave them behind.
8. When driving on campus, expect the unexpected such as pedestrians and bicycles.
9. Be smart and stay safe!

Shuttle Services

Students who do not have vehicles on campus may take advantage of Lakeland's shuttle service. A Lakeland van makes regular trips from the Campus Center into Sheboygan at various times throughout the day by appointment. The Shuttle is perfect for grocery shopping, banking, doctor and dental appointments, and getting to the movie theater or mall. The shuttle runs during the academic year and throughout the summer, unless a campus vehicle is not available or weather does not permit.

The shuttle goes from 7:00am–10:00pm, Monday through Friday, and from 12noon–5:00pm on Saturday and Sunday. Students who use the service are encouraged to make a reservation as far in advance as possible. Please call the shuttle office, ext. 1321, or the driver's cell phone at 920-627-0882 to make all arrangements.

Spiritual Life

At Lakeland College, we are committed not only to academic growth, but also to moral and spiritual growth. It is our hope that our graduates will become socially responsible citizens, who integrate their heart, head and faith. The Chaplain's office of Lakeland College seeks to provide a safe place for students to grow in faith, encounter new religious traditions and even ask questions about their own faith. The Chaplain is committed to respecting and supporting each spiritual and religious tradition that is represented on campus.

Students will find a number of ways to nourish their spiritual life while at Lakeland College. Weekly Christian worship services are held on at 7:00 p.m. on Wednesday evening. This service is ecumenical and open to all Christians from all backgrounds. In addition, The Spiritual Life Council (SLC) is the student programming board for spiritual life activities at Lakeland College. The SLC draws together students who have interests that are religious in nature, but diverse in expression. Programs and events hosted by the SLC lift up education, justice, worship, service and friendship. The schedule of events will be posted each semester; these events are open to the entire Lakeland community.

Additionally, the College Chaplain is available for individual spiritual counseling and as a resource for students and student groups. For more information about how to get in-

volved with spiritual life contact the Chaplain at 920-565-1349.

Student Employment

On campus student employment information, job descriptions, position openings and counseling regarding part-time jobs on campus are available through the Student Employment Office in the lower level of the William A. Krueger Building. All positions are posted in Career Connect. Therefore students seeking on campus employment are required to register with that program and upload a resume (<https://www.myinterfase.com/lakeland/student>).

Supporting the Student as Practitioner model, students are encouraged to seek employment opportunities that provide relevant job experience related to their major.

There is no discrimination in our hiring and retention procedures for students who qualify for our on-campus jobs.

Campus jobs pay a minimum hourly rate of at least \$7.25. Priorities for these positions are given to full-time students who have been awarded federal work-study on their financial aid proposal. Students may only hold one on campus position and may not work more than 10 hours per week. The actual number of hours that can be worked is determined by the amount awarded on the financial aid proposal, usually 10 hours per week. Employment on campus is contingent upon academic progress.

Off campus jobs are not based on financial aid and may be sought independently. Resources regarding off campus jobs are available through Career Connect and the Career Development Office located in the basement of Brotz Hall.

The Student Employment Handbook outlining student employment regulations and policies can be picked up in the student employment office. Below is a sampling of important policies.

Attendance

Regular attendance is important for the smooth operation of day to day functions. It is also a reflection on how well you will perform in future jobs and will be a consideration on both your evaluation and future letters of reference. Student Employees are expected to:

- *Take their position seriously.
- *Be at work at the time you are scheduled.
- *Stay for as long as you are scheduled.
- *Ask your supervisor in advance about the "call-in" procedure.
- *If you are sick or an emergency has come up, CALL YOUR SUPERVISOR AS SOON AS YOU KNOW YOU CANNOT WORK. *Request time off in advance for long holiday weekends and for appointments with doctors or professors. Requests should be in writing.
- * Record the hours you work DAILY through the automated timecard system.

Timecards

All students, with the exception of students in certain stipend positions (including RAs, Singers, and Pep Band), are required to fill out an automated timecard using my.lakeland.edu. on a weekly basis. Students are required to finalize their timecard for the current week by Friday at midnight. To ensure accuracy of hours worked, timecards should be completed daily. Supervisors are required to submit timecards to payroll by Tuesday at 3 PM of the following week. Timely finalization and submission of timecards ensures that the appropriate hours will be included on the monthly paycheck.

FAILURE TO COMPLETE YOUR ELECTRONIC TIMECARD ON TIME WILL RESULT IN PAYCHECK DELAYS. A timecard for each department is needed if a student is employed in more than one department. Students will be paid by the quarter hours. Start and Stop times must be indicated example 8:15am - 12:30pm and 1:00pm - 4:30pm.

False Timecards

Student employees must accurately report hours worked on the automated timecard system. Supervisors must certify that the hours worked are correct and approve for payroll. Falsification, fraudulent reporting of hours worked or unauthorized altering of a timecard by a student employee is categorized as "gross misconduct" and will result in immediate termination of employment, possible loss of financial aid, and referral to the Office of the Vice President for Student Development for potential further disciplinary action.

Student Health Insurance

The health and well-being of students is very important to us. For this reason the College is offering an optional comprehensive student health insurance plan to all students with six credit hours or more, through Wisconsin Physicians Service (WPS). Because student health coverage is essential to student success, we encourage all students to carry this or some type of insurance.

Students playing intercollegiate sports must provide proof of insurance covering the student in the sport(s) in which they participate. The current student health insurance plan through WPS does NOT have a sports rider. More information may be obtained from the Athletic Director at 920-565-1240 or the head coach for the sport.

UPS Service

Packages may be sent UPS from the Campus Center Office between the hours of 8:00 a.m. - 4:30 p.m. UPS usually arrives at the Campus Center between 9 a.m. - 10 a.m. All UPS and freight deliveries must use the following address:

YOUR NAME
MAILBOX NUMBER
LAKELAND COLLEGE

Vending and Lost Money

The campus provides a variety of vending machines. Private vending companies service the machines. Malfunctions of the laundry equipment should be reported by calling a member of Residence Life Staff. Vending machine malfunctions should be reported to the Director of Dining Services at x1227. Students may claim refund of money lost in the vending machines by signing the Vending Machine Refund Application at the Muskie Mart or Director of Dining Services office in Bossard Hall of the Campus Center. Refunds under \$1.50 will be given out immediately.

STUDENT LIFE POLICIES AND PROCEDURES

Accounts/Payments

Accounts are due and payable on or before the first day of each term. Monthly payment options are available by contacting the Manager of Student Accounts located in William A. Krueger, Room 109.

AIDS/HIV Statement

The response of Lakeland College to the problem of Acquired Immune Deficiency Syndrome (AIDS) is based on care and concern for the physical, spiritual, and psychological well-being of every member of the College community. In view of this commitment, the College strives to achieve the following basic objectives with regard to the disease:

1. Protection of the privilege of individuals who have contracted HIV to continue with their education or employment endeavors as long as they are able to perform their activities and their illness presents no threat to themselves, or other employees or the College community.
2. In order to alleviate unnecessary fears of contracting HIV, all individuals shall be educated about HIV, its means of transmission, and any other pertinent information.
3. Maintenance of a healthy and safe environment for all members of the college community.

To achieve these objectives the College:

- Offers confidential medical, spiritual, psychological assistance to any College member who contracts the disease;
- Provides information about the disease to any College member requesting it and, periodically, disseminates such information to the College community;
- Accommodates within the College's prevailing resource constraints special needs of a student or employee with AIDS.

The Director of the Health Center serves as the primary coordinator of procedures needed to implement this poli-

cy. Specifically, the Director is charged with the following responsibilities:

1. Remain cognizant of the latest medical, legal, and ethical information regarding HIV/AIDS and when appropriate disseminates such information to the College Community.
2. Coordinate the medical, psychological and spiritual services available to an individual who has contracted HIV/AIDS or provide appropriate referral.
3. Serve as the College's liaison with the outside community on matters regarding the disease.
4. Inform the Vice President for Student Development of any new development in the HIV research that may require a change to the College's procedures in dealing with the disease.

According to guidelines proposed by the American College Health Association and current authoritative medical opinion, there is no basis for routinely excluding or dismissing students because they are HIV infected. If Lakeland College students or College employees identify themselves as HIV positive, appropriate administrative officers, in consulting with medical experts, will be responsible for administering College policy on a case-by-case basis. Confidentiality will be maintained in each case.

Education is the best means to prevent the spread of HIV. Therefore, current medical and educational information will be made available to students and employees through a variety of means. The following campus constituents are strongly encouraged to develop or continue to offer programming: faculty, the campus nurse, residence life staff, administrative staff, support staff, and student life staff. We have developed and continue to disseminate safety guidelines for the handling of body fluids. The College will continue to review, revise, and present health education and awareness programs aimed at providing facts and dispelling misunderstanding.

As of November, 1989 the State of Wisconsin has a statute, which prohibits the identification of a person with HIV or discrimination thereof. The rights of an HIV victim are clearly defined by the state statute.

Alcohol & Drug Use Policy Notice

Members of the Lakeland College community enjoy a high degree of personal freedom, guaranteed by the United States and the State of Wisconsin. However, that freedom exists within the context of local, State and Federal law and the obligations imposed by College policies. The Student Handbook is the official document describing College policy for student behavior, the student discipline system, and sanctions for violation of College policy.

- The College clearly prohibits the use and distribution of illicit drugs and the abuse of alcohol.
- Violations of local, State, or Federal law also constitute violation of College policy.
- When a student is charged with a violation of law, it is

the practice of the College to initiate its own disciplinary proceedings without waiting court action. Behavior off-campus is subject to College disciplinary action.

Alcohol Policy

Lakeland College is concerned about the way in which alcohol use and abuse can affect the individual student, the rights and well-being of non-users, and the primary mission of the College. The primary objectives of the Lakeland College Alcohol Policy and procedures are as follows:

1. To promote among the students of the College community responsible behaviors and attitudes as they relate to the use of alcohol.
2. To inform students about the possible effects of the use of alcohol upon themselves and the community.
3. To offer help to individual students experiencing special difficulties associated with the use of alcohol.
4. To promote an understanding of reasonable behaviors and attitudes related to complying with state law, local ordinances, and College regulations as they apply to the use of alcohol on the Lakeland campus.
5. To offer alcohol-free living environments and activities for those who desire them.

Lakeland College is opposed to the abuse of alcohol and use of controlled substances. It recognizes that alcohol and drug abuse are significant public health problems, which may result in impairment of social, educational and/or occupational functions. The goal of the College is to protect the health and environment of those associated with the College by promoting a broad program of education to all employees and students regarding substances associated with abuse and dependence. This would also include alcohol, prescription, and non-prescription drugs.

The College strives to establish and maintain an alcohol and drug-free working environment. Consequently, unlawful manufacturing, distribution, possession, or use of illicit drugs or alcohol is prohibited in, on, or about the College property, or as part of a College sponsored activity by the student or employees (individuals who receive any reimbursement from the College for their services).

The College expects all faculty, staff and students to report to work and/or class free of the influence of alcohol or controlled substances, to refrain from the abuse of alcohol or use of controlled substances, and to obey related laws established and enforced by legal authorities (local, state, or federal). A member of the College community who violates the provisions of this policy or whose behavior is impaired by alcohol or agents that are controlled substances, may be required to complete an appropriate rehabilitation program, at their own expense, as a condition to remain a part of the College. Violations of this policy may also result in disciplinary action, up to and including suspension or termination of employ-

ment/enrollment from the College and referral for prosecution.

Employees and students who need help in dealing with alcohol or drug related problems are encouraged to seek professional assistance. The Human Resources Coordinator or Vice President for Student Development will help in locating agencies that can provide assessments or interventions for the individual seeking help. An employee or student's conscientious effort to discontinue the use or abuse of alcohol or the use of controlled substances will be encouraged and handled confidentially. The College recognizes that the abuse of alcohol or the use of controlled substances impair the proper performance of duties and responsibilities. Steps taken to deter the abuse of alcohol or use of controlled substances include a continuing program of education emphasizing the facts about drugs and alcohol, referral on a non-punitive basis to support services (medical or personal counseling), and a campus climate where personal influence deters drug use and alcohol abuse.

This policy expresses Lakeland College's commitment to the maintenance of a drug and alcohol-free workplace. All students and employees, as members of the Lakeland College community, must abide by the terms of this policy and report their own conviction under a criminal drug statute for violations incurring either in the workplace or during the performance of College-related duties within five (5) days after the conviction, as required by the Drug-Free Workplace Act of 1988. Within 30 days of receiving notice of a conviction, the College will take appropriate action, such as employee termination, student dismissal, or required participation in a drug abuse assistance or rehabilitation program.

Alcoholic Beverages Policy

The use of alcoholic beverages by members of the Lakeland College community is at all times subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed only in The Pub, and in the apartments and suites where the occupants and guests are of legal drinking age. Alcohol is not allowed in Krueger, Muehleimer, Brotz and Grosshuesch Halls.

The Following specific policies address involvement with alcohol:

1. Individuals prohibited from the use of alcoholic beverages, as defined by the State of Wisconsin law, cannot drink while on the campus of Lakeland College or at College-sponsored off-campus events.
2. 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 College facilities. Individuals who furnish alcohol to minors will face legal and/or College disciplinary action.
3. Individuals are encouraged to look out for the safety

and welfare of their College peers and/or guests who have been drinking. This includes providing transportation to/from off-campus events or to a hospital, or calling Department of Safety and Security, the police, or medical personnel.

4. Social events where alcohol is consumed must have a proportionate amount of non-alcoholic beverages and food such as chips, crackers, popcorn, etc.
5. With the issuance of a party permit or scheduling of event, individuals or organization shall be assigned responsibility to implement a system to "guarantee" that underage individuals are not served alcoholic beverages.
6. Inappropriate behavior stemming from the consumption of alcohol shall result in conduct action against the individual or organization.

Drinking Age Laws

It is unlawful for any person:

1. under the age of 21 years to have alcoholic beverages in his/her possession;
2. to sell, give, serve, or permit alcoholic beverages to be served to a person under 21 years of age;
3. to misrepresent or misstate his or her age or any other person for the purpose of selling, giving, serving, or delivering any alcoholic beverages to a person under 21 years of age.

Imitation or altered Campus Cards or other forms of identification, if found, will be confiscated and destroyed. Individuals may also be subject to disciplinary action.

Open Container Laws

It is unlawful for any person to consume or have in his or her possession any alcoholic beverages in an open container on any campus street, sidewalk or undesignated area.

State Law and Local Ordinances

The use of alcoholic beverages on College property must be in accordance with the laws of the State of Wisconsin and the Town of Herman (see page 40). The following is a summary of the laws as they relate to some of the important points relative to alcoholic beverages:

It is unlawful for any persons under the age of 21 years to acquire, have in his/her possession, or consume any alcohol, spirits, wine, or beer. It is in violation of state law and punishable by fine or imprisonment, or both, for any person under the age of 21 years to purchase or attempt to purchase alcohol or liquor. The sale of intoxicating liquor to a minor is a felony, as is the giving, supplying, or permitting the consumption of alcohol or liquor by any person under the age of 21, either for his/her own use or for the consumption of other persons regardless of age. Misrepresentation of age and the use of false or forged documents to obtain alcoholic beverages are punishable by fine and/or imprisonment.

Alcohol Violation Sanctions

Sanctions for First Offenses may be one or several of the following:

- A Formal Warning will be placed in the student's judicial file
- A Student Development administrator will have a discussion and educate the student regarding the effects of alcohol, what this violation means, how alcohol use/abuse affects his/her living environment, and its impact on academic achievement
- Community Service
- May be asked to see the campus counselor
- Educational Sanction
- Additional sanctions as determined by the administrator handling the case.
- May be asked to see the campus counselor or an AODA counselor at the student's expense.

Sanctions for Second Offenses may be one or several of the following:

- Any of the above sanctions
- Placed on Disciplinary Probation
- A Behavioral Contract
- Possible alcohol assessment with the campus counselor
- May contact parents or guardian
- Opportunity to live in apartments or Brotz may be denied
- Possible suspension from residence halls
- May be asked to see the campus counselor or an AODA counselor at the student's expense.

Sanctions for Third Offenses may be one or several of the following:

- Any of the above sanctions
- A meeting with a Student Development Administrator or the campus Judicial Board regarding the violation
- Possible alcohol assessment with an AODA counselor at the student's expense
- Notification of parents or guardian by a Student Development administrator
- May be asked to see the campus counselor or an AODA counselor at the student's expense.

Sanctions for Fourth Offenses may be one or several of the following:

- Any of the above sanctions
- A meeting with the campus Judicial Board
- Loss of housing privileges
- Possible immediate suspension or dismissal from Lakeland College
- Reinstatement to the College contingent upon satisfactory completion of an evaluation and treatment by a recognized AODA treatment facility. There must be written documentation from the facility to accompany an on-campus interview with a Student

development administrator.

- May be asked to see the campus counselor or an AODA counselor at the student's expense.

Alcohol on College Funded Trips

Students are not allowed to transport or consume alcoholic beverages while en-route to or from any College sponsored trips or events. This means that no alcoholic beverages are allowed while traveling to and from off-campus events. This policy applies to travel in College, public, rental, or personal vehicles. Students must adhere to College policy while representing the institution at off-campus events.

College Officials

All employees of Lakeland College are considered College officials. This includes, but is not limited to, vice presidents, directors, deans, area coordinators, resident assistants, security personnel and all members of the faculty and staff. Students are to comply with all reasonable directions and requests of all College officials. This includes the request to present a valid Campus Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any College official will not be tolerated and will be subject to disciplinary action.

Communicable Disease Policy

The College has a commitment to health, human dignity, and/or concern for others. To educate all members of the College community about communicable diseases, the office of the Vice President for Student Development, in coordination with the Student Health Center Office and Sheboygan County Public Health Professionals will coordinate their efforts with all campus programs and student organizations in order to comply with Federal, State, and local laws protecting persons who have a communicable disease.

Exceptions based upon actual health risk will be decided on a case-by-case basis. In the course of College activities, faculty and staff should treat employees and students who have a communicable disease as they would treat any other employee or student. Students who have been diagnosed with an infectious disease need to notify the Vice President for Student Development or the College Health Center.

The College will then deal with concerns on a case-by-case basis, in consultation with the appropriate administrators and Sheboygan County Public Health Professionals. The College will consider the special needs of students with communicable disease through services offered by our Health Services Office and the Vice President for Student Development. These services include support, education, and referrals.

Faculty and staff who have an infectious disease have the right to work. Exceptions based upon an actual health risk will be decided on a case-by-case basis. In the course of

College activities, students should treat faculty and staff who have an infectious disease as they would treat any other faculty or staff. Faculty or staff who have an infectious disease need to notify their immediate supervisor who will deal with concerns on a case-by-case basis, in consultation with appropriate administrators.

Public Health Policy - For the protection of the individual and/or the institution, the College 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 College will require isolation according to public health standards.

The College supports and will comply with laws respecting confidentiality of individuals having a communicable disease.

Approved by the President's Council in July 2001.

Community Expectations

Lakeland College is a community where faculty, staff and students attempt to work and live together in openness and mutual respect. The College's goal is to help its members develop their full intellectual capacities, spiritual and ethical awareness, sense of social responsibility, and enthusiasm for living. Central to this is an emphasis on community, the network of Human relationships sustained by a sense of common purpose, mutual caring, and respect. The community's expectations are demanding of individuals, but also supportive of them.

All students who choose Lakeland as their College make a commitment to conduct their lives in a manner which reflects a sense of responsibility and caring for the sensitivities of the community. All Lakeland community members assume the responsibility for regulating their personal conduct on the campus and at College-sponsored activities.

We expect you, as well as all members of the community to:

1. Treat one another with respect, dignity and sensitivity;
2. Not abuse or misuse College property or the property of others;
3. Act with concern for the well-being and safety of others;
4. Conduct College activities according to local, state, and federal laws;
5. Take an active role in the growth of the Lakeland community.

These expectations are based on an understanding of the growth and development of college students, particularly the relationship between the development of intellect and emotions. The formation of the value framework which supports each student's decision-making process is of special significance. Values enable choices based on sound information and the ability to select from among options and the consequences which accompany them. Refer to the Campus Compact.

Disciplinary Records

Disciplinary records, conduct records and those records pertaining to judicial affairs are kept in the office of the Vice President for Student Development. These files are kept separate from academic transcripts and are confidential. In the event that a suspension or expulsion occurs, a copy of the disciplinary actions and procedures will be placed in the student's academic records for as long as the sanction is in force.

Disciplinary records held by the Vice President for Student Development will be maintained for a period of seven years from the date of graduation with the exception of students who are expelled. Records of students who are expelled are permanent.

Access to Records - Students are provided full and fair access to their judicial or disciplinary records. Information on student's disciplinary records is not considered public knowledge and shall not be released without the student's written permission. Information from these records may, however, be released to college officials who have a professional justification for such information and federal or state agencies as specifically provided by law.

Disclaimer of Liability

Lakeland College and the Lakeland College foundation disclaims liability for any injuries, including death, damages, or loss, regardless of severity or cause, suffered by a student. This liability disclaimer applies to, but is not limited to, the following:

- Any injuries, including death, damages, or loss, regardless of severity, sustained on property owned by or under the control of the College. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.
- 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, as a result of an act or omission by any Lakeland College 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 an event.
- Any injuries, including death or damage, as a result of any act or omission by any College personnel (faculty, staff, administrator, employee, officer, trustee), student, or contractor and their successors.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission, or continued enrollment with Lakeland College. Any student enrolled in or attending classes at Lakeland College is bound to follow all of the College's rules and regulations and is subject to the jurisdiction of the College with regard to violations of such rules and regulations. Lakeland College students who

fail to read this handbook will not be excused from compliance with the policies and requirements herein.

Discrimination and Harassment

The College values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based on race, color, religion, gender, sexual orientation, national origin, age, disability, handicap, or military service. For the purposes of College 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

Racial harassment is any verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color, or ethnic origin, or that of his/her 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, College 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

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.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates intimidating hostile, or demanding environment for an individual's a.) academic pursuits, b.) college employment, c.) participation in activities sponsored by the College or organizations or groups related to the college, or d.) opportunities to benefit from other aspects of College life.

Reporting Suspected Sexual Harassment

Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Vice Pres-

ident for Student Development for counsel and assistance. Any College employee with a sexual harassment concern or question, before filing a formal complaint, may contact the Human Resources office for counsel and assistance. Any individual, student or employee who believes that he/she may have experienced sexual harassment or who believes that he/she has observed sexual harassment taking place must report this information to one of the following officials:

1. The Director of Human Resources
2. The Vice President for Student Development
3. The Security Department
4. The complainant's supervisor, when the supervisor is not the accused.

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, be immediately reported to the Vice President for Student Development, who will process such complaints according to College policy and procedure. Reports/complaints in which the accused is neither a Lakeland employee or student shall be processed consistent with any other complaint by notifying one of the reporting officials above, although the college reserves the right to alter or modify the procedures, in its sole discretion, in order to effectively handle these complaints.

Drug Policy

The possession and use of controlled substances by members of the Lakeland College community must at all times be in accordance with the provisions of Wisconsin Law and the rules of Lakeland College. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances are prohibited unless authorized by law. Students who possess, use, or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action. The sanctions for manufacturing, sale or providing drugs shall range from suspension to dismissal from the College. The sanctions for possession or use of drugs shall ordinarily range from disciplinary probation to dismissal.

Disciplinary action against a student under College policies does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the College. The use of illegal drugs, drug paraphernalia, the misuse of prescription and other drugs, pose a serious threat to the physical and mental well being of students, faculty, staff, and guests of the College. For the purpose of these policies, drugs include any controlled substance, including marijuana, cocaine, amphetamines, ecstasy, LSD compounds, mescaline, psilocybin (psychedelic mushrooms), DMT, narcotics, opiates, and other hallucinogens, except when taken under

the pursuant to a physician's prescription in accordance with law.

This policy is subject to amendment. Lakeland College reserves the right to amend, add, delete, or modify this policy, and any others, for any purpose including compliance with local, state, or federal law.

This policy has been instituted in accordance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (PL 101-226).

Illegal Drug Policy

Illegal drugs are not allowed on campus at any time. Knowledge about the use, possession, or odor of illegal drugs or drug related paraphernalia will be dealt with immediately. The College reserves the right to refer individuals who are found with illegal drugs to the Sheboygan County Sheriff's Department for legal action.

Students experiencing difficulties with any kind of substance abuse are encouraged to talk with a staff member in residence life, health services, counseling, or a Student Development administrator.

Drug Violation Sanctions

Sanctions for First Offenses may be one or several of the following:

- A Student Development administrator will have a discussion and educate the student regarding the effects of drugs, what this violation means, how drug use/abuse affects his/her living environment, and its impact on academic achievement
- Disciplinary Probation
- May be asked to see the campus counselor
- Notification of parents or guardian by the Vice President for Student Development
- Additional sanctions as determined by the administrator handling the case.
- Opportunity to reside in the apartments or Brotz Hall may be denied
- May be asked to see the campus counselor or an off-campus AODA counselor at the student's expense.
- Loss of housing and/or suspension from the College

Sanctions for Second Offenses may be one or several of the following:

- Any of the above sanctions
- Placed on Disciplinary Probation
- Drug assessment with an AODA counselor at student's expense
- Notification of parents or guardian by the Vice President for Student Development
- Opportunity to live in apartments or Brotz may be denied
- Loss of housing
- May be asked to see the campus counselor or an

off-campus AODA counselor at the student's expense.

- Loss of housing and/or suspension from the College

Sanctions for Third Offenses may be one or several of the following:

- Any of the above sanctions
- Notification of parents or guardian by the Vice President for Student Development
- A meeting with the Vice President for Student Development or the campus Judicial Board with the recommendation of immediate suspension or expulsion
- Reinstatement to the College contingent upon satisfactory completion of an evaluation and treatment by a recognized AODA treatment facility. There must be written documentation from the facility to accompany an on-campus interview with the Vice President for Student Development
- May be asked to see the campus counselor or an off-campus AODA counselor at the student's expense.

Federal Educational Rights and Privacy Act

The Federal Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is designed to protect the privacy of all student registration records. Records specifically affected by this law are maintained in the Career Services Office and the Registrar's Office. The student's academic file, kept in the Registrar's Office, contains a permanent record which lists courses, credits and grades from Lakeland; courses and credits accepted in transfer from other colleges, which contributed to the Lakeland degree; date and kind of degree awarded; major field(s) of study and minor field(s) of study; and honors awarded at graduation. The academic file also contains application forms, evaluations, transcripts from other colleges or high schools, and ACT/SAT results.

The student's credential file, kept in the Career Development Office, contains resumé information and personal recommendations as well as any transcripts and test results that the student wishes to include in that file. The Rights and Privacy Act requires that both the academic and credential files be available for personal review by the student after a formal written request has been communicated to the College. The central purpose of this act is to guarantee the right to examine the contents of personal files and challenge the factual accuracy of the contents or the inclusion of supplementary documents.

Any student may examine his or her Lakeland files by asking at least one day in advance for an appointment to do so. Requests for credential file review should be directed to the Career Development Office, and requests for academic file review should be directed to the College Registrar.

Fire Safety Policy

All persons must evacuate the building when a fire alarm

sounds. Fire drills will be held periodically at varying times of the day and night. A student not complying with evacuation procedures is subject to disciplinary action by the College.

Firefighting equipment, fire alarm systems, smoke detectors and evacuation procedures are provided for the protection of life and property of residents. Residents should familiarize themselves with the type and location of equipment, exits, windows, and the evacuation procedures from their floors of residence halls. Fire drills will be practiced. Everyone is required to vacate the building during a fire drill. Fire drills and safety practices in the residence halls must be taken seriously. Students are prohibited from having the following items in their rooms:

- Incense and candles
- Firearms and ammunition
- Firecrackers, fireworks, gunpowder, and other combustible materials
- Any gasoline-powered machines
- Halogen lamps
- The use of paneling or plywood
- Hanging items from ceilings such as fishnets, parachutes, sheets, flags, posters, etc. is also prohibited.

The following are also prohibited:

- Obstructing hallways and exits
- Tampering with fire sprinkler systems

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 \$100 fine plus other related costs and could be just cause for dismissal from housing and/or dismissal from Lakeland College. 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.

Freedom of Expression

The College assures its student body that the students' viewpoint, presented through proper channels, is listened to and given full consideration on all matters affecting the lives and welfare of the students. The College respects and upholds the right of students to criticize, to object, to dissent, to protest and to demonstrate.

Such a policy may well invite differences of opinion and conflicts of ideas which, in extreme instances, could result in actions that prove to be disruptive to the College or the civic community. To guard against the possibility of such disruptive action, the College insists that student dissent, in whatever form it takes, must always show respect for:

- Other people, College and public property and private property;
- The rights and freedoms of others, both individuals

and groups;

- The orderly function of the College;
- The moral and ethical concepts on which the College is based.

The mission of Lakeland College is committed to educating men and women of diverse backgrounds and facilitating intellectual, moral, and spiritual growth. Therefore the College encourages free inquiry and freedom of expression. Officially College sponsored programs must keep in mind our objectives. Some views expressed may run counter to some opinions of some students, faculty members and administrators, and perhaps in some cases, all of them.

An institution of higher learning, educating men and women to live, work, and hold responsible positions in today's world must be able to explore the study all points of view on significant issues. At times, such study of various viewpoints may create disagreements and controversy, which is a vital aspect of education.

Approved June 2009

Grether Natural Laboratory (The Woods)

The woods are for the use of Lakeland College faculty, staff and students. At no time is alcohol allowed. Fires are prohibited in or around these woods. Snowmobiles and other motorized vehicles are prohibited as they destroy the trails and disrupt wildlife. Attached private property is also "off limits" to anyone from Lakeland College. Camping is not allowed at any time.

Grievance Procedure

The administration of Lakeland College recognizes the importance of providing a prompt and efficient procedure for fair and equitable resolution of student complaints or grievances. Students are encouraged to use the grievance procedure without fear of retaliation for initiating a grievance or participating in its settlement.

The procedure outlined below is designed to assure full, fair equitable and prompt consideration of the student's grievance.

Procedure:

1. The student is to orally bring the matter to the attention of a Student Development administrator (i.e. Director of Student Activities or Residence Life) (A full discussion and understanding of the matter by both the student and the department director or Vice President for Student Development is essential in this step as they attempt to resolve the issue.) Grievances shall be processed expeditiously and consistent with College policies and applicable law. The processing and disposition of grievances shall be consistent with the privacy rights of all persons involved.)
2. If the grievance is not resolved, the student is to put the grievance in written form and file it with the Vice President for Student Development. The student and the Vice President will meet and try to resolve the matter.

3. If the matter is not resolved, the student's grievance will be reviewed by a four-member appeals committee to be appointed by the Vice President for Student Development. The appeals committee will be made up of students, faculty and administrative staff. Members from the campus Judicial Board may be used. The student will meet with the appeal committee to discuss the concern and to come to a resolution. The Board will give a written recommendation to the Vice President for Student Development.

4. The Vice President for Student Development will present the student with the decision.

5. Should the student wish to appeal this decision, the matter will be submitted in writing to the Vice President for Student Development.

6. The Vice President for Student Development will give careful consideration to the matter and will present a decision in writing to the student. The decision of the Vice President for Student Development is final.

All grievances will receive prompt consideration.

Hazing Policy

Philosophy

Students, staff, faculty, student organizations, athletic teams and other student groups of the Lakeland College community are strictly prohibited from engaging in any type of hazing activity. *Hazing is defined in the Wisconsin State Statute 948.51 and by Lakeland College 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 him or her or which may in any way compromise his or her inherent dignity as a person."* Individual or group consent to a hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Any student organization, group, team or individual student violating this policy or the Wisconsin State Statute on Hazing is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or a court of law. The Wisconsin State Statute on Hazing 948.51 is available for review at the Office of Student Activities or from your state representative. A more complete definition may be found in the Hazing Agreement, available upon request from the Vice President for Student Development or the Director of Student Activities. Evaluation of what specific conduct may constitute hazing shall be made with reference to what a reasonable person might consider hazing under those particular circumstances.

Reporting

Any alleged incident of hazing should be reported to a Student Development administrator. The individual's identity is kept confidential. Complaints may be made by any student, faculty, administrator, or outside individual who recognizes a hazing problem.

Enforcement

The Lakeland College Judicial System will handle any alleged infractions of the hazing policy; *if* found guilty of an infraction, sanctions may be imposed upon the individual(s) specifically responsible. Sanctions may include, but are not limited to: loss of playing time, loss of organizational privileges, loss of a chapter room, an educational task, or community service project.

With regard to Greek organizations, severe violations could result in the suspension of the Chapter president and/or pledge trainer. In addition, the offender(s) may be subjected to any applicable criminal status defined by Wisconsin law (such as reckless endangerment, assault, and/or manslaughter, etc.). Each club, organization and team is responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights, and the values of Lakeland College. Any hazing violations will be taken very seriously and dealt with severely.

Hunting

Hunting is not allowed on any college property including leased land. The campus woods are designated as a State Game Reserve. Possession of firearms, including ammunition, on the Lakeland campus is discouraged. In the event that no other off-campus arrangements can be made, it is encouraged that all firearms and bows be stored for safekeeping at the Office of Safety and Security on a short-term basis.

In June, 2011, the Wisconsin Legislature voted to allow Wisconsin residents age 21 and older to carry concealed weapons. Individuals must satisfy minimal training requirements and obtain a permit from the State of Wisconsin Department of Justice. Under the new law, permit holders may carry a concealed weapon virtually anywhere, with some exceptions.

Students are not permitted to possess, use, carry or store firearms, ammunition or weapons of any type, including but not limited to, paintball guns, BB and pellet guns, knives, decorative swords, martial arts equipment, bows and other hunting equipment in the residence halls, any other campus building, or in any other posted location on campus. This prohibition applies whether or not a student possesses a concealed carry permit. Questions regarding whether a device or implement qualifies as a firearm or weapon for purposes of this policy should be directed to the Safety and Security office. The Department of Safety and Security offers student the opportunity to store weapons that are used for recreational purposes on a short term basis, but students are encouraged to store these items in an off campus location.

All college buildings are posted stating "Firearms and weapons prohibited on these premises." Persons with a valid concealed carry weapon permit must store their weapon in their locked vehicle before entering any posted area where weapons are not allowed. Any questions re-

garding this new law should be directed to Annette Gamache, Director of Security or David Simon, Assistant Director of Security.

International Student Advising and Maintaining Legal Status in the Federal SEVIS

Approximately 11% of the Lakeland College day program student population consists of students from more than 20 other countries around the world. International students add a global dimension to campus life at Lakeland and enrich the educational experience for all students through daily interaction with persons from multiple and diverse cultures. The College assists its international students through a wide variety of service support. One of the most important areas of service support is assistance in attaining and maintaining legal status in the U.S. Government's Student and Exchange Visitor Information System (SEVIS). SEVIS is an electronic data base used by the Departments of Homeland Security and State to closely monitor the entry, presence and departure of international students studying at approved U.S. educational institutions. Detailed SEVIS rules and regulations require approved U.S. educational institutions to closely track international student course loads, off-campus employment, and requests for off-campus internships and training opportunities both during and after education. Specific details of 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 are available through the Office of the International Student Advisor in Nash or by phone x1337.

Lake Regulations

The surrounding lake area is open to College faculty, staff, and students for picnics and relaxation. Swimming, boats, water floats, and air mattresses are prohibited. Alcoholic beverages are not allowed in the lake area.

Non-Discrimination Policy

Lakeland College does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, physical handicap, sexual orientation, marital/parental status, or veteran status. It does not discriminate in administration of educational or admissions policies, scholarship and loan programs, co-curricular events, hiring, promotion, retention, or any other College activities.

Off-Campus Behavior

Adverse behavior of a student occurring off campus may be subject to judicial adjudication. Those behaviors include, but are not limited to, burglary, theft, disorderly conduct, sexual assault, aggravated assault, and murder.

Norms for Distinguishing Between Civil and College Jurisdiction over Student Misconduct

1. A student is a member of the Lakeland College community and also of the community at large. Therefore,

Lakeland College recognizes him/her as both a student and citizen.

2. It is the intention here to define the spheres of College and civil jurisdiction.

The following distinctions become relevant:

- a) Exclusive College jurisdiction: There are certain kinds of conduct (i.e., cheating or violation of quiet hours in the residence hall) which interfere with the educational objectives of the College, but which violate no civil laws. The College has sole and final jurisdiction in these matters.
 - b) Exclusive external jurisdiction: There are other kinds of conduct which may violate a wide variety of civil laws (e.g., traffic violations), but which provides no basis for College action. The student is not, therefore, subject to a second sanction by the College. The College considers that all violent personal and drug law violations, or any other behavior which might threaten the welfare of the College community must fall into the category of concurrent jurisdiction, even though the actual offense may have happened off-campus.
 - c) Concurrent jurisdiction: There are yet other instances when a student's conduct may violate both civil law or criminal law, county and municipal ordinances, and the regulations of Lakeland College (i.e., theft or drunkenness on campus.) The student may be subject to both on and off campus judicial procedures.
3. In general, the College does not attempt to duplicate the function of civil laws and hence, "only where the institution's interests as an educational community are distinctly and clearly involved is the right of the institution asserted." The College will consider:
 - a) Whether the individual can continue to benefit from or contribute to the educational process of the College,
 - b) Whether the individual student, by his/her actions, has endangered the welfare of other members of the College or local community, and
 - c) When the student's conduct threatens the image and reputation of the College in the community.
 4. In matters which may involve concurrent jurisdiction, the following specific principles are maintained:
 - a) When behavioral circumstances warrant, the College may proceed according to College judicial procedures, even though the civil process has yet to begin.
 - b) If a student is charged with a felony or other criminal offense, the College shall also retain the option to suspend such a student until criminal courts have reached a judgment.
 - c) The College cannot regard an arrest or indictment as a finding of guilt. Even where a student has been

found guilty by civil authorities, the College is required to reach its own conclusion as to whether the student has violated a College regulation.

- d) Because a student accused of violating both civil and College regulations may be subject to a trial, the College should be scrupulous in respecting his/her rights as an accused person and avoid any effort to secure a confession or evidence that may be used against him/her.
- e) A civil trial is a matter separated from the College. When the student is involved in a civil trial, the College, if subpoenaed, shall participate. However, said participation shall be only at the formal request of the civil judicial process.

Parental Notification

The Vice President for Student Development or his designee reserves the right to contact a parent or legal guardian to disclose information about any violation of federal, state, or local law or any College policy governing the use or possession of alcohol or a controlled substance. 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.

Finally, a word about our policy with regard to parental notification. We believe that College students are young adults and should be learning how to be personally responsible for their own lives and actions. Because of this, we first will work directly with the student. It is not our practice to contact parents or guardians unless the sharing of a problem is necessary to protect the student or others from serious harm, or is part of a comprehensive plan to deal with alcohol or drug-related problem behavior. In the event that violations of the Student Handbook regulations are deemed serious and/or frequent, or if a student is reluctant to obtain assistance for problematic behaviors, the College will discuss with the student the possibility of their sharing the information with their parents before the College contacts them. Finally, in most cases of critical medical or personal emergencies, parents/guardians will be contacted with or without the student's knowledge.

Parking Policies

Any vehicle parked on Lakeland College grounds without a permit is subject to ticketing. Prior to parking a vehicle on campus, drivers are advised to read all signs carefully and abide by the posted regulations. To avoid citations, contact the Department of Safety and Security to register your vehicle; located in the lower level of Brotz Hall. No individual or department may grant parking privileges on college property or issue permits without the consent and written approval of the Department of Safety and Security office. Handwritten or typed notes placed on a vehicle will not be honored. Counterfeiting, altering or the possession and/or use of lost, stolen, voided, counterfeited, or altered permits will subject the individual to a citation and/or disciplinary action.

- Parking permits are issued only to eligible people when a valid driver's license and it is shown to Safety and Security administration. 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 may only be authorized by the Department of Safety and Security. New or alternate vehicles will require duplicate permits. Bring old permits to the Department of Safety and Security to receive replacement permits.
- All parking permits must be properly adhered to the left side of the rear bumper on student's vehicles. The responsibility for the proper display of a parking permit lies with the holder of that permit. Failure to properly display any parking permit will subject the holder to a 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 Department of Safety and Security immediately.
- A permit will be honored only in the parking areas for which it is designated.
- All vehicles on Lakeland property should not exceed the speed of 15 miles per hour. Due to the number of pedestrians, extreme caution should be used when operating a vehicle on campus.
- Parking is permitted only within marked spaces. Every legal space within the college 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 citation. Back-in parking is not allowed in any of Lakeland College's parking lots due to the potential risk for pedestrian injury and vehicular damage.
- Use of Lakeland's loading zone at Brotz Hall and the Laun Center is for loading and unloading only. To avoid a citation, please utilize the loading zone for no more than 15 minutes. The loading area is restricted for loading/unloading at all times, including evenings and weekends. Due to space constraints, abuse of this privilege will not be tolerated.
- Parking or driving on campus lawn and/or sidewalks will result in a ticket and/or cost of damages.
- Special events may temporarily affect parking assignments. Furthermore, drivers arriving on campus during peak parking hours may occasionally experience difficulty in finding a parking space. Should there not be an available space, you should find the nearest available parking lot.
- Violators may be subject to Safety and Security's parking boot to enforce parking on campus.
- All vehicles on campus are subject to being towed depending on the urgency or violation the student's vehicle has made. The Department of Safety and Security

will have the vehicle towed at the owner's expense.

- Lakeland College 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 college owned property.
- Golf carts, mopeds, scooters or other motorized gas or electric, non-street legal vehicles will not be permitted on campus for personal use.

Citations

Lakeland College issues citations for all parking violations. College citations must be satisfied within 10 business days of issuance. Violators with 5 or more tickets may be referred to Director of Residence Life for disciplinary action.

Fines for Citations

Visitor Parking	\$25.00
Over-time Parking	\$25.00
Illegal Parking	\$30.00
Parked in Front of Dumpster	\$50.00
Parked in Handicap	\$60.00

Appeals

Student Association appoints a special Ad Hoc Appeals Committee to handle traffic ticket appeals. All citations are assumed to be valid; however, if you believe that you were issued a citation that you do not deserve, you may appeal it. To appeal a college citation, you should fill out an appeal form found either in the Department of Safety and Security Office or at (<http://www.lakeland.edu/studentservices/security.asp>) and return it to the Safety and Security Office within 5 business days of receiving the citation. Security will turn over all appeals to the Student Association Ad Hoc Committee for review. Payment of the fine will be deferred until the person appealing is notified. If the appeal is upheld, the citation will be cancelled. If the appeal is denied, the amount of the citation will be applied to the persons account, unless payment was already made. A written reply to your appeal will be e-mailed to you in a timely manner. Appeals may also be submitted via email to Safety&Security@lakeland.edu.

Parking Definitions for Students and Staff/Faculty

Student Parking

A student is defined as one who is enrolled in any undergraduate, graduate, Kellett, professional program or continuing education course at Lakeland College.

Commuter students/General Students Parking

- Commuter and general student parking permits will be purple in color and will only be designated for the lots that are listed below.
- To receive a parking permit stop in the Safety and Security office (Lower Level Brotz Hall) or apply online at

<http://www.lakeland.edu/studentservices/security.asp>.

- Commuter/General Student/Faculty/Staff Parking Lots
 - o Lot D (Grosshuesch Hall)
 - o Lot E (Campus Center)
 - o Lot F (Laun Center)
 - o Lot G (Wehr Center/Chapel)
 - o Lot H (Suites/Wehr center)
 - o Lot I (Krueger Hall)

Apartment Parking (Hill, Kurtz, Morland, and South)

- Students parking in the apartments, their permits will be pink in color and will be designated to park in the lots listed below.
- Parking in the apartments will not be monitored over the weekends with the exception of Disabled parking and parking on Reineking Road. Monitoring will cease every Friday at 5:00 p.m. and start being monitored again every Monday morning at 6:00 a.m.
- To receive a parking permit stop in the Department of Safety and Security office (Lower Level Brotz Hall) or apply online at <http://www.lakeland.edu/studentservices/security.asp>.
- Apartment Parking Lots
 - o Lot A (Hill and South)
 - o Lot B (Kurtz and Morland)

Faculty/Staff Parking

A faculty/staff member is defined as any full or part-time employee of Lakeland College who is not a Graduate Assistant (GA).

- Faculty/staff parking permits will be blue in color and will be designated to park in the lots listed below.
- To receive a parking permit stop in the Safety and Security office (Lower Level Brotz Hall) or apply online at <http://www.lakeland.edu/studentservices/security.asp>.
 - Faculty/staff parking lots
 - o Lot C (W.A.K.)
 - o Lot D (Grosshuesch)
 - o Lot E (Campus Center)
 - o Lot F (Laun Center)
 - o Lot G (Wehr Center/Chapel)
 - o Lot H (Suites/Wehr Center)
 - o Lot J - No overnight parking

Non-visitor vehicles parked in designated visitor parking spaces will be issued parking tickets.

Disabled Parking

Disabled parking spaces are located in every parking lot on campus. Only those vehicles properly displaying a valid, state-issued disabled parking permit/plate are allowed to park in a designated disabled parking space. Unauthorized vehicles will be cited for all related viola-

tions.

Motorcycle Parking

Designated motorcycle parking areas are parking lot C (W.A.K.) as well as the west end of parking lot H (Suites/Wehr Center).

Overnight Parking

Overnight parking is allowed in the following parking lots: Grosshuesch Hall, Lot D, Apartment Lots A & B, Lot I by Krueger Hall, and Friedli/Hofer Hall Lot H. All other parking areas are marked with no overnight parking.

Snow Emergencies

To aid in the prompt and efficient removal of snow from student parking lots, cooperation is necessary. Once an announcement of a snow emergency has been made, students are 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 must return your vehicle to it. Snow emergency statements will be posted in each residence facility and posted on Lake-TV.

15 Minute Parking

Any vehicle that comes onto campus is able to park their vehicle in the 15 minute parking with the understanding that they are parked there for a short period of time. Abuse of this privilege will result in a parking citation.

Visitor Parking

Parking in these stalls is permitted to anyone that is not a student or faculty/staff member. All students/faculty/staff will be ticketed for parking in visitor spaces.

Parking Violations

The following violations will result in a ticket being issued:

1. Parking in a stall any other way than directly into it.
2. Parking in marked limited time stalls longer than posted time.
3. Parking on campus without a parking permit.
4. Parking in marked spaces where parking is permitted or limited to special permit.
5. Parking in any loading or unloading zones.
6. Parking in the Campus Center loading area any time.
7. Parking in a "No Parking Any Time" area or faculty/staff lot.
8. Reckless driving constitutes excessive speed, tire squealing, power slides, and use of a vehicle without a regard to life and safety.
9. Parking or driving on lawns and/or sidewalks. A

ticket will be issued plus the cost of repairing any damage.

10. Parking in front of any dumpsters on campus.

If a tow truck is called because your vehicle is illegally parked, you will be responsible for the cost whether the vehicle is towed or not.

Severe Weather & Tornado Procedures

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

Severe Thunderstorm Watch –conditions are conducive to the development of severe thunderstorms in and close to the watch area.

Severe Thunderstorm Warning –a severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. Severe weather storms are usually characterized by intense electrical activity, heavy rains, high winds, and hail.

Tornado Watch –conditions are conducive to the development of tornadoes in and close to the watch area.

Tornado Warning –a tornado has actually been sighted by spotters or indicated on radar and is occurring or imminent 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. Safety and Security staff, residence life staff, and other members of the professional staff of Lakeland College will inform you when it is safe to come out of shelter.

If you become aware severe weather or a tornado watch, or you have questions about severe weather call security 24 hours a day, 7 days a week at ext. 1126.

Designated Shelter Areas

All shelter areas are labeled with a "Severe Weather Shelter" sign in each building.

Bradley Building - Take shelter in the Auditorium or Men's and Women's Bathrooms.

Broetz Hall-Take shelter in lower level, away from windows.

Campus Center - Take shelter in the Men's and Women's bathrooms, Student Organization Center, Shuttle Office, Security Office, Sally Bork's Office, or by start of the mailboxes to the doors leading into the Laun Center.

Chapel -Proceed to the lower level of the Chapel, away from windows.

Chase - Take shelter in basement level hallway west end.

Day Care Center- Take shelter in the basement

Esch Library - Take shelter in the interior offices.

Friedli-Hofer Suites- Take shelter in the restroom area of the suite.

Grosshuesch Hall- Take shelter in basement or the first floor hallway.

Hill, Morland, South and Kurtz Apartments - Take shelter in lower level and laundry room area.

Krueger Hall - Take shelter in the laundry room and basement hallway.

Laun Center - Take shelter in Campus Center lower level main hallway and Laun Center Mechanical room.

Muehlmeier Hall - Take shelter in basement or the first floor hallway.

Nash Center - Take shelter in basement.

Old Main - Take shelter in basement away from windows including the Men's and Women's Bathrooms.

Outdoors - Take shelter in nearest building. If time doesn't permit lie flat on the ground or in a depression or ravine.

Verhulst - Take shelter in the rehearsal hallways.

Wehr - New Side- All of the Men, Women, and Staff locker rooms.

Old Side- Entire Gymnasium, Assistant Coaches Offices, classroom (located next to the Assistant Coaches Offices), all of the Men and Women locker rooms, and the Training Room.

Wm. A. Krueger Hall - Take shelter in the basement hallway or rooms that lead off of the hallway.

During Business Hours

Anyone who hears that a severe weather or tornado watch or warning has been issued by the Weather Bureau should contact the Director of Safety and Security, or the Director of Residence Life. The report will then be verified and pertinent details relayed to necessary personnel.

The decision to sound a tornado warning will be made by the Director of Safety and Security, or the Director of Residence Life.

A tornado warning will be announced with one continuous blast of the College's siren.

During Non-Business Hours

Anyone who hears that a severe weather watch or tornado watch or warning has been issued by the Weather Bureau should first attempt to contact Security at x1126 or Residence Life at x1119.

Physical Abuse/Domestic Violence

Any form of physical abuse or intimidation is prohibited in the residence halls or anywhere on Lakeland College campus. Physical abuse and/or intimidation may invoke the Wisconsin Mandatory Arrest Law for domestic abuse. This law provides for the mandatory arrest of any person who commits any of the following acts against a roommate or former roommate:

1. Intentional infliction of physical pain, injury or illness.

2. Intentional impairment of physical condition.
3. Sexual assault.
4. A physical act or threat in conjunction with a physical act, that may cause the other to reasonably fear imminent engagement in the conduct described above.

Sexual Harassment Statement

In keeping with the mission of the College and the Campus Compact, Lakeland College strives to establish an environment in which the dignity and worth of all members of our community are respected. The College 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:

1. Submission to or rejection of such advances, requests, or conduct either explicitly or implicitly is made a term or condition of employment or education.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
3. 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 very subtle behavior. 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. While sexual harassment is usually perceived to be by men towards women, a victim or offender may be either a man or woman.

Sexual Assault Policy

Lakeland College will not tolerate any form of sexual violence, coercion, intimidation or harassment as set forth in the Sexual Offense Policy and the Harassment Policy in

this handbook.

Lakeland College Values, Mission Statement, and Expectations include the clear expectation that all persons are entitled to be treated with respect and dignity. Consequently, 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. Sexual violence (including sexual assault and relationship 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 college judicial action and/or civil action.

The 1992 Amendment to the Higher Education Reauthorization Act requires institutions to develop educational programs to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Lakeland College recognizes the need to promote such educational programs and has completed programs through new student orientation and special workshops held on campus.

Sexual assault is a violent and aggressive act, not a sexual act. Sexual assault, as defined by Wisconsin law, is classified into four degrees. First degree sexual assault is defined as sexual contact or intercourse without consent and causing great bodily harm or impregnation, by use or threat of use of a dangerous weapon, or aiding or abetting by one or more persons and having sexual contact without consent by use of force or violence. Second degree sexual assault is defined as sexual contact or intercourse with another person without consent by use of threat of force or violence causing injury, illness, disease. Also sexual contact or intercourse with a person known to be intoxicated, unconscious, or known to suffer from diminished capacities of any sort that temporarily or permanently render the victim incapable of understanding the consequences of such conduct. Third degree sexual assault is rape. Wisconsin law defines third degree sexual assault as sexual intercourse with a person without any consent of that person and can occur if a person intentionally ejaculates, urinates, or defecates upon any part of the body clothed or unclothed of the victim if such an act was intended for purposes of sexual degradation, sexual humiliation, sexual arousal, or sexual gratification. First, second, and third degree sexual assaults are all felonies. Fourth degree sexual assault, a misdemeanor, is defined as sexual contact with a person without that person's consent. Sexual intercourse includes oral and anal copulation as well as penetration of genital or anal openings by a foreign object, including a finger.

Consent in Wisconsin law provides that consent can be given by an adult through express words or overt actions

by a person competent to give consent. A person who suffers from a mental defect, diminished capacity, or who is unconscious is presumed incapable of giving consent.

Sexual assault is never the survivor's fault. Sexual assault often involves alcohol use, frequently by both parties. Studies indicate that 14% of all sexual assaults occur to someone between the ages of 18-24; 7 to 10 sexual assault victims knew their attacker; 1 out of every 6 college women have been the victim of rape or attempted rape; 11% of all sexual assault victims are men (<http://wcasa.org/info/factsheets>).

Victim Assistance

If you feel you are or have been the victim of a sexual assault do the following;

- Report all sexual assaults whether forced or non-forced to campus security, residence hall staff, the campus counselor, campus chaplain, or school nurse.
- Do not disturb any evidence; this includes bedding, clothing, or anything that may assist in an investigation.
- Do not shower or wash yourself or go to the bathroom.
- Get medical attention at a hospital.

After a sexual assault, get to a safe place. No matter how late, call someone. Don't be alone. The best thing a friend can do is to believe the victim, to listen, to provide comfort and support, and to let the victim make her or his own decisions about what to do. Seek immediate medical treatment for injuries and to preserve evidence. Aurora 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 insurance company. Memorial Hospital, in cooperation with Safe Harbor offers safe and caring services to survivors of rape, incest, sexual abuse and sexual assault. Hospital 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.

Lakeland College will assist the victim of a sexual assault in changing their academic and living situation upon request, if the change is deemed necessary. Lakeland's disciplinary proceedings are detailed in the Student Handbook. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought about from an alleged sexual incident. Lakeland College may impose sanctions ranging from a warning to permanent separation from the College.

Reporting and Support

Consider reporting the assault. While taking care of a vic-

tim, the hospital can also preserve evidence in case the victim decides to report the assault to police. Students should report the assault to the Department of Safety and Security administration. The Director and Assistant Director of Security can help a student report an assault to the police. Informing Security does not obligate a student to pursue action through the police or the campus judicial process. The information remains confidential until a victim chooses to pursue conduct or police action. Campus resources for supporting victims and survivors include the Counseling Center and the Campus Chaplain. If requested and if reasonably available, survivors will be assisted in making changes to academic and living situations.

A designated Title IX coordinator will be appointed by the College shortly; however the name was not available at the time this handbook was printed. The update will be available in the online version. The Title IX coordinator will oversee sexual assault/harassment complaints; and adopt and publish grievance procedures that provide prompt and equitable resolution of complaints. Through the Judicial System, mediation will not be appropriate even on a voluntary basis, between the victim and alleged perpetrator. The College will take appropriate interim steps to protect the victim, such as moving the alleged victim or perpetrator to a new class or a different residence hall, providing counseling services to the complainant, or prohibiting the accused student from attending class for a period of time.

The College will have the responsibility of investigating complaints in conjunction with local law enforcement agencies. Investigation by law-enforcement does not relieve the College of its duty to conduct their own investigation. In its grievance procedures, the College must use a "preponderance-of-the-evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred)." This is the appropriate standard for investigating allegations of sexual harassment or violence.

At the conclusion of the investigation, the College will notify both the complainant and the alleged harasser in writing about the outcome of any complaint or appeal, along with periodic status updates throughout the investigation.

Student Judicial Options

If a victim of sexual assault or another sexual offense chooses to pursue campus Judicial action through the College's judicial system, and if the alleged assaulter is also a student, special arrangements will be offered to assure the survivor of as much comfort as possible.

The College Administrative Hearing or Judicial Board Hearing will follow the same basic procedures, but with special accommodations for both the accused and the accuser to make the meeting as comfortable and respectful as possible.

Definitions

Physical Abuse/Domestic Violence

Any form of physical abuse or intimidation is prohibited in the residence halls or anywhere on the Lakeland College campus. Physical abuse and/or intimidation may invoke the Wisconsin Mandatory Arrest Law for domestic abuse. This law provides for the mandatory arrest of any person who commits any of the following acts against a roommate or former roommate:

- Intentional infliction of physical pain, injury or illness.
- Intentional impairment of physical condition.
- Sexual assault.
- A physical act or threat in conjunction with a physical act, that may cause the other to reasonably fear imminent engagement in the conduct described above.

Stalking is a form of violence that is not acceptable at Lakeland College. Stalking is defined as repeatedly contacting, following or threatening a romantic partner, friend or stranger without his/her permission. Stalking creates fear and often, but not always, is a form of sexual violence. Examples of stalking behavior include physically approaching another, emailing, texting, Facebook, phoning, leaving gifts or gathering personal information about a person from others. These actions, when they are without the person's consent, are considered personal violations and can result in student disciplinary action and/or legal consequences.

Interpersonal violence is the physical, emotional and/or verbal abuse of one partner by the other partner in a current or former dating relationship. Abusive behavior is any act carried out by one partner aimed at hurting or controlling the other; the behavior can be physical, emotional, psychological, and/or sexual. Its purpose is to maintain power and control in the relationship.

Sexual Misconduct Policy

The mission of Lakeland College is to provide a learning and working environment that fosters the intellectual, spiritual, and social development of the individual. Lakeland College expects that all members of the College community will conduct themselves in a responsible manner that shows respect for others.

Students, faculty, and all other employees are subject to criminal statutes, and various federal, state and local laws, which regulate civil conduct including sexual misconduct. The College is also bound by, and supports, all applicable laws.

Consistent with the law, Lakeland College intends to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy where possible, and support to victims of sexual misconduct. Lakeland College offers educational programming to promote the awareness of rape, acquaintance rape, and other sexual misconduct, forcible and non-forcible. The College will offer educational programs aimed at preven-

tion of sexual offenses. 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.

The Sexual Misconduct Policy and the College Community

The Sexual misconduct policy affects all relationships within the College community to include:

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

Smoking Policy

The general policy states that smoking or tobacco use is not allowed in any enclosed public (indoor) areas on campus. This campus policy is in 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 area, vehicle or cafeteria". This law included all college residence hall facilities. Individual residence hall rooms, regardless of the number of occupants, are included in this law. It should be noted that secondhand smoke has been classified as a Class A carcinogen, the same as asbestos and radon. The College reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, we have the right to ask that person to leave the premises. Anyone who fails to abide by the law may face penalties to include a forfeiture of \$100 for each violation. All administrative, academic, and residential buildings are smoke and tobacco free.

Social Networking Website Policy

Social networking websites such as Facebook.com and MySpace.com are popular means of communication among college students. These sites are considered part of the public domain, and students are encouraged to use them wisely with full knowledge that anything they post may be viewed by the public. The College does not generally monitor these sites for the purpose of finding violations; however, it may use information from these sites to investigate matters that are brought to the College's attention.

Student Records

Under the Family Education Rights and Privacy Act (FERPA) of 1974 as amended, students have the right to review "official records, files, and data directly related to them which the College maintains."

A challenge to the information deemed erroneous or mis-

leading should be made to the director of the appropriate office so that a hearing can be scheduled. In most cases, the decision of the director is final. The right to challenge information on record does not extend to a review of grades received unless the grade assigned by the professor was inaccurately recorded

Additionally, the act has designate several items as “directory information” which can be released routinely by the College to any inquirer unless the student affected has taken steps to withhold one or more items from circulation. The College receives may inquires for this information including, but not limited to, prospective employers, graduate schools, licensing agencies, etc. Students should consider very carefully the consequences of any decision to withhold this information. Should a student decide to do this, the student should know that requests for this information, no matter how legitimate, are refused. The College assumes no responsibility for contacting students for subsequent permission to release the requested information. Should a student wish to withhold any “directory information” they should contact the Registrar’s Office.

You have the right to inspect your records which meet the definition of educational records. Educational records are all the records maintained by the College. The law excludes some records. Students may not see the personal notes of faculty or staff members. They may also not see employment records, Campus Safety & Security records, or medical or counseling records used solely for treatment. Parent’s financial records and confidential letters of recommendation may not be seen.

Most student records are maintained in the offices of the Registrar, Student Development Offices, Residential Life, Admissions, Financial Aid, Career Development and Counseling Office. A request to review records must be made in writing by the student who is requesting to review their file. Any of the above offices have up to 30 days to comply with the request.

Under the law, prior written consent must be obtained before information may be disclosed to third parties, but there are exceptions. Records without a student’s written consent may be supplied to Lakeland College faculty and staff with a legitimate educational “need to know”; requests in accordance with a lawful subpoena or court order; requests from representatives, and from agencies or organizations from which students have received financial aid.

Lakeland College Health Services is regulated under the HIPAA privacy rights which are more stringent than the FERPA regulations. All students who use the Health Center or wish to access their medical record must sign a Privacy Notice acknowledgement statement. Any release of medical record requires additional signatures and notifications. The Privacy Notice is available at the Lakeland College Health Center.

The Family Educational Rights and Privacy Act (FERPA) designates certain information related to students as “directory information” and gives the College the right to disclose

such information to anyone inquiring without having to ask students for permission unless the student specifically request in writing that such information not be made public without their written consent. The categories of “directory information” are listed below:

1. Name;
2. Address;
3. Email Address;
4. Telephone listing;
5. Date of birth
6. Place of birth;
7. Major field of study
8. Participating in officially recognized activities/sports;
9. Height and weight of student athletes;
10. Dates of attendance (including current classification and year, matriculation and withdrawal dates);
11. Degrees and awards received (type of degree and date granted);
12. Most recent previous educational agency or institution attended;
13. Credits earned;
14. Full or part time status.

Substance Abuse Area Resources

Campus

- Sherry Carstens, Health Center Nurse 565-1523
- Dr. Cary Knier, Counseling Center 565-1527
- Nate Dehne,
Vice President for Student Development 565-1588

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.
- Al-Anon – Families and friends of alcoholics receive help through this fellowship which explores the Twelve Steps and the experiences of others
- Narcotics/Marijuana Anonymous – Individuals addicted to drugs may obtain help through this group. It offers a fellowship with other recovering addicts who help each other remain abstinent

Off-Campus Community Resources

Mental health services are generally covered by student or family health insurance plans

- Aurora Behavioral Health Services 920-451-5548
- Aurora Sheboygan Clinic (Sheboygan) 920-457-4461
- Nett-Work Family Counseling (Sheboygan) 920-451-6908
- Genesis Behavioral Services (Sheboygan) 920-457-7802
- Agnesian Heathcare –
Behavioral Health Services (Fond du Lac) 800- 922-3400

Victim Notification

In student conduct cases in which a person associated with

Lakeland College has been the victim of an assault, the Vice President for Student Development, upon written request, may disclose the outcome of the disciplinary proceedings conducted by the College. The Vice President for Student Development can decide whether to provide a copy of the decision or to discuss the decision with the victim.

RESIDENCE LIFE POLICIES AND PROCEDURES

Residence Life

Philosophy of Residence Life

Residence Halls at Lakeland College are dynamic communities designed to be extensions of the classroom and a microcosm of the greater world community. Inherent in any community is a diversity of values, ideas, and behaviors. Residence halls are capsules of such diversity where one will learn civility, tolerance, acceptance, and a celebration of those differences. Residents will be exposed to the social and academic support needed to matriculate through their collegiate career with the ultimate goal of graduating with the well-balanced life skills to effectively contribute to the greater society.

At Lakeland College, the residence facilities are more than a place to sleep and eat. They are extensions of the classroom; they are places where students learn. You learn how to appreciate diversity by living and working with people different from yourself. You will learn decision-making skills, develop independence, gain self-confidence, learn to accept responsibility and be exposed to a wellness-based lifestyle.

Residence Halls

Lakeland offers a variety of living arrangements on campus. The following living options are available and are subject to modification based on the community standards derived by the residents of the living area and hall staff:

Krueger Hall - Female Residence Hall

Muehlmeier Hall - Coed Residence Hall

Grosshuesch Hall - Male Residence Hall

Brotz Hall- Coed Residence Hall

Krueger Hall, Muehlmeier Hall, Grosshuesch Hall and Brotz Halls are all alcohol and tobacco free.

Apartments/Suites - Coed Living Areas

1. Common areas in the Apartments/Suites are considered alcohol-free.
2. All interior areas of the apartments and suites are considered tobacco-free.

Individual preferences for living arrangements will be honored whenever possible. The College does reserve the right to make room assignments or reassignments as necessary. In order to enhance and expand the sense of community, Lakeland College requires that all full-time students under the age of 21, regardless of class ranking,

live on campus. The only exceptions will be if a student is living with a parent, if s/he is married, if s/he is a former member of the armed services, or if s/he has a child.

Residence Life Staff

Director of Residence Life

The main responsibility of the Director of Residence Life is to provide an environment that is conducive to the living and learning of all residents of Lakeland College. The Director is also responsible for the overall administration of the Residence Life Office.

Area Coordinators

Area Coordinators are professional staff members whose responsibility is to oversee the general operations and overall administration of multiple residence halls. AC's supervise staffs of Resident assistants, and Graduate Hall Directors where applicable.

Graduate Hall Director

This person is responsible for overall administration of a residence hall of students, for supervising Resident Assistants (RA's) and for the development of programs that contribute to the living and learning environment of each hall.

Resident Assistants

The RA is a student who has been hired by the Residence Life Office due to their demonstrated leadership qualities and abilities. The RA's main responsibility is to assist in building a community within the residence hall that exhibits openness, justness, discipline, and caring attributes. This is accomplished through personal contact with residents and programs that meet the social, educational, and cultural needs of the residents.

The Department of Residence Life maintains positive communities and promotes individual responsibility through the establishment of accepted norms of behavior. Students who accept a housing assignment agree to abide by the following policies and procedures in order to promote civility, honor, integrity, and community. Enforcement of the following policies and procedures is a shared responsibility and it is incumbent upon each community member to not only adhere to the following policies, but either confront or report violations witnessed.

Residence Life Policies

All residents are required to follow all policies and procedures contained in this Student Handbook and their signed "Housing Contract Terms and Conditions."

Alcohol Policies

1. Muehlmeier, Grosshuesch, Brotz and Krueger Halls are alcohol-free residence halls. No alcohol of any type, nor empty alcohol containers, is permitted in these buildings.
2. Alcoholic beverages will be permitted in Friedli-Hofer Suites and the Hill House, Morland House, South House and Kurtz House Apartments as long

as one of the occupants is of legal drinking age. Those consuming alcohol must be of legal drinking age.

- a) Residents of the Suites and Apartments are responsible for ensuring that appropriate laws, ordinances, and regulations are upheld at all times.
 - b) Should alcohol-related problems arise in the Suites or Apartments, the residents there shall be held personally responsible and accountable for such problems.
 - c) Possession and/or consumption of alcohol by any individual of legal drinking age in his/her own Suite or Apartment shall not infringe upon the privacy, peace, or rights of others.
 - d) Common source alcohol, such as multiple cases, wapatulis, kegs, barrels, or fractional parts of kegs and barrels are not permitted at any time. Also, instruments that promote abuse of alcohol such as "beer bong" and devices primarily used in drinking games are prohibited and may be confiscated. In that, the playing or being in the presence of a drinking game is prohibited.
3. Apartments/Suites that are occupied by all undergraduate students are to be alcohol-free at all times.
 4. Selling of alcoholic beverages is prohibited.

Violations of the Alcohol Policies will be resolved through the College disciplinary procedures. Students should also be aware that in the event prosecution occurs outside the College, applicable legal sanctions under state and/or federal laws for unlawful possession and/or consumption of alcoholic beverages include fines or imprisonment.

Students experiencing difficulties with alcohol or any kind of substance abuse are encouraged to talk with a staff member in residence life, health services, counseling, the Vice President for Student Development or another member of the College staff.

Application Process

Students will need to apply in groups of four same-sex students for Morland House and Hill House, six same-sex students for Kurtz. South House applicants can apply as individuals or in groups of up to eight same-sex students. Each individual or student in that group will need to obtain and fill out a Lakeland College Honor Apartment Housing Application Form. Each group will need to submit their applications to the Director of Residence Life by the indicated due date.

Each group will then be given a total numerical value based on their individual applications. That value will be used to determine which groups will be assigned an apartment. Groups will be ranked from highest to lowest in numerical value. In case of a tie, class standing will be taken into account. Groups will be notified of their numerical value.

Checking In and Checking Out Procedures

Residents must complete a room condition report when they move into a room. This needs to be completed before the resident is issued a key for that room. Deficiencies in the room need to be noted at that time, as the resident will be financially responsible for the information on that form. Students will be held responsible for any damages that occur in their room during the year. Any resident choosing not to check out properly following the procedures below will be assessed a \$50 charge. Also, residents of a room, apartment, or suite will be assessed cleaning charges if room is not adequately cleaned before departure. Failure to properly check out will deny a student of an opportunity to appeal any and all damage charges to their room.

Proper Express check-out procedures include: obtaining an Express check-out envelope from hall staff, placing your room key inside the envelope, and turning it into hall staff upon departure. If Express check-out is chosen, the student waives the right to appeal any and all damages/cleaning charges to their room.

Proper Standard check-out procedures include:

1. Scheduling a check out meeting with their RA or AC 24 hours in advance.
2. Turning in room keys.
3. Cleaning the room thoroughly, including carpets and emptying garbage.
4. Completing and signing room condition report with a staff member.
5. Locking the room upon checking out.

Computer Resources

Computers in traditional Residence Halls have been supplied for "quick fixes." They are supplied as a resource for late night corrections, additions, and deletions, etc. They are not meant as a primary resource for word processing. Other locations and times are listed in the front of the handbook under Computer Labs. Computer terminals are for academic use only. Game playing is not allowed.

Consolidation/Single Rooms

A few weeks into each semester, students living alone in double rooms will be asked to consolidate or pay the single room rate. This gives others wishing to reside in single rooms the opportunity to do so. Single rooms are granted on a first come, first-served available basis. Single rooms are generally not granted until a few weeks into each semester. Please consult your Area Coordinator for assistance in this process.

Damages to Housing Facilities

Common Area Damages are those damages/messes that are incurred to the lounges, hallways, bathrooms, and immediate outside areas of the building. 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 responsible for their actions. Any vandal-

ism which occurs throughout the year should be reported immediately to a Residence Life staff member. It is the responsibility of the residents to determine who is responsible for the damage. Room damages are the responsibility of the students who live in the individual rooms for as long as they live there and will be billed accordingly. All residents are responsible for the actions of their guests, whether those guests live on or off campus. Residents who are responsible for extensive damages or messes may be denied the opportunity to reside in any campus housing.

Electrical Appliances

Electrical appliances are limited to those which are UL approved, in good condition, and have a thermostatic control. Air conditioning units are not permitted in any campus housing facility, unless permission is granted by the Director of Residence Life. Extensive cooking is not permitted in residence hall rooms. No toaster ovens, woks, or units with open heating elements are permitted. Appliances with enclosed heating elements, such as hot pots or electric frying pans are acceptable. (Kitchenettes are located in the lounges of Muehlmeier Hall, Grosshuesch Hall, A. Krueger's first floor and each wing of Brotz Hall.)

*Firearms/Fireworks/Weapons

Possession and/or use of firearms, including, but not limited to ammunition, BB guns, stun guns, rifles, bows, bayonets, knives, switchblades, martial arts weapons, air soft guns, sling shots, and paint pellet guns are not permitted in any campus building. Possession and discharge of fireworks and other types of explosives (including firecrackers and smoke bombs) are not permitted on campus. Students guilty of these violations will be dealt with severely.

*In June, 2011, the Wisconsin Legislature voted to allow Wisconsin residents age 21 and older to carry concealed weapons. Individuals must satisfy minimal training requirements and obtain a permit from the state of Wisconsin Department of Justice. Under the new law, permit holders may carry a concealed weapon virtually anywhere, with some exceptions. All college buildings are posted stating "Firearms and weapons are prohibited on these premises." Persons with a valid concealed carry permit must store their weapon in their locked vehicle before entering any campus building or where weapons are not allowed. Any questions regarding this new law should be directed to Annette Gamache, Director of Security or David Simon, Assistant Director of Security.

Fire Safety

The safety of every individual in the residence facilities is paramount in the minds of the Residence Life Staff. Fire is an especially serious concern. As a resident student, it is important that you become familiar with the stairwells and exits in your housing facility. It is also important to use caution when decorating your room.

1. For fire safety, the following items are not allowed: Halogen lamps, burning candles or burning incense, and the use of paneling or plywood in student rooms. Hanging items from ceilings such as fishnets, parachutes, sheets, flags, posters, etc. is also prohibited. In addition, no grills are permitted on any patio/balcony areas. Windows and doors cannot be "blacked out" with any covering(s) as to prevent a sightline into the area or egress from same area.
2. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Failure to evacuate will result in referral to the Area Coordinator for disciplinary action.
3. Tampering with fire alarms, fire extinguishers, or fire equipment will be just cause for dismissal from housing and/or dismissal from Lakeland College. Persons placing false alarms, interfering with the proper functioning of the fire alarm system, or interfering with the lawful efforts of the 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.

Furniture

College property, including furnishings, must not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms or when College owned furniture is removed from student rooms. Pegs for bunking beds are available at no charge from a Residence Area Coordinator or other hall staff. Due to the damage it causes, taking apart College furniture such as beds and desks is prohibited.

Bed ends may not be flipped over to make more storage space due to the damage it causes to the headboards and footboards. To reassemble beds and desks, please contact hall staff to do so. All reassembling must take place at least two weeks before final exams. After that time, \$25 charge will be assessed. You will be personally responsible for damages to furniture caused by modification to the furniture or room. No waterbeds are permitted. You may build lofts/bunks in your room according to the following guidelines:

1. Construction cannot damage College furniture or property in any way.
2. No construction can rest on any College furniture.
3. All construction needs to be freestanding and self-supporting.
4. Construction cannot block doors or windows.
5. The use of paneling or plywood construction materials is prohibited.
6. All construction needs to be taken down at least two weeks prior to final exams during the semester you plan to check out of housing.

Gambling

In addition to being illegal, gambling is considered detri-

mental to the environment in the residence halls and is not permitted. Wisconsin statutes expressly forbid gambling and the possession of gambling devices in any form. Students who violate this law subject themselves to possible disciplinary action.

Guests and Visitation Hours

The right of the students to live in reasonable privacy takes precedence over the right of their roommates to entertain guests in their rooms. Visitation hours are from 7am to 2am each day. The College allows invited and escorted persons of either sex to visit students' rooms only during the aforementioned times. Residents who bring guests to the residence hall assume responsibility for the behavior of their guests. The right of residents to use their room at any time must not be denied by their roommates.

Guests must follow Lakeland College policies and guidelines (including alcohol and quiet hour policies) the same as resident students. In order to assure privacy for residents, unregistered guests of either sex are not allowed in the residence halls outside of visitation hours. Guests who violate this policy may not be allowed to return to the residence hall for at least the remainder of the term.

Overnight guests of the same sex are permitted only if they are registered with the Area Coordinator and under the conditions stated in the Lakeland College Residence Hall Agreement. Under no circumstances are overnight guests of the opposite sex allowed in the residence hall facilities. Guests are allowed on campus for no more than three consecutive nights, no more than three times per semester, and a maximum of two guests (of the same sex) per student is permitted at any one time.

Guests must be 18 years of age or older. Siblings under 18 are permitted on campus but must be registered with the Area Coordinator or Student Life Office. Siblings under the age of seven (7) years are not allowed to be overnight guests in the residence halls. Parents and their small children must reserve a campus guest room for overnight visits. Violation of the visitation policy will result in disciplinary action ranging from a warning to suspension or expulsion, depending on the nature and seriousness of the infraction.

Housing Contract, Room Fees, Services

All resident students enter into a contractual agreement with the College through the housing contract. This contract is for one complete academic year. Students are well advised to become completely familiar with the contents of this contract, especially the obligations of the residence to the College and vice versa. The College makes every effort to house students with roommates of similar interests and life style; however, this may not be possible in all cases. Therefore, the College reserves the right to assign all residents to rooms.

Your contractual agreement with the College does not include occupancy of the residence hall during the

Thanksgiving, Christmas, and Spring breaks. If you have a reason for staying during these breaks, a nominal fee may be charged.

The student will pay the College the prescribed room and board rate for each semester during the term of the contract. The initial rates are guaranteed for the academic year, barring extraordinary economic changes. Charges will begin the first day the halls officially open. Semester charges for room and board will be billed to the student's College account in two equal installments, with payments due at the beginning of each semester. 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 College or residence hall, will 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. Students who are required to live off campus, in order to fulfill their academic responsibilities during the May Term, are eligible for a board refund, upon application to the Vice President for Student Development.

The College 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 College rules/regulations, or for reasons of health or safety.

Housing Reapplication Process

Lakeland College offers two types of apartment housing for upper-class students - Senior Apartments (4 person units); and Honor Apartments (4, 6 and 8 person units). To qualify for senior apartments, applicants should have successfully completed 90 credits, and/or be 21 years of age by the beginning of the academic year. To qualify for honors apartments, applicants must have at least a 2.25 cumulative G.P.A. at the time of application, be actively involved with campus activities, organizations, and leadership positions, and consistently uphold Lakeland College's mission, values, and expectations both in and out of the classroom. All applicants are subject to a discipline review by the Director of Residence Life. That review may cause an applicant to be denied apartment living. Individuals/groups interested should obtain applications from the Office of Residence Life.

Apartment Application

The application process involves the following:

- a) Residence Life confirms your cumulative G.P.A. and class standing. All applicants for Morland, South, and Kurtz Apartments must have obtained a minimum 2.25 grade-point-average by the semester prior to application.
- b) Organizations rosters confirm your membership and leadership positions. All applicants are subject to a discipline review by the Director of Residence Life. That review may cause the applicant to be

denied apartment living.

Brotz Hall

Brotz Hall housing is primarily designed for students with a sophomore class standing. Students will apply as individuals or in groups of up to eight same-sex students. Each group or individual will be given a numerical value based on individual's accumulation of points earned through class standing, grade-point-average, and extra-curricular involvement.

Suite Housing

Suite housing is designed for students at Lakeland College who have achieved either a sophomore, junior or senior class standing.

Laundry

There are laundry facilities in each of the residence halls. If machines are not working properly, please contact your Resident Assistant, Area Coordinator or call x1119.

Liability

Students are also responsible for all personal items brought on campus. The College does not assume responsibility for any personal items that are lost, stolen, or damaged. We recommend that each student discuss with his/her family the kind of personal item cover-age which the family possesses. Most families have homeowner's insurance. Check with your agent to see if your personal items are covered here on the Lakeland College campus. If the student is not covered for their property here at Lakeland College under his/her parent's homeowner's insurance policy, the College recommends that the resident acquire renter's insurance.

Loss of Keys

Loss of a key during the time of residence will result in a \$10 charge being assessed. If you lose your key, please inform a member of the Residence Life staff as soon as possible so the lock can be changed and new keys issued.

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 the Student Handbook.

Each student who resides in on-campus housing has the option to identify an individual to be contacted by the College, no later than 24 hours after they should be considered "missing." Lakeland College 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 his/her 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 College community has reason to believe that a student is missing, the Vice President for Student Development, the Director of Residence Life or the Director of Security must be notified. Upon receiving notification, Security, Residence Life, the Vice President for Student Development and other appropriate college staff will make reasonable efforts to locate the student to determine his or her 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 his/her 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 College 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 Release of Confidential Information/Emergency Information card or the "Missing Student Notification Form," has the option of identifying a person or persons who will be contacted in the event that student is determined missing.

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

1. The Director of Security will initiate a campus investigation into the student's whereabouts. If determined that a residential student is considered missing, a missing person report is to be generated.
2. The Vice President for Student Development or designee will notify the confidential contact person or persons of the missing student within 24 hours of determining the student missing. This confidential contact person has been designated by the student through their (1) Missing Student Notification Form, or in the absence of such, (2) Release of Confidential Information/Emergency Card. If neither form were made available to the College, the relative with the closest family relationship to the student as determined by their official application will be contacted.
3. If the student is under the age of 18 and not an emancipated individual, the College will notify a custodial parent or guardian no later than 24 hours after that individual is determined to be missing.
4. Local law enforcement is to be contacted no later than 24 hours after that individual residing on campus is determined to be missing.
5. In cases where the College has reasonable cause to suspect that a missing student may be at personal risk

due to circumstances discovered in the investigation, the Director of Security or in his/her absence, the Vice President for Student Development, will initiate contact with law enforcement authorities requesting appropriate assistance. In such situations, the College reserves to itself the right to determine when law enforcement authorities should be advised of concerns for the safety and well-being of a missing student.

Approved July 2009

Pets

Pets, other than fish and snails, are not permitted in the residence halls or on adjacent grounds at any time. Students who keep pets may be asked to leave College housing and may forfeit all room fees. Permission from roommate is required before installation of tank. No other animal will be allowed in tanks, including turtles. During extended breaks, tanks can remain plugged in, but it is up to the resident to find an adequate way of supplying food for the fish.

A maximum twenty-gallon aquarium is permitted. Tanks must be kept clean at all times. Tanks larger than five gallons must have adequate filtration and aeration systems. Tanks less than five gallons must have only marble bottoms. Tanks must be maintained with a siphon cleaning system. Tanks with gravel may not be cleaned in the bathrooms.

Quiet and Study Hours

Quiet hours in each hall are from 10pm to 7am Sunday through Thursday and from midnight to 9am Fridays and Saturdays. Quiet and study hours are in effect 24 hours per day. Placing stereo speakers in the windows is a violation of courtesy hours and is not allowed. Students should be aware that the communal bathrooms carry noise, so boom boxes and radios are not permitted in them. Extended quiet hours are in effect during the final exam periods. Subwoofers are not permitted in the residence community. In addition, amplifiers and loud musical instruments are not permitted. 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 basketball, soccer, catch, rollerblading, skating, or skateboarding.

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 Changes

There will be an announced room change week within two to three weeks of the start of each semester. The Area Coordinator must approve any room changes in writing. See also consolidation/single rooms.

Room Cleanliness

Residents are responsible for the consistent care and cleaning of their living space, which includes bedrooms and associated common areas. 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. Residential violations may include: improper storage or disposal of garbage, or recyclable material, unhealthful or unsanitary room conditions.

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. For more information regarding decorating your room, please refer to the Fire Safety section stated earlier. For safety reasons, windows or doors cannot be covered or "blacked out."

Room Entry

The College's right to enter a room is exercised with discretion. Authorized College personnel, before entering a room, should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a College regulation is being violated, the staff member may enter after knocking and announcing him or herself. A reasonable effort shall be made to have a resident present if it is necessary and appropriate. When it is necessary for a College staff member to enter a resident's room for inspections (hall closing at vacation times), the residents are given advanced notice of an entry, which may take place without the student being present.

The College reserves the right to enter any room at any time for the purpose of routine maintenance or repairs, inspection for inventory control or fire, health and safety regulations, responding to other emergencies, including life and/or health-threatening situations, investigating reasonable information that a crime is being or has been committed, and/or responding to reasonable evidence that a College regulation is being or has been violated.

Rooms may also be entered during the absence of the occupant by an Area Coordinator or Resident Assistant to turn off a loud stereo, alarm clock or similar item, shut a window, or correct any problem that interferes with the rights of other students. Every room will be entered at the beginning of each vacation period when the halls are closed. This is to ensure all windows are closed and locked, curtains are closed, and maintain general safety

and security standards.

Room Searches

Lakeland College reserves the right to enter and search a residence hall room or apartment if any of its authorized personnel (e.g., resident assistant, residence hall director, maintenance, Safety and Security) has reason to believe:

- That there is a possibility of imminent hazard to persons or property; or
- That there is a violation of public law or college policy; or
- That contraband items are present but concealed from view;

If entry becomes necessary under these conditions, college personnel will knock and identify themselves. If there is no response, a passkey will be used to enter the room. Contraband items in plain view (e.g., items prohibited by law or college policy) may be confiscated by college personnel and used as evidence in student conduct hearings. If a room search is necessary, it will be conducted by Safety and Security (or by law enforcement, if necessary). If possible, a residence Area Coordinators will be present during the room search. When practical, the resident(s) whose room is to be searched will be allowed to be present during the search and will be informed of the reason for the search. The resident(s) need not give permission to search. College personnel will ask to open locked boxes and/or safes that belong to the resident(s). During a search, Safety and Security shall make a reasonable attempt not to unnecessarily disrupt belongings, and an effort shall be made to leave the room in the condition that it was found. A resident who believes her or his room has been wrongfully entered should report the matter to the residence Area Coordinators and submit a written complaint to the Director of Residence Life.

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:

- Students should take proper care of their room keys and not hand them out to friends or guests.
- Outside doors should not be propped open for any reason. If you see one propped open, close it!
 - The possession or use of any firecracker or firearm is prohibited.
 - Tampering with fire safety equipment is strictly prohibited. This includes taking batteries from smoke detectors, setting off fire alarms, and discharging fire extinguishers.
 - 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 from any residence hall window or balcony is prohibited. Unauthorized presence on the roof of any campus building is prohibited. A fine of \$100.00 will be assessed to those in violation.
- Verbal and physical harassment is not allowed on the Lakeland College campus. Harassment is any verbal or physical conduct that creates a hostile or offensive environment, intended or not, which is directed at the age, race, creed, color, handicap, gender, sexual orientation, developmental disability, national origin, ancestry, veteran status, or marital status of an individual or group. Harassment may take the form of name calling, signs, notes, slurs, or jokes that demean or belittle a victim's culture, history, or lifestyle. Harassment also occurs when a person's body, possessions, or place of residence is threatened or violated. Such conduct will not be tolerated on the Lakeland College campus. If you feel you have been the victim of harassment, you should contact your Hall Director or Director of Residence Life.
- 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.
- Hallway doors may not be propped open.
- Students are required to produce their College identification at the request of a staff member.
- Candles and incense are not permitted in the residence halls.
- Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation.
- All students are expected 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 College policy. No sales or solicitation is permitted from outside groups. Organizations should receive approval from the Director of Student Activities before soliciting on campus.

The College prohibits solicitation, sales, or door-to-door canvassing by students or non-students on College property, except with permission of the Director of Residence Life. Prohibited solicitation includes the posting of advertisements on College property. Unauthorized solicitation

should be reported promptly to the Student Life Office or the Department of Safety and Security.

Telephones

Campus numbers can be reached by dialing the appropriate four-digit number. Off-campus local numbers can be reached by dialing "8" to get an outside line, then dialing the full seven-digit number. For long-distance, collect or credit card calls, dial "8" then your calling card "800" number. When prompted, dial the area code and number. You will have to use a calling card for long-distance calls. The two options are a prepaid calling card or a regular calling card through a long-distance carrier. For more information or questions, please dial x1643.

Under no circumstances are students allowed to accept a collect telephone call or obtain long distance service through the use of fraudulent billing. Any residence hall student's telephone line will be restricted to on-campus only calling for the remainder of the school year if any calls are made from their extension by means of fraudulent billing or collect calls are accepted at their extension. Students are personally responsible for all toll or collect calls that are charged to or made from their residence hall room telephones. Abuse of telephone privileges may also result in suspension or dismissal from the College, or prosecution by civil authorities.

Persons wishing to call a student from off campus may do so by dialing (920) 565 and the student's four-digit extension number. The switchboard personnel are available to help you with any telephone service problems.

The College switchboard is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Should you experience telephone problems when the switchboard is closed, please contact your Area Coordinator. Pay telephones are located both inside and outside of the Campus Center.

Vacation/Break Policy

The Residence Halls close at 7 p.m. on the last day of classes prior to a vacation period. The halls will reopen at noon on the day prior to the resumption of classes. Housing is available for all students needing to stay. Applications must be completed in advance with the Director of Residence Life. Students are expected to leave the halls within 24 hours of their last exam for the winter and summer breaks. Any exceptions of this policy must be discussed with the Hall Director prior to the vacation period.

STUDENT CONDUCT POLICIES & PROCEDURES

Philosophy

The purpose of the judicial system is to hold students accountable for their behaviors and to educate students in civic and communal rights and responsibilities. The process is intended to be educational rather than punitive. The judicial system is not an adversarial criminal system, but instead a process to determine the level of responsi-

bility in alleged violation of campus policies. Decisions of the judicial system are not based on guilt or innocence, but whether a violation of a policy exists.

Procedures

If the behavior of a student conflicts with policies and procedures outlined in the housing contract of other official publications of Lakeland College, the student conduct system seeks to increase the student's sensitivity to the personal and social consequences of his or her behavior.

Because the primary goal of conduct proceedings is education, the hearings are non-adversarial, confidential, and not to be considered analogous to court proceedings. The degree of formality of these proceedings is considered necessary to ensure a well-functioning, equitable program, which protects the rights of all concerned. Responsibility and authority in matters of student behavior resides with the Vice President for Student Development and his staff. Parents may be notified of any disciplinary action taken at the discretion of the Vice President for Student Development.

Student Conduct Procedures

Disciplinary Policies

Conduct incompatible with the College community, therefore disruptive of our academic environment, shall be subject to disciplinary action. To help students, the College community has established policies for behavior to ensure that a healthy environment for living and learning does exist. Students are totally responsible for the policies that are defined in this handbook. Procedures do not relate to specific types of misconduct but depend on the magnitude of the offense as determined by the Student Life staff person who hears the case. The following acts are defined by the College to be unacceptable. The list may not be all-inclusive.

Alcohol and Other Drugs Policy

Alcohol Policy

Lakeland College is concerned about the way in which alcohol use and abuse can affect the individual student, the rights and well-being of non-users, and the primary mission of the College. The primary objectives of the Lakeland College Alcohol Policy and procedures are as follows:

1. To promote among the students of the College community responsible behaviors and attitudes as they relate to the use of alcohol.
2. To inform students about the possible effects of the use of alcohol upon themselves and the community.
3. To offer help to individual students experiencing special difficulties associated with the use of alcohol.
4. To promote an understanding of reasonable behaviors and attitudes related to complying with state

law, local ordinances, and College regulations as they apply to the use of alcohol on the Lakeland campus.

5. To offer alcohol-free living environments and activities for those who desire them.

Lakeland College is opposed to the abuse of alcohol and use of controlled substances. It recognizes that alcohol and drug abuse are significant public health problems, which may result in impairment of social, educational and/or occupational functions. The goal of the College is to protect the health and environment of those associated with the College by promoting a broad program of education to all employees and students regarding substances associated with abuse and dependence. This would also include alcohol, prescription, and non-prescription drugs.

The College strives to establish and maintain an alcohol and drug-free working environment. Consequently, unlawful manufacturing, distribution, possession, or use of illicit drugs or alcohol is prohibited in, on, or about the College property, or as part of a College sponsored activity by the student or employees (individuals who receive any reimbursement from the College for their services).

The College expects all faculty, staff and students to report to work and/or class free of the influence of alcohol or controlled substances, to refrain from the abuse of alcohol or use of controlled substances, and to obey related laws established and enforced by legal authorities (local, state, or federal). A member of the College community who violates the provisions of this policy or whose behavior is impaired by alcohol or agents that are controlled substances may be required to complete an appropriate rehabilitation program, at their own expense, as a condition to remain a part of the College. Violations of this policy may also result in disciplinary action, up to and including suspension or termination of employment/enrollment from the College and referral for prosecution.

Employees and students who need help in dealing with alcohol or drug related problems are encouraged to seek professional assistance. The Human Resources Coordinator or Residence Life Director's Office will help in locating agencies that can provide assessments or interventions for the individual seeking help. An employee or student's conscientious effort to discontinue the use or abuse of alcohol or the use of controlled substances will be encouraged and handled confidentially. The College recognizes that the abuse of alcohol or the use of controlled substances impair the proper performance of duties and responsibilities. Steps taken to deter the abuse of alcohol or use of controlled substances include a continuing program of education emphasizing the facts about drugs and alcohol, referral on a non-punitive basis to support services (medical or personal counseling), and a campus climate where personal influence deters drug use and alcohol abuse.

This policy expresses Lakeland College's commitment to

the maintenance of a drug and alcohol-free workplace. All students and employees, as members of the Lakeland College community, must abide by the terms of this policy and report their own conviction under a criminal drug statute for violations incurring either in the workplace or during the performance of College-related duties within five (5) days after the conviction, as required by the Drug-Free Workplace Act of 1988. Within 30 days of receiving notice of a conviction, the College will take appropriate action, such as employee termination, student dismissal, or required participation in a drug abuse assistance or rehabilitation program.

Alcoholic Beverages Policy

The use of alcoholic beverages by members of the Lakeland College community is at all times subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed only in The Pub, and in the apartments and suites where the occupants and guests are of legal drinking age. Alcohol is not allowed in Krueger, Muehlmeier, Brotz and Grosshuesch Halls.

Drinking Age Laws

It is unlawful for any person:

1. under the age of 21 years to have alcoholic beverages in his/her possession;
2. to sell, give, serve, or permit alcoholic beverages to be served to a person under 21 years of age;
3. to misrepresent or misstate his or her age or any other person for the purpose of selling, giving, serving, or delivering any alcoholic beverages to a person under 21 years of age.

Imitation or altered Campus Cards or other forms of identification, if found, will be confiscated and destroyed. Individuals may also be subject to disciplinary action.

Open Container Laws

It is unlawful for any person to consume or have in his or her possession any alcoholic beverages in an open container on any campus street, sidewalk or undesignated area.

State Law and Local Ordinances

The use of alcoholic beverages on College property must be in accordance with the laws of the State of Wisconsin and the Town of Herman. The following is a summary of the laws as they relate to some of the important points relative to alcoholic beverages:

It is unlawful for any persons under the age of 21 years to acquire, have in his/her possession, or consume any alcohol, spirits, wine, or beer. It is in violation of state law and punishable by fine or imprisonment, or both, for any person under the age of 21 years to purchase or attempt to purchase alcohol or liquor. The sale of intoxicating liquor to a minor is a felony, as is the giving, supplying, or permitting the consumption of alcohol or liquor

by any person under the age of 21, either for his/her own use or for the consumption of other persons regardless of age. Misrepresentation of age and the use of false or forged documents to obtain alcoholic beverages are punishable by fine and/or imprisonment.

Drug/Illegal Controlled Substance Policy

The possession and use of controlled substances by members of the Lakeland College community must at all times be in accordance with the provisions of Wisconsin law and the rules of Lakeland College. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Possession, sale, and delivery of such substances are prohibited unless authorized by law. Students who possess, use, or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action up to and including expulsion from the College.

Disciplinary action against a student under College rules does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the College. The use of illegal drugs and the misuse of prescription and other drugs pose a serious threat to the physical and mental well-being of students, faculty, staff, visitors, and guests of the College.

Illegal Drug Policy

Illegal drugs are not allowed on campus at any time. Knowledge about the use, possession, or odor of illegal drugs or drug related paraphernalia will be dealt with immediately. The College reserves the right to refer individuals who are found with illegal drugs to the Sheboygan County Sheriff's Department for legal action.

Students experiencing difficulties with any kind of substance abuse are encouraged to talk with a staff member in residence life, health services, counseling, or another member of the College staff.

Illegal Drug Related Sanctions

See page 61.

Student Conduct/Discipline/Violations/Sanctions

Level I Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of College expulsion.

Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Disciplinary Policy.

- I.1 Violation of Probation - Violation of the code while on probation, or violation of the terms of that probation.
- I.2 Disruption/Obstruction - Obstructing or interfering with College functions of any College activity to in-

clude, but not limited to: the obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its community service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

- I.3 Failure to Comply or Identify - Failure to comply with directions of College officials, campus security, law enforcement officers, or any other official acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- I.4 Campus Demonstration - Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- I.5 Mental or Bodily Harm -
 - a. Intentionally inflicting mental or bodily harm upon any person;
 - b. taking any action for the purpose of inflicting mental or bodily harm upon any person;
 - c. taking any reckless but not accidental action from which mental or bodily harm could result to any person;
 - d. causing a person to believe that the offender may cause mental or bodily harm;
 - e. any act that demeans, degrades, or disgraces any person. "Any person" as used in this section may include oneself.
- I.6 Disorderly Conduct- Disorderly conduct is disturbing the peace and good order of the College by, among other things, fighting, quarreling, disruptive behavior, indecent behavior, public urination and/or lewd behavior. This includes violating Quiet and Courtesy Hours.
- I.7 Harassment - Any speech, action, or behavior that is focused on any individual or group based on the individual's or group's gender, 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 College community.
- I.8 Discrimination - Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.
- I.9 Destruction of Property - Intentionally or recklessly damaging, destroying, defacing or tampering

with College property or the property of any person.

- I.10 Theft - Theft or attempted theft of property or services from any person or business.
- I.11 Possession of Stolen Property - Possessing property suspected by the possessor to be stolen and that may be identified as property of the College or any other person. The burden of proof is that the possessor "suspects" such property is stolen, and not necessarily "knows" the same is stolen.
- I.12 Forcible Entry or Trespass - Forcible or unauthorized entry to any building, structure, or facility and/or unauthorized entry or use of College grounds.
- I.13 False Report of Emergency - Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.
- I.14 Misuse of Safety Equipment - Unauthorized use or alteration of fire-fighting equipment, safety devices, or other emergency equipment.
- I.15 Possession of Dangerous Weapons - Unauthorized possession of a firearm, weapon, dangerous chemicals, or any explosive device of any description (including compressed air guns, air soft guns, pellet guns, BB guns, shot guns, or illegal knives) on College grounds. Other dangerous items may include fireworks and other devices dangerous to property or person(s) as deemed by the Student Life staff.
- I.16 Illegal Controlled Substances -
 - a) The manufacture, distribution, sales, the intent to sell of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
 - b) Possession of any illegal controlled substances, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana.
 - c) Possession of drug paraphernalia, such as bongs, roach clips, or pipes, is prohibited.
 - d) Students will be held accountable for the presence of the odor of marijuana or any other illegal controlled substances in their room, suite, or apartment.
- I.17 Failure to Appear - Failing to appear at the request of any hearing authorities.
- I.18 Misuse or Abuse of Computers - Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network, or communication network. Also to include, but not limited to:
 - a) Unauthorized entry into a file, to use, read, or change the contents, or for any other pur-

pose.

- b) Unauthorized transfer of a file.
 - c) Unauthorized use of another individual's identification and/or password.
 - d) Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - e) Use of computing facilities to send obscene or abusive messages.
 - f) Use of computing facilities to interfere with normal operation of the College computing system.
- I.19 Falsification of Records - Altering, tampering, forging or knowingly using falsified documents or records of the College (including, but not limited to Lakeland's parking permits and student ID's); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any College proceeding or to any College official.
- I.20 Violation of Criminal Law - Alleged violation of any criminal law where the student's conduct interferes with the College's exercise of its educational objectives or responsibilities to its members.
- I.21 Repeated Violations - After receiving penalties or sanctions for violations, any repeated violations similar in nature.
- I.22 Sexual Assault or Harassment - Any violation specified under the College's sexual assault or harassment policy, as stated on pages 31.
- I.23 Aiding and Abetting - Assisting, hiring, or encouraging another person to engage in a Level I violation.
- I.24 Off Campus Behavior Policy - refer to the Student Rights & Responsibilities Section of Handbook.
- I.25 Hazing - Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
- I.26 Abuse of the Judicial System - To include, but not limited to:
- a) Failure to obey the summons of a judicial body or College official.
 - b) Falsification, distortion, or misrepresentation of information before a judicial body.
 - c) Disruption or interference with the orderly conduct of a judicial proceeding.
 - d) Institution of a judicial proceeding knowingly without cause.
 - e) Attempting to discourage an individual's proper participation in, or use of, the judicial

system.

- f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- g) Harassment (verbal or physical) and/or intimidation of a member of a judicial body or any person involved in the judicial proceedings, prior to, during, and/or after a judicial proceeding.
- h) Failure to comply with the sanction(s) imposed by a judicial body or administrator.
- i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

I.27 Unauthorized Use of College Keys - Unauthorized use, distribution, duplication, or possession of any key(s) issued for any building, laboratory, facility, room, or other College property.

Level II Violations

A student found to have engaged in any of the following violations may be subject to a maximum sanction of disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Disciplinary Policy.

- II.1 Unauthorized Use of Property or Services - Unauthorized use of property or services, unauthorized possession of College property, or the property of any other person or business.
- II.2 Misuse of Identification - Transferring, lending, borrowing, altering, or unauthorized creation of College identification.
- II.3 Unauthorized Use of Alcoholic Beverages -
 - a) Possession, distribution, or consumption of alcoholic beverages and/or failure to comply with State or College regulations regarding the use or sale of alcoholic beverages. (Exceptions will be during special events or in circumstances authorized by College officials.)
 - b) Public intoxication presenting a threat to oneself or others due to being under the influence of alcoholic beverages.
 - c) Underage possession and/or consumption is a violation of state law and will be dealt with by College officials.
 - d) Alcohol in a public area.
- II.4 Violation of Rules Regarding Residence Facilities and Dining Facilities - Violation of a Housing Contract or the Published Rules and Regulations of College Residence Facilities -

To include:

- a) violating terms of the housing policy;
- b) violating the quiet hour policy;
- c) failing to properly register guests/visitors;

- d) possessing animals;
- e) possessing unauthorized hazardous items;
- f) violating the visitation policy;
- g) violating alcohol policy;
- h) refusing to present Campus Card;
- i) unauthorized carryouts from dining hall;
- j) lending Campus Card to another student for the purpose of securing a meal;
- k) using tobacco in tobacco free area;
- l) open flames in inappropriate areas, such as grills.

II.5 Aiding and Abetting - Assisting, hiring, or encouraging another person to engage in a Level II violation.

II.6 Violation of Any Lakeland College Policy - Violation of any policy outlined in any College publication.

II.7 Repeat Ticket Violations - After receiving three tickets for various violations, a letter of warning from the Director of Security will be sent. Continued violations may have sanctions and/or fines imposed by the Director of Residence Life.

Administrative Structure

1. The Director of Residence Life is the administrative officer who has the overall responsibility and authority to supervise the judicial process at Lakeland College as delegated by the President. This includes overseeing the continued evaluation of both the process and procedures, as well as the training of the appropriate board.
2. The Director of Residence Life and the Area Coordinators have the delegated responsibility to counsel, guide and assist in the discipline of those students who have violated the established regulations of Lakeland College in their respective areas of responsibility. The Director of Residence Life may elect to hold an Administrative Hearing when deemed appropriate. All housing staff members are under the immediate jurisdiction of the Director of Residence Life.
3. The Department of Safety and Security complements the Student Life staff. Its responsibility on the campus directly relates to the security and safety of persons and property.
4. College staff members may be required in specific judicial proceedings to serve as accusers in presenting the case to the appropriate board/administrator. The role of the accuser is to present the alleged violation(s) and will provide the hearing body with all relevant information.
5. The Director of Residence Life has the right to decide which hearing body shall preside over a specific case. This decision would be made in the best interest of the individuals and the College. Under extraordinary circumstances, which would be defined by the case participants, hearing procedures may

be revised to protect the psychological or physical needs of the students, or to address a significant institutional issue quickly. In such situations, the Director of Residence Life may elect to hold an Administrative Hearing.

6. The Director of Residence Life determines the type of judicial process if violations of College policy occur before the academic year commences and during the final examination period, College breaks, or at other times when the College is not in academic session. The Director of Residence Life has the authority to determine appropriate sanctions for violations of College policy during this period.

Judicial Board Hearing Procedures

The following procedural guidelines shall be applicable in disciplinary hearings:

1. All charges shall be presented to the accused student in written form. A time shall be set for hearing, not less than two nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Residence Life. Also at this time, the Director of Residence Life will invite the accused to a Pre-Hearing Conference. The purpose of this meeting is to inform the accused of the judicial process, what the charge(s) are before them, and to answer any questions they may have.
2. The Director of Residence Life will inform the judicial board of the case.
3. The board may not begin a case with less than a two-thirds majority of its total membership.
4. The hearing will be recorded for appeal purposes only. The recording will be kept in the sole possession of the Director of Residence Life. Outside recording devices will not be allowed. The Director of Residence Life will retain tapes and all materials after the judicial process is completed. Under normal circumstances, materials are destroyed and the tapes erased after the hearing or appeal process is completed.
5. The violation will be read to the accused and s/he will be allowed a response.
6. The board will ask questions to determine all facts of the case, which includes the calling of witnesses.
7. Final statements from the accused and the accuser will be taken.
8. Decisions by the board shall be by majority vote. In the event of a tie, the chair will vote to break the tie.
9. A reminder of confidentiality will be given.
10. The board will impose sanctions if a violation is determined to have occurred.
11. Written notification of the decision will be sent within three class days of the decision.

12. An appeal of the decision must be submitted to the Vice President for Student Development within two (2) class days of the official notification of the decision.

13. If the alleged violator does not appear before the judicial board, the hearing will take place to determine whether a violation has occurred and determine a sanction.

14. The proceedings of the Judicial Board and all facts related to the case are considered confidential.

15. Professional legal counsel will not be permitted to attend a campus judicial hearing. Judicial Board Hearings are seen as educational in nature and not criminal proceedings.

16. Judicial hearings are closed to the public.

Sanctions

After a determination of responsibility has been established, the hearing body sets a sanction(s) appropriate for the violation. The purpose of the sanction(s) is to facilitate change in the student's behavior so he/she can function positively within the Lakeland College community. The purpose of a sanction is to educate a student as well as clearly communicates that such behavior is not tolerated by the Lakeland College community. Prior to deciding upon a sanction, either the board or the administrator will review the student's judicial file. If there is a previous record, these previous violations will influence what the new sanction will be. One or more of the following sanctions may be imposed upon an individual or an entire organization, as the situation dictates.

1. **Official Warning** – An Official Warning is a written description of the student's misconduct with the understanding that this type of behavior is inappropriate and violates the basic expectations of students as set forth by Lakeland College. Furthermore, that further misconduct will result in more severe disciplinary action. The Official Warning will be placed in the student's judicial file and will be taken into consideration should there be any further behavioral violations.
2. **Behavioral Agreement** - A Behavioral Agreement is written by an administrator and student for the purpose of improving behavior or attitude. The agreement will outline specific obligations or behaviors which the student must meet within a specific period of time. The agreement serves as a contract of understanding between the student and the administrator.
3. **Disciplinary Probation** – Disciplinary Probation is imposed after a student has made a serious violation or has repeatedly violated campus policy. Probation allows the student to remain at the College on the condition that he or she complies with College policies and the conditions of their particular probation or behavioral agreement. The conditions

of the probation will be determined by the Director of Residence Life, Administrative Hearing Officer, or Judicial Board hearing the case. A student on probation is normally not allowed to represent the college in any official capacity, to include participating in co-curricular activities, hold an office in a campus organization or serve on a College committee during the time of probation. The student's parents will receive written notification of the probation status and circumstances of the violation. Further violation of campus policy, to include violating the terms of the probation, may result in removal from the College. This must be considered an extremely serious probation.

4. **Loss of Privileges** – Loss of Privileges may outline the loss of specified privileges on campus for a designated period of time.
5. **Restitution** – Restitution is compensation required of students who engage in theft, damage to property on or off campus. The amount of restitution is dependent upon the extent of damage as well as what is determined to be the best method for the student to make amends for the damage caused. The amount, form and method of payment is determined by the hearing officer or board.
6. **Suspension** – Suspension is the involuntary, temporary loss of student status for a specified period of time after which the student may return. A suspended student may not attend classes or any College-sponsored event. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The judicial administrator or board may establish additional requirements in some cases which must be completed prior to their return to the College. This disciplinary action will be recorded on the student's record in the Director of Residence Life's office.
7. **Expulsion** – Expulsion is the permanent termination of student status. This sanction is one of immediate involuntary separation from the College.
8. **Discretionary/Educational Sanctions** – Discretionary Sanctions are actions required by a student outlined by a judicial board or administrator which may include referral to health services, student counseling, special seminars, field study, work detail, community service or participation in appropriate educational programs.
9. **Removal from a Residence Hall** – A student may be removed from a residence hall due to behavior that has been deemed unacceptable. The student is also put on notice that this behavior or any other inappropriate behavior cannot continue. Housing relocation or removal from any housing facility may be for one semester or one academic year.

10. **Fines** – In lieu of formal disciplinary actions or in addition to, fines may be used to discourage violations of College policies. Examples of when fines may be used may include, but are not limited to:

- a. Violation of fire safety policies;
- b. Violations of the drug and alcohol policy;
- c. Taking or moving College property without authorization;
- d. Taking food from the cafeteria to feed a non-resident student.

11. **Interim Suspension** – Under situations determined by the College President or the Vice President for Student Development to be potentially dangerous, may immediately suspend a student from Lakeland College for an specified period of time, prior to a resolution through a campus hearing. The Vice President of Student Development will base their decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the College campus may reasonably interfere with the educational or orderly operation of the College. Concerns may be, but are not limited to, the student's personal physical health or the health and/or safety of other members of the College community, property or the orderly functioning of Lakeland College. 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.

The decision to alter or suspend the rights of a student for an interim period will be communicated in writing to the student and will become effective immediately. Notification will either be hand-delivered or sent by certified mail to the last address provided to the Registrar's Office. (Failure or refusal to take receipt of notification will not negate or postpone said action.) Students are responsible for updating directory information (including address) with the Registrar's Office. The notice will include a statement of the regulations or policies that the student(s) allegedly violated, a specific statement of facts constituting the alleged violation, and the time and place of the hearing.

The interim suspension or altered privileges will remain in effect until a final decision has been made on the pending complaint or until the President or Vice President for Student Development determines that the reason for imposing the interim suspension or alterations of privileges no longer exists.

The hearing will be conducted as prescribed in the Judicial Hearing process.

If an appeal is applied for and granted, it too shall follow the process of those described in the Judicial Hearing process.

In the event that there is a decision to suspend or expel the

student, the sanction will take effect from the onset of the interim suspension.

In the event of a lesser sanction being imposed, the interim suspension will not become a part of the student's permanent record.

If suspended or expelled, a student will not be reimbursed for loss of housing, board, or tuition fees.

In College Hearing Board Appearances, the chair of the College Hearing Board shall have the authority to require a student to appear at a designated time and place when the student's presence is necessary to resolve a question which is before the Board. The chair shall have the authority to require the student to produce additional information as is relevant to the hearing.

Appeals - The Vice President for Student Development will examine the evidence from the hearing and decide to uphold the decision of the judicial board or make a recommendation for a new hearing. No new testimony will be allowed at this stage.

Upon receipt of an appeal request, the Vice President for Student Development will review all written and recorded information pertaining to the case, and based on information gathered has the right to grant or deny an appeal hearing.

The only grounds for an appeal are insufficient proof of guilt, violation of student rights, or if the judicial sanction is felt to be inappropriate for the violation.

An application of appeal must be sent to the Vice President for Student Development within two (2) class days of written notification of the judicial board's decision. The application must state specific reasons as to why the individual believes an appeal is in order.

An appeal hearing will be granted or denied by the Vice President for Student Development.

If an appeal hearing is denied, the decision of the judicial board stands and notification will be sent to the student.

If an appeal hearing is granted, written notification will be sent to the student and an appeal hearing will be scheduled.

Granted requests for appeal hearings will go before the board, which reviews the recorded testimony.

Decisions of the Vice President for Student Affairs will be final and sent to the student when reached.

An application for appeal will be automatically filed in cases where expulsion or suspension is imposed as a sanction.

If an appeal is granted, the Vice President for Student Development will review the hearing. The decision of the Vice President will be one of the following:

- a) To overturn the judicial board decision.
- b) To return the case to the judicial board for further review.
- c) To support the decision of the judicial board.

Honesty - Each participant in the judicial process, either as

an accuser or the accused, must present the facts with total honesty. The student Judicial System depends on each participant being totally truthful. Individuals who are dishonest are subject to their own judicial action, which could include dismissal as a sanction.

Sanction Grid

The following is a sampling, not all inclusive, of possible causes for suspension or dismissal from Lakeland College. However, prior to these extreme measures, possible sanctions for minor or first offense policy violations may involve a written warning, educational tasks, community service, or disciplinary probation.

Alcohol	Repeated use or a history of violations; sale of alcohol to minors	Repeated incidences of alcohol abuse; severe violations
Assault/Physical	Assault (minor, single incident)	Causing serious injury via assault or repeat offenses
Assault/Sexual	Sexual contact (e.g. touching, fondling) without consent; sexual harassment (lower level)	First, second, third degree assault
College Records		Changing restricted or confidential college records
Computer		Intentionally creating and launching a computer virus
Drugs	Use of illegal drugs; Inappropriate use of legal drugs	Distribution or sale of illegal or legal drugs; Possession of date rape drugs; Manufacturing (to include growing) of drugs
Explosives	Discharging fireworks (including firecrackers inside or outside a building)	Possession or use of explosives beyond firecrackers
Fire	Damaging fire equipment; misusing fire equipment; initiating a false	Causing or attempting to cause a fire

	fire alarm	
Harassment	Harassment or stalking (lower level)	Harassment with threats and/or violence; stalking
Harassment of Staff/Faculty	Harassment of an employee - verbal	Harassment of employee -physical
Hate Crimes	Hate Crime (lower level – verbal)	Hate Crime (verbal, physical)
Hazing	Violating Hazing Policy – lower level	Violating Hazing Policy – causing injury due to hazing
Identity	Identity theft – lower level	Identity theft; making or selling fake ID's
Restricted/ Confidential Information	Inappropriate viewing or sharing of restricted information	Theft and sharing of restricted information
Sexual Misconduct	Lewd and lascivious conduct – verbal	Sexual exploitation
Theft/Burglary	Theft	Breaking and entering; theft leading to injury; theft with resale of stolen property
Traffic/Parking	Repeated violations	Traffic violation causing serious property damage or physical injury
Use of Keys	Misuse or abuse of keys	Misuse of keys to involve theft or assault
Vandalism	Vandalism	Vandalism leading to or causing injury; vandalism of significant scope
Violence	Threat of violence – single incident	Serious threats or acts of violence
Weapons	Possession of weapons	Use of weapons against a person or property; possession of firearms illegal weapons

Approved July 2009

This chart includes offenses that were reported to the Lakeland College Safety and Security Department, Sheboygan County Sheriff's Department, and other College officials who have significant responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Lakeland College Main Campus

OFFENSE		2010	2011	2012
MURDER/NON-NEGLIGENT	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
NEGLIGENT MANSLAUGHTER	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
SEX OFFENSES, FORCIBLE	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
SEX OFFENSES, NON-FORCIBLE	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
ROBBERY	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
AGGRAVATED ASSAULT	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
BURGLARY	ON CAMPUS	10	8	10
	**RESIDENTIAL FACILITIES	10	8	10
	NON CAMPUS	0	0	0
MOTOR VEHICLE THEFT	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
ARSON	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
LIQUOR LAW ARRESTS	ON CAMPUS	3	3	0
	**RESIDENTIAL FACILITIES	3	3	0
	NON CAMPUS	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	70	78	45
	**RESIDENTIAL FACILITIES	70	78	45
	NON CAMPUS	0	0	0
DRUG LAW ARRESTS	ON CAMPUS	3	4	0
	**RESIDENTIAL FACILITIES	3	4	0
	NON CAMPUS	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	4	9	5
	**RESIDENTIAL FACILITIES	3	9	5
	NON CAMPUS	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	ON CAMPUS	0	0	0
	**RESIDENTIAL FACILITIES	0	0	0
	NON CAMPUS	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	ON CAMPUS	1	1	0
	**RESIDENTIAL FACILITIES	1	1	0
	NON CAMPUS	0	0	0

ACADEMIC CALENDAR 2013 – 2014

FALL TERM 2013

Faculty Workshop
Transfer Student Move-in Day
Freshman Student Move-in Day
Transfer Student Orientation
New Student Welcome Ceremony
Freshman Student Orientation
Returning Student Move-in Day
Welcome Week
First Day of Classes
Opening Convocation
Last Day to Add/Drop Classes
Labor Day—No Classes
Classes Resume
HOMECOMING
Mid-Term
Fall Break
Classes Resume
Registration for Spring 2014
**Last Day to Withdraw from a Class
or change to Audit Status**
Thanksgiving Recess
Classes Resume
Last Regular Class Day
Reading Day—No Classes
Final Exams
Christmas Break

SPRING TERM 2014

Transfer Student Orientation
First Day of Classes
Last Day to Add/Drop Classes
Mid-Term
Spring Break
Classes Resume
Registration for Fall Term 2014
**Last Day to Withdraw from a Class
or Change to Audit Status**
Easter Break
Classes Resume
Last Regular Class Day
Reading Day/Humanities Fair—No Classes
Final Exams
Baccalaureate and Commencement

MAY TERM 2014

First Day of Classes
Last Day to Add/Drop a Class
Last Day to Withdraw from a Class
Last Regular Class Day of May Term

SUMMER TERM 2014 (EWO: 7W1, 12W)

First Day of Classes (12W)
Last Day to Add/Drop Classes (12W)
First Day of Classes (7W1)
Last Day to Drop Classes (7W1)
Independence Day (No Classes)
Last Day to Withdraw from Classes (12W)
Last Day to Withdraw from Classes (7W1)
Last Day of Classes (12W, 7W1)

Tuesday, August 20- Wednesday, August 21
Wednesday, August 21
Thursday, August 22 (9am to Noon)
Thursday, August 22 (9 am to Noon)
Thursday, August 22
Thursday, August 22 to Sunday, August 25
Friday, August 23 to Sunday, August 25
Monday, August 26-Saturday, August 31
Monday, August 26
Thursday, August 29
Friday, August 30
Monday, September 2
Tuesday, September 3
Saturday, October 5
Thursday, October 10 – Friday, October 11
Thursday, October 17 – Sunday, October 20
Monday, October 21
Thursday, October 31 – Friday, November 8

Friday, November 8
Wednesday, November 27 – Sunday, Dec. 1
Monday, December 2
Thursday, December 5
Friday, December 6
Monday, December 9 – Friday, December 13
Saturday, December 14 – Tuesday, Jan. 7, 2014

Monday, January 6
Wednesday, January 8
Tuesday, January 14
Wednesday, February 26 – Thursday, February 27
Saturday, March 8 – Sunday, March 16
Monday, March 17
Thursday, March 20 – Friday, March 28

Friday, March 28
Friday, April 18 – Monday, April 21
Tuesday, April 22
Thursday, April 24
Friday, April 25
Monday, April 28 – Friday, May 2
Sunday, May 4

Tuesday, May 6
Wednesday, May 7 (before classes begin)
Monday, May 19
Friday, May 23

Tuesday, May 27
Tuesday, June 3
Tuesday, July 1
Thursday, July 3
Friday, July 4
Friday, July 25th
Friday, August 8th
Monday, August 18

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution.

2012 Fire Statistics for Lakeland College Student Housing Facilities

Lakeland College reports no fire in student housing for 2012; consequently, there have been no injuries, deaths, or property damage due to fires in student housing.

A “fire” is defined as “any instance of an open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”

Fire Safety Policy

The safety of every individual in the residence facilities is paramount in the minds of the Residence Life Staff. Fire is an especially serious concern. It is important that resident students become familiar with the stairwells and exits in your housing facility.

All persons must evacuate the building when a fire alarm sounds. Fire drills will be held periodically at varying times of the day and night. A student not complying with evacuation procedures is subject to disciplinary action by the College.

Firefighting equipment, fire alarm systems, smoke detectors and evacuation procedures are provided for the protection of life and property of residents. Residents should familiarize themselves with the type and location of equipment, exits, windows, and the evacuation procedures from their floors of residence halls. Fire drills will be practiced. Everyone is required to vacate the building during a fire drill. Fire drills and safety practices in the residence halls must be taken seriously. Students are prohibited from having the following in their rooms:

- Incense and candles
- Firearms and ammunition
- Firecrackers, fireworks, gunpowder, and other combustible materials
- Any gasoline-powered machines
- Halogen lamps
- The use of paneling or plywood
- Hanging items from ceilings such as fishnets, parachutes, sheets, flags, posters, etc.

The following are also prohibited:

- Obstructing hallways and exits
- Tampering with fire sprinkler systems

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 \$100 fine plus other related costs and could be just cause for dismissal from housing and/or dismissal from Lakeland College. Persons causing false alarms, interfering with the proper functioning of the fire alarm system or interfering with the lawful efforts of firefighters are subject to prosecution under Wisconsin State law. If a fire results from a student’s negligence, they may be held financially responsible for property damage and personal loss.

Residence Hall-2012

	Fire Alarm Monitoring Done Off Site (Priority One)	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of Evacuation (Fire) Drills Each Academic Year
Krueger Hall	X		X	X	X	2
Brotz Hall	X	X	X	X	X	2
Friedli/Hofer	X		X	X	X	2
Grosshuesch	X		X	X	X	2
Muehlmeier	X		X	X	X	2

Apartments-2011

Hill	X		X	X	X	2
Kurtz	X		X	X	X	2
Morland	X		X	X	X	2
South Hall	X	X	X	X	X	2