

## **Lakeland College Student Handbook 2014-15**

The contents of this document are provided for Lakeland College 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 any information and policies contained within for any reason and without prior notice at any time. The changes will be deemed effective immediately unless otherwise specified by the college. The most current version of college policies can be found online at

<http://lakeland.edu/studenthandbook>

Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date.

### ***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.

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.

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# LAKELAND COLLEGE STATEMENT OF MISSION, VALUES AND EXPECTATIONS

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## ***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 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 continue 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.*

## **STUDENT INFORMATION AND SERVICES**

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### ***Academic Advising***

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.

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 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. In addition, HARC staff provide teaching skill building workshops on topics ranging from learning styles, time management, test-taking techniques and writing research papers. There is no charge for using the HARC or any of its services. The hours of the HARC and its services are on the HARC web site. For more information about the HARC, call 920-565-1412. General inquiries can be sent to [tutoring@lakeland.edu](mailto:tutoring@lakeland.edu).

### ***Athletics and Intramurals***

Lakeland College is a member of the National Collegiate Athletic Association (NCAA) Division III. The Muskies compete in the Northern Athletics Conference. Lakeland has 10 intercollegiate varsity sports for men (baseball, cross country, wrestling, basketball, football, tennis, golf, track, soccer and volleyball) and eight for women (basketball, cross country, golf, soccer, softball, tennis, track and volleyball). All home athletic events and intramurals are free to students who present their Campus ID Card.

### ***Campus Shop***

The Campus Shop, located on the first floor of the Laun Center, is the source for textbooks, e-books, textbook rental, supplies, snacks and Lakeland imprinted apparel and giftware. Purchases may be made by cash, check, Visa, Master Card, American Express or Discover. Course materials and supplies may be charged to a student's account if sufficient financial aid is available to fund the purchase. 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 posted Saturdays 10 a.m. to 2 p.m.

### ***Change of Address***

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

### ***Check Cashing***

Checks up to \$100.00 may be cashed in the Business Office with proper identification, either driver's license or campus card. There is a \$25.00 charge for checks returned for any reason. An ATM is located in the Younger Family Campus Center.

### ***Computer Labs***

Computer labs are located in Chase, Laun Center, Old Main and the Esch Library. A Mac lab is located in Verhulst and is available for use by students enrolled in digital design courses.

### ***Counseling Services***

#### *Academic*

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.

#### *Financial*

Students experiencing financial difficulties or having questions regarding charges to their account should contact the manager of student accounts, in William A. Krueger, Room 109, or by calling 920-565-1258. Assistance in the areas of payment options and credit responsibilities will be provided.

#### *Personal*

Personal concerns may revolve around stress, grief, a relationship, 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 by calling 920-565-1527.

#### *Spiritual*

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 Laun Center and the chaplain can be contacted by calling 920-565-1349.

### ***Dining Services***

Dining Services consists of five operations:

- *Lakeland College Dining* – Lakeland's Dining Services provides breakfast, lunch and dinner options Monday through Friday and brunch and dinner on Saturday and Sunday. Dining Services is located on the east side of the second floor in the Younger Family Campus Center.
- *Muskie Mart & Grill* – Lakeland's campus convenience store and short order grill is located on the west side of the second floor in the Younger Family Campus Center.
- *The Daily Grind* – Lakeland's coffee shop, located on the first floor in the Younger Family Campus Center.
- *The Pub* – Lakeland's social and game center serves food and beverages and is located on the first floor in the Younger Family Campus Center.
- *Lakeland College Catering* – Preferred catering service for all campus activities. The catering office is located on the second floor in the Younger Family Campus Center. For catering questions or needs, please contact the catering manager at 920-565-1308.

Hours of operation are posted at individual food outlets and on [my.lakeland.edu](http://my.lakeland.edu). All outlets accept cash, credit and campus card payment. Interdepartmental charge may be used for some catered events.

For special dietary needs, contact the director of food service at 920-565-6588.

For more information about what Lakeland College Dining Services has to offer, please visit <http://lakeland.edu/Campus-Life/dining-services>.

### ***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, 8 a.m. to 4:30 p.m. Walk-in appointments are available, but a scheduled appointment is preferred to ensure adequate time is available for questions or concerns. Call the Financial Aid Office at 920-565-1214 or [finaidofs@lakeland.edu](mailto:finaidofs@lakeland.edu) for assistance.

### ***Greek Life***

Lakeland offers six social fraternity and sorority chapters. Contact a student success coach for more information concerning involvement in Greek Life.

### ***Health Services***

Health Services are available 8 a.m. to 4:30 p.m. Monday through Friday. The office is located in the lower level of Brotz Hall.

*The general services provided at the health center are:*

- First aid and common over the counter medications
- Personal health counseling and mental health referral
- Alcohol and drug information
- Humidifiers, heating pads, ice packs, crutches, etc.
- On-site testing for Mono, Strep and Pregnancy at a minimal charge.

Hospitals, clinics, physicians, dentists and other health professionals are available to students, as is health education, informational programs and services. Area physicians cooperate with Lakeland College on a referral basis to provide services when needed. Care from dentists, physicians, counselors and hospitals is at the expense of the student. Students should have a copy of their health coverage information with them at the time of their appointment.

A nurse practitioner offers services to students on a limited basis and these hours are posted. The nurse practitioner provides a wider range of services including the diagnosis of minor illnesses, written prescriptions for medications and physical exams. There is a \$25 charge for extensive exams or physicals with the nurse practitioner, but general visits to the school nurse and nurse practitioner may be free of charge.

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 health center upon arrival to campus.

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 prior to the start of classes. The Meningitis and Hepatitis B vaccinations are strongly recommended.

For more information, please contact Health Services at 920-565-1523.

### ***Information Desk***

The Information Desk is located on the main floor of the Campus Center.

#### ***Hours of operation:***

Weekdays – 10 a.m. to 10 p.m.

Saturdays – 2 p.m. to 10 p.m.

Sundays – 6 p.m. to 10 p.m.

### ***Lakeland Intervention Team (L.I.T.)***

The Lakeland Intervention Team is comprised of an interdisciplinary group of college faculty and staff. The role of L.I.T. is to address any college community member's behavior. For information on which behaviors to report, and how to report them, please refer to [http://my.lakeland.edu/ics/Muskie\\_Parents/Lakeland\\_Intervention\\_Team.jnz](http://my.lakeland.edu/ics/Muskie_Parents/Lakeland_Intervention_Team.jnz)

### ***Library***

The John H. Esch Library is part of the EasiCat system and has access to the materials of the system's 13 public libraries and the bookmobile of the Eastern Shores Library System. In addition, the library has a computer lab and subscribes to online resources that students can use for research. Off-campus access to online resources is available through the Lakeland website. Quiet study, group study and tutoring services are also provided in the library.

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

### ***Military Benefits (Veterans) Coordinator***

Please notify the veterans coordinator of enrollment per term and anytime a class is added, dropped or withdrawn to avoid delay of benefits and ensure accurate processing of military paperwork. Contact the veterans' coordinator at 920-565-1258 or visit William A. Krueger Building, Room 109.

### ***Registrar's Office***

The following services are available in the Registrar's Office located in the William A. Krueger Building, Room 115:

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

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 registration materials through [my.lakeland.edu](http://my.lakeland.edu). In general, registration for continuing students involves these essential steps each term:

- Academic progress is reviewed and course selections are made with the assistance of academic advisors.
- Students log into [my.lakeland.edu](http://my.lakeland.edu) to register for the upcoming term.

A printer-friendly copy of the schedule of classes is available online at [my.lakeland.edu](http://my.lakeland.edu) each term. No student will be allowed to register with an outstanding financial obligation to the college.

### ***Reservations of Facilities***

The central reservation coordinator is able to assist groups in locating and reserving on-campus facilities for meetings and other social events. Reservations for recognized campus organizations are made without charge unless additional

facility requirements such as special lighting, sound system or the movement of staging or furniture is necessary. Reservations should be made at least 48 hours in advance of the event.

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 the central reservation coordinator at 920-565-1228.

### ***Safety and Security***

The Department of Safety and Security maintains the safety, security and integrity of the Lakeland College campus including its grounds, buildings and property. Through programs, events, and publications, the Department of Safety and Security educates students in personal safety and the protection of their personal property. The Department of Safety and Security is located in the lower level of Brotz Hall, and may be reached during normal business hours by calling 920-565-1407. During nights and weekends, The Department of Safety and Security is available by cell phone at 920-565-1126. Always call 911 in case of an emergency.

### ***Shuttle Services***

Lakeland College provides transportation to destinations in Sheboygan County by appointment. The shuttle may be used by residential students for shopping, banking, doctor and dental appointments, and transport to entertainment venues.

The shuttle operates from 7 a.m. to 10 p.m. Monday through Friday, and from noon to 5 p.m. on Saturday. Students are encouraged to make reservations as far in advance as possible. Call the shuttle office at 920-565-1321, or the driver's cell phone at 920-627-0882 to make arrangements.

### ***Spiritual Life***

Students will find a number of ways to nourish their spiritual life while at Lakeland College. Weekly ecumenical worship services are held at 7 p.m. on Wednesday evening. In addition, the Spiritual Life Council (SLC) is the student programming board for spiritual life activities. The SLC brings together students who have interests that are religious in nature, but diverse in expression. The schedule of events will be posted each semester; these events are open to the entire Lakeland community.

### ***Student Employment***

On-campus student employment information is available through the Student Employment Department located in the William A. Krueger Building, Room 14 or at 920-565-1518.

### ***Student Health Insurance***

All students living on campus are required to have health insurance. The college offers a student health insurance plan to all undergraduate, full-time, traditional students with at least six credit hours through Wisconsin Physicians Service (WPS). See [my.lakeland.edu/cs/campus\\_life/](http://my.lakeland.edu/cs/campus_life/) for more information or contact a student success coach.

Students playing intercollegiate sports must provide proof of insurance covering the student in the sport(s) in which they participate. More information may be obtained from the director of athletics at 920-565-1240.

### ***Student Organizations***

Lakeland has more than 40 active student organizations. To participate in a Lakeland College student organization, students must be enrolled full time in Lakeland College and have a minimum cumulative GPA of 2.0. To learn more about student organization opportunities, contact a student success coach.

### ***Student Success Coaches***

To keep students on track to graduation and to assist students in leading a life of success and fulfillment, Lakeland College has developed the Student Success and Engagement Team. Every student studying in Lakeland's traditional undergraduate program is assigned a success and engagement coach. Coaches help students connect to existing college resources (academic, health, financial aid, student organizations, etc.), reinforce habits that lead to successful collegiate level performance, identify internships and other appropriate pre-professional experiences and encourage students to become actively engaged in all facets of the college experience.

Students are encouraged to contact their success and engagement coach when they are seeking advice, assistance or have any issue or concern.



### ***Threat Assessment Team***

The Threat Assessment Team is charged with determining if an individual poses, or may reasonably pose, a threat of violence to self or others, and to intervene to avert the threat. The team responds to behaviors exhibited by students, employees and visitors and meets regularly to evaluate threat referrals, develop case strategies, and if necessary, intervene in a manner appropriate to the situation. To report a potential threat, contact the director of safety and security or the assistant director of safety and security at 920-565-1407.

### ***Vending and Lost Money***

Vending machine malfunctions should be reported to the director of dining services at 920-565-1227 or in person in Bossard Hall. Malfunctions of the laundry equipment should be reported by contacting a member of the Residence Life staff.

## **POLICIES AND PROCEDURES**

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### ***Accounts/Payments***

Accounts are due 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, or at 920-565-1258.

### ***Administrative Withdrawal***

Where judged appropriate, or under circumstances determined to be potentially dangerous, the president, vice president for academic affairs, senior director for student success and engagement or her/his appointee can immediately suspend and remove a student from campus. This includes any student judged to be harmful to her or himself or others, or whose removal is judged to be in the best interest of the 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 (including, but not limited to, eating disorders or substance abuse), others, property or the orderly functioning of the college. The college 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. The team will be comprised of professional staff members appropriate to the case. The decision of the administrative team will be final.

When reasonably possible, the college will seek remedies that enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The college will act with respect to the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from the 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 or for readmission to the college to be considered. The vice president for academic affairs, senior director for student success and engagement or her/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.

### ***AIDS/HIV Statement***

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

- Offer confidential medical, spiritual, psychological assistance to any college member who contracts or has AIDS/HIV;
- Provide information about the disease to any college member requesting it and, periodically, disseminate information to the college community;
- Accommodate, within the college's prevailing resource constraints, special needs of a student or employee with AIDS.

### ***Alcohol and Drug Use Policy Notice***

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:

- To promote among the students of the college community responsible behaviors and attitudes as they relate to the use of alcohol.
- To inform students about the possible effects of the use of alcohol upon themselves and the community.
- To offer help to individual students experiencing special difficulties associated with the use of alcohol.
- 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.

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

Lakeland College 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 nonprescription 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 senior director for student success and engagement 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, suites and Greek suites where the occupants and guests are of legal drinking age. Alcohol is not allowed in Krueger, Muehlmeier, Brotz and Grosshuesch Halls.

#### ***Wisconsin Drinking Age Laws***

It is unlawful for any person:

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

The following specific policies address involvement with alcohol:

- Individuals prohibited from the use of alcoholic beverages, as defined by State of Wisconsin law, cannot drink while on the campus of Lakeland College or at college-sponsored off-campus events.
- Individuals and members of organizations who are permitted to drink must refrain from sharing, purchasing, serving or encouraging the consumption of alcoholic beverages by underage individuals whether in privacy of one's residence unit or in other college facilities. Individuals who furnish alcohol to minors will face legal and/or college disciplinary action.
- 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 the Department of Safety and Security, the Sheriff or medical personnel.
- Social events where alcohol is consumed must have a proportionate amount of non-alcoholic beverages and

food such as chips, crackers, popcorn, etc.

- With the issuance of a party permit or scheduling of event, individuals or organization shall be assigned responsibility to implement a system to ensure that underage individuals are not served alcoholic beverages.
- Inappropriate behavior stemming from the consumption of alcohol shall result in conduct action against the individual or organization.

### *Open Containers*

It is 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.

### *Alcohol Violation Sanctions*

Typically, the following sanctions apply, but the college reserves the right to enact any sanction it deems appropriate for any offense, up to and including immediate suspension or dismissal for the first offense.

Sanctions for First Offense include:

- A formal warning in the student's judicial file
- Community service
- Counseling
- Educational sanction

Sanctions for Second Offense include:

- Any of the above sanctions
- Disciplinary probation
- Behavioral contract
- Alcohol assessment with the campus counselor
- Contact of listed emergency contact
- Suspension from residence halls or apartments

Sanctions for Third Offense include:

- Any of the above sanctions
- Appearance before the campus judicial board
- Alcohol assessment with an AODA counselor at the student's expense
- Contact of listed emergency contact

Sanctions for Fourth Offense include:

- Any of the above sanctions
- Immediate suspension or dismissal from Lakeland College

### ***Illegal Drugs Policy***

The possession and use of controlled substances must, at all times, be in accordance with the provisions of federal and 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. Students who possess, use or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action. Disciplinary action against a student under 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. For the purpose of these policies, drugs include any controlled substance, including, but not limited to marijuana, cocaine, amphetamines, ecstasy, LSD compounds, mescaline, psilocybin (psychedelic mushrooms), DMT, narcotics, opiates and other hallucinogens, except when taken pursuant to a physician's prescription in accordance with law.

### *Drug Violation Sanctions*

Typically, the following sanctions apply, but the college reserves the right to enact any sanction it deems appropriate for any offense, up to and including immediate suspension or dismissal for the first offense.

Sanctions for first or second offenses may be one or several of the following:

- A Residence Life 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
- Counseling
- Notification of listed emergency contact by the director of residence life
- Additional sanctions as determined by the administrator handling the case
- Opportunity to reside in the apartments or Brotz Hall may be denied
- Drug assessment with an AODA counselor

- Loss of housing and/or suspension from the college

Sanctions for third offenses or more may be one or several of the following:

- Any of the above sanctions
- A meeting with the director of residence life 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 director of residence life

#### *Alcohol/Drugs on College-Funded Trips*

Students are not allowed to transport or consume alcoholic beverages or illegal drugs while participating in any college-sponsored trips or 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.

#### *Health Risks Associated with Use/Abuse of Alcohol and Drugs*

Please refer to the below website to view the health risks associated with the use/abuse of alcohol and drugs

<http://www.drugabuse.gov/drugs-abuse>

#### *Alcohol/Drug Abuse Area Resources*

##### *Campus*

- |  |              |
|--|--------------|
| • Health Center nurse                                | 920-565-1523 |
| • Counseling Center                                  | 920-565-1527 |
| • Senior director for student success and engagement | 920-565-1588 |

##### *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 Healthcare – Behavioral Health Services (Fond du Lac) | 800- 922-3400 |

#### ***Amnesty Policy***

In certain conduct cases, less severe violations will be waived in order to investigate more severe violations. This is done so witnesses can come forth during an investigation without fear of reprisal. This policy also covers those who report serious violations.

#### ***Bodily or Mental Harm***

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

#### ***Campus Demonstration and Disruption***

The following are prohibited: 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.

#### ***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 the Muskie Central page of my.lakeland.edu. If a faculty member is unable to meet with a class, the cancellation will be shown on my.lakeland.edu.

### ***Cell Phone Usage/Texting in Class***

Cell phones, MP3 players, earbuds, headphones and other electronic devices that have the potential to interfere with classroom instruction should be silenced during 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.

### ***Certified/Registered Service Animal***

In compliance with the Americans with Disabilities Act, Lakeland College allows the use of service animals in order to achieve access to programs, activities and services. Under this policy, service animals are allowed in all buildings, classrooms, residence halls, meetings, dining areas, recreational activities and events when the animal is accompanied by individuals with a disability or who indicate the service animal provides a specific service to them. If a residential student requires use of a service animal, they will be placed in a single or single/double room and pay for that room according to the single or single/double price.

The ADA defines "Service Animal" as any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The college reserves the right to inquire about specific tasks a service animal will perform and/or request documentation in instances where the identified tasks are not obvious. In the event documentation is required, it should be printed on professional letterhead and be less than one year old.

If an animal is not controlled properly, it ceases to provide a service and will be excluded from the campus areas mentioned above. The following guidelines are set forth by the college to ensure the animal does not engage in behavior that would be a direct threat to the health and welfare of others. If the animal's behavior is deemed disruptive, aggressive or destructive, the student will be held responsible and may be asked to remove the animal from campus.

The guidelines for service animals on campus:

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

### ***Class Absence***

If a student needs to miss a class due to a college-sanctioned extra-curricular activity, he/she should notify his/her instructors as soon as possible and is expected to complete all work missed according to the instructors' policies. If concerns, problems or questions arise about absence policies, contact the individual instructor or faculty/staff member responsible for that activity.

### ***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 director of residence life.

### ***Clery Act Information***

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. A copy of this report made be obtained by contacting the Department of Safety and Security located in the lower level of Brotz Hall or at 920-565-1407.

### ***College Officials***

All employees of Lakeland College are considered college officials. 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 severe disciplinary action.

### ***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.

### ***Communicable Disease Policy***

The college has a commitment to health, human dignity and concern for others. To educate all members of the college community about communicable diseases, the senior director for student success and engagement, in co-ordination 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.

Students who have been diagnosed with an infectious disease need to notify the senior director for student success and engagement or the Health Center Office at 920-565-1523.

The college will support the special needs of students with communicable disease through services offered by the Student Health Center Office and the senior director for student success and engagement. These services include support, education and referrals.

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.

### ***Death of a Family Member of a Student***

Please notify the chaplain or student success coach in the event of the death of a student's family member. The chaplain or student success coach will notify others in the college community, as appropriate, so assistance can be offered to the student and family.

### ***Disciplinary Records***

Disciplinary records, conduct records and those records pertaining to judicial affairs are kept in the office of the director of residence life. 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 director of residence life 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.

Students are provided full and fair access to their judicial or disciplinary records except to the extent required to protect others' confidential information. 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.

### ***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, creed, religion, gender, sexual orientation, national origin, age, disability, handicap, developmental disability, ancestry, marital status 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 senior director for student success and engagement, student success coach, director or assistant director of safety and security, or residence hall staff member 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:

- The director of human resources
- The senior director for student success and engagement
- The Department of Safety and Security
- 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, must be immediately reported to the senior director for student success and engagement, who will process such complaints according to college policy and procedure. Reports/complaints in which the accused is neither a Lakeland employee nor a student shall be processed consistent with any other complaint by notifying one of the reporting officials above, although the college reserves the right to alter or modify the procedures, in its sole discretion, in order to effectively handle these complaints.

#### ***Disorderly Conduct***

Disorderly conduct is disturbing the peace and good order of the college. Prohibited behaviors include, but are not limited to: fighting, quarreling, disruptive behavior, indecent behavior, public urination and/or lewd behavior. This includes violating quiet hours. Disorderly conduct violations will result in disciplinary action as outlined in the student conduct procedures section of this handbook.

#### ***Email Communication with Students***

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 emails 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.

#### ***Emergency Transport Policy***

If an injury or illness is significant or potentially life-threatening, or if a student requests it, an ambulance will be called. Ambulances provide transport to Aurora Sheboygan Memorial Hospital or St. Nicholas Hospital; both are located in Sheboygan.

#### ***False Report of Emergency***

Causing, making or circulating a false report or warning of a fire, explosion, crime or other catastrophe is prohibited.

#### ***Financial Aid (Change of Status Policy)***

It is the student's responsibility to notify financial aid if his/her enrollment or residency status changes. Because financial aid awards are based in part upon enrollment and residency status, moving off or on campus constitutes a redetermination of student aid. Students considering a change in residency status are encouraged to meet with financial aid before making the decision.

### ***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.

As allowed under Wisconsin law, all college buildings are posted "Firearms and weapons are prohibited on these premises." Persons with a valid concealed carry permit must store their weapon(s) in their locked vehicle before entering any campus building or where weapons are not allowed. Any questions regarding this should be directed to the director of the Department of Safety and Security or the assistant director of the Department of Safety and Security at 920-565-1407.

### ***Fire Safety Policy***

All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action.

Firefighting equipment, fire alarm systems, smoke detectors and evacuation procedures are provided for the protection of life and property. Residents should familiarize themselves with the type and location of equipment, exits, windows and the evacuation procedures from their floors of residence halls. Everyone is required to vacate the building during a fire drill.

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

- Incense and candles
- 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 can be dismissed from housing and/or from the 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 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.

### ***Greek Life***

#### ***Hazing Policy***

Lakeland College prohibits hazing. Please refer to the college's Hazing Policy found later in this section of the handbook.

#### ***Greek "Good Standing"***

All fraternity and sorority programs must be in good standing as defined by the college. Please contact a student success coach for specific requirements.

#### ***Pledging***

Pledging is a time when Greek organizations welcome new members into their groups

It is the belief of the college that all have the obligation to uphold the concepts of basic human dignity and basic human rights. Please refer to the Hazing Policy later in this section.



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*

Social events within the Greek suites is a privilege that the college grants to Greek organizations. Greek organizations must abide by the policies established by the college. Please contact a student success coach for a copy of the guidelines.

#### *Use of Alcohol in Greek Suites/Events*

Please see Lakeland College's "Alcoholic Beverages Policy." The same policy applies.

#### ***Grether Natural Laboratory (The Woods)***

The woods are for the use of Lakeland College students, but at no time are alcohol, fires or camping allowed. Snowmobiles and other motorized vehicles are prohibited as they destroy the trails and disrupt wildlife.

#### ***Grievance Procedure***

Students are encouraged to use the grievance procedure when they feel that a college policy or procedure has not been followed.

The procedure outlined below is designed to assure full, fair, equitable and prompt consideration of the student's grievance. Absent any abuse of the system, the student initiating a grievance or participating in its settlement will not be retaliated against.

Procedure:

1. The student should bring the matter to the attention of a student success coach. Grievances shall be addressed expeditiously and consistent with college policies and applicable law.
2. If the grievance is not resolved, the student must put the grievance in written form and file it with the senior director for student success and engagement. The student and the senior director for student success and engagement will meet and try to resolve the matter within 10 business days.
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 senior director for student success and engagement. 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 committee will give a written recommendation to the senior director for student success and engagement within 10 business days of the filing of the complaint.
4. The senior director for student success and engagement will present the student with the decision.
5. Should the student wish to appeal this decision, the matter should be submitted in writing to the vice president/chief financial officer.
6. The vice president/chief financial officer will give careful consideration to the matter and will present a decision in writing to the student within 10 days of notice of appeal from the student. The decision of the vice president/chief financial officer is final.

#### ***Hazing Policy***

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."*

Any student organization, group, team or individual student violating this policy or the Wisconsin State Statute on Hazing is subject to sanctions 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 from a student success coach or from your state representative. A more complete definition may be found in the Hazing Agreement, available upon request from the senior director for student success and engagement.

#### *Reporting*

Any alleged incident of hazing should be reported to the Department of Safety and Security, a student success coach, or the director of residence life.

#### *Enforcement*

The Lakeland College Judicial System will handle any alleged infractions of the hazing policy; if found responsible for 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,

community service project or expulsion from the institution.

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.

### ***Hunting***

Hunting is not allowed on campus, in the campus woods or within 150 yards of campus property without expressed written consent of the landowner. 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.

### ***Identification***

All students are responsible for procuring a Lakeland College Campus Card. Transferring, lending, borrowing, altering or unauthorized creation of college identification is prohibited.

### ***Information Technology Policy***

Lakeland 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. Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network or communication network is prohibited. Also prohibited are:

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

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 students should not assume any confidentiality when using college technology resources. The full and binding policy can be found on my.lakeland under the I.T Helpdesk tab.

### ***International Student Advising and Maintaining Legal Status in the Federal SEVIS***

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). 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 at 920-565-1337.

### ***Lake Regulations***

Swimming, wading, boating and water floats are prohibited in or on any campus body of water. Alcoholic beverages are not allowed in the lake areas.

### ***Loans***

A student may obtain an emergency loan up to \$50 from the Business Office in the William A. Krueger Building, Room 112. 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.

### ***Mail/Mailbox Keys***

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 the first week of class. Afterward, mailbox keys may be picked up in the central reservation coordinator's office in 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. Packages may be sent UPS from the Campus Center Office between the hours of 8 a.m. to 4:30 p.m. UPS usually arrives at the Campus Center between 9 a.m. and 10 a.m. All UPS and freight deliveries must use the following address:

*Mailing address should read:*

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

*Packages should be sent to the following:*

NAME-MAILBOX NUMBER  
LAKELAND COLLEGE  
W3718 South Drive  
Plymouth, WI 53073

### ***Off-Campus Behavior***

Adverse behavior of a student occurring off campus may be subject to college 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***

- 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.
- 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 possession of illegal substances.) The student may be subject to both on- and off-campus judicial procedures.
- 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.
- 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 director of residence life or his/her designee reserves the right to contact the student's emergency contact 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.

### ***Parking Policies***

All students parking a vehicle on campus for more than 24 hours must have a parking permit.

- Parking permits are issued only to eligible people when a valid driver's license is shown to the Department of Safety and Security. 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.
- 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.
- Parking or driving on campus lawn and/or sidewalks will result in a ticket and/or cost of damages.
- Violators may be subject to the Department of Safety and Security's parking boot to enforce parking on campus.
- Vehicles in violation of parking regulations can be towed depending on the urgency or violation. The vehicle will be towed at the owner's expense.
- Lakeland 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.

### ***Parking Appeals***

A special Ad Hoc Appeals Committee handles traffic ticket appeals. All citations are assumed to be valid; however, if an issued a citation is felt undeserved, it may be appealed. To appeal a college citation, fill out an appeal form found either in the Department of Safety and Security in Brotz Hall or at <http://www.lakeland.edu/studentservices/security.asp> and return it to the Department of Safety and Security within five (5) business days of receiving the citation. Security will turn over all appeals to the 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 person's account, unless payment was already made. A written reply to an appeal will be emailed in a timely manner. Appeals may also be submitted via email to [Safety&Security@lakeland.edu](mailto:Safety&Security@lakeland.edu).

### ***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 a vehicle was originally parked has been cleared, a vehicle may return to it. Snow emergency statements will be posted in each residence facility.

### ***Posting and Advertising Policies***

#### ***Campus***

Bring master copy or copies of flier to the central reservations coordinator's office in the Campus Center for stamped approval. Once approved, posters may be posted according to the "Public Posting Policy" handout. Fliers cannot contain for-profit solicitation, alcohol references, off-campus parties hosted by a Lakeland college organization or any illegal activity. Plan accordingly, as it may take more than 24 hours for approval.

#### ***Residence Halls***

Only Lakeland College Residence Life staff may post in the residence halls, suites or apartments. If one wishes to have fliers posted in the residence halls, bring 28 copies of the flier to the Residence Life office in the Laun Center.

### *Chapel*

Please bring two copies of the flier to be posted to the chaplain's office in the lower level of Brotz Hall.

### ***Safety and Security Policies***

To report a crime or emergency, call the Department of Safety and Security at 920-565-1126 or stop in at the Department of Safety and Security in the lower level of Brotz Hall.

If you would like to report an issue and remain anonymous, please go to [www.lakeland.edu/studentservices/security.asp](http://www.lakeland.edu/studentservices/security.asp)

### *Other services offered by the Department of Safety and Security:*

- 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

### *Campus Crime Report-Clery Act (see Appendix A)*

### *Safe Ride/Safe Walk*

The Department of Safety and Security provides a Safe Ride/Walk that is available to any student upon request 24 hours a day, seven days a week. Please call 920-565-1126 to request this service.

### *Emergency Evacuation*

In the event of an emergency evacuation, remain calm and evacuate the building. Familiarize yourself with the evacuation plans posted in each building. For severe weather emergencies, go to the designated shelter area posted in each building.

### *Emergency Maintenance Response*

Any maintenance emergencies should be reported to the Department of Safety and Security at 920-565-1126.

### *Use of Campus Roads*

All vehicles on Lakeland College property shall not exceed the posted speed limit of 15 miles per hour. Golf carts, mopeds, scooters or other motorized gas or electric, non-street legal vehicles will not be permitted on campus for personal use.

### ***Severe Weather and 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 one becomes aware of severe weather or a tornado watch, or has questions about severe weather, call security 24 hours a day, seven days a week at 920-565-1126.

### *Designated Shelter Areas*

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

### *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 at 920-565-1407, or the director of residence life at 920-565-1521. 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 920-565-1126 or Residence Life at 920-565-1521.

#### ***Sexual Abuse/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:

- 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.

#### ***Sexual Harassment Statement***

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:

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

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

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

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

#### ***Stalking***

Stalking is a form of violence and 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.

#### ***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.

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 or 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 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 the Department of Safety and Security, residence hall staff, the campus counselor, campus chaplain or campus nurse.
- Do not disturb any evidence; this includes bedding, clothing or anything that may assist in an investigation.
- Do not shower, wash yourself or go to the bathroom.
- Get medical attention at a hospital.

After a sexual assault, get to a safe place. Call someone. Don't be alone. Seek immediate medical treatment for injuries and to preserve evidence. Aurora Sheboygan Memorial Medical Center in Sheboygan has specially trained staff specializing in assisting victims of sexual assault. The victim of an assault can receive treatment to injuries and preserve evidence at no cost to the victim, which means a claim does not need to be filed with your medical insurer. The medical center, in cooperation with Safe Harbor, offers safe and caring services to survivors of rape, incest, sexual abuse and sexual assault. Medical center staff will help victims and survivors soon after an assault or even weeks later. The Sexual Assault Response Team can be contacted at 920-451-5553.

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 this 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 expulsion from the college.

#### *Reporting and Investigation*

Consider reporting the assault. Students should report the assault to the Department of Safety and Security at 920-565-1407 or 920-565-1126. The director and assistant director of security can help a student report an assault to the police. Informing the Department of Safety and 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.

#### *Title IX Information*

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance." (Title IX of the Educational Amendments of 1972)

The above mandates equal access to educational benefits, programs and activities regardless of gender. Sexual assault or sexual harassment, by nature, can negatively affect the educational environment for the victim, thus becoming a Title IX issue. Once a responsible employee has either actual or constructive notice of sexual misconduct/sexual harassment, Lakeland College is to:

- Take immediate and appropriate steps to investigate the incident, and
- Take prompt and effective action to:

- a. Stop the harassment
- b. Remedy the effects
- c. Prevent the recurrence

The vice president for athletics and wellness is the designated Title IX Coordinator at Lakeland College. 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 campus 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.

#### *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 athletics and wellness, upon written request, may disclose the outcome of the disciplinary proceedings conducted by the college. The vice president for athletics and wellness can decide whether to provide a copy of the decision or to discuss the decision with the victim.

The college will have the responsibility of investigating complaints in conjunction with local law enforcement agencies. 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 meetings as comfortable and respectful as possible. Mediation is not an option in such cases.

#### ***Sexual Misconduct Policy***

Students 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. Lakeland College offers educational programming to promote the awareness of rape, acquaintance rape and other sexual misconduct, forcible and non-forcible. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner. To report issues of sexual misconduct please contact the Department of Safety and Security at 920-565-1407.

#### ***Sexual Misconduct 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;
- 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***

Smoking (including e-cigarettes/vaporizers) or tobacco use is not allowed in any enclosed public (indoor) areas on campus. This campus policy is accordance with Wisconsin State Law, which took effect on July 5, 2010. An “enclosed public area” is defined as, “any enclosed public space to include an office, work area, elevator, employee lounge, stairway, lobby, common area, vehicle or cafeteria.” The college reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, the college has the right to ask that person to leave the premises. Anyone who fails to abide by the law may face penalties, including a forfeiture of \$100 for each violation. All administrative, academic and residential buildings on the Lakeland College campus are smoke and tobacco free.



### ***Social Networking Website Policy***

Social networking websites such as Facebook and Twitter are not confidential and the college may use information from these sites to investigate matters that are brought to its attention.

### ***Student Disabilities Policy***

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 at 920-565-1412 for help in requesting accommodations. The Academic Resource Center is located on the third floor of Old Main.

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 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, success coaches 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 unless the student gives permission to share this information with other college personnel. Information pertinent to accommodations may be shared with appropriate college personnel such as faculty, residence hall director, campus nurse, campus counselor, success coaches, etc.

### ***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 William A. Krueger Building, Room 12. All positions are posted in Career Connect; students seeking on-campus employment are required to register with that program and upload a resume (<https://www.myinterfase.com/lakeland/student>).

Priorities for on-campus 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. Employment on campus is contingent upon academic progress.

The Student Employment Handbook outlining student employment regulations and policies can be picked up in the Student Employment office in the William A. Krueger Building, Room 12.

### ***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 misleading should be made to the registrar's office so that a hearing can be scheduled. In most cases, the decision of the registrar 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 designated 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 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

Students should consider very carefully the consequences of any decision to withhold information. Should a student decide to do this, requests for this information are refused. Should a student wish to withhold any "directory information" they should contact the registrar's office by calling 920-565-1586.

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 such as the personal notes of faculty or staff members. They may also not see employment records, Department of Safety and 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, residential life, admissions, financial aid, and counseling. A request to review records must be made in writing to the college registrar by the student who is requesting to review their file. They 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 at 920-565-1523.

## RESIDENCE LIFE POLICIES AND PROCEDURES

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At Lakeland College, the residence facilities are extensions of the classroom; they are places where students learn. Residence Life staff are charged with augmenting the out-of-classroom experience by introducing learning activities aimed at developing academic success, intercultural competence, character development, community development and personal wellness.

### ***Residence Halls***

Individual preferences for living arrangements will be honored whenever possible. The college reserves 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. Exceptions will be if a student is living with a parent, is married, is a former member of the armed services, has a child or is approved to live off-campus by the director of residence life.

### ***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." The following policies are specific to the residence halls:

### ***Alcohol***

1. Muehlmeier, Grosshuesch, Brotz and Krueger Halls are alcohol-free residence halls. No alcohol of any type, or empty alcohol container, is permitted in these buildings.
2. Alcoholic beverages will be permitted in the Suites (Friedli-Hofer), Greek Suites, and the Apartments (Hill House, Morland House, Kurtz House and South Hall) 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, Greek Suites, and Apartments are responsible for ensuring that appropriate laws,

ordinances, and regulations are upheld at all times.

d) Common source alcohol, such as multiple cases, wapatusis, 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 will be confiscated.

3. Apartments/Suites that are occupied by all underage students are to be alcohol-free at all times.

4. The selling of alcoholic beverages is prohibited.

See also the Alcohol and Drug Use Policy Notice earlier in this Student Handbook.

In most cases, violations of the alcohol policy will be resolved through the college disciplinary procedure, but in certain circumstances, students can face legal sanctions under state and/or federal laws for unlawful possession and/or consumption of alcoholic beverages including fines or imprisonment.

### ***Application/Reapplication Process***

Lakeland College offers apartment, pod and suite -style housing as well as traditional residence halls. Priority Points will be used to determine which groups and individuals receive the housing of their choice. Priority Points are gained through class standing and grade-point-average and deducted for policy violations. Each group will then be given a total numerical value based on their individual applications. Groups will be ranked from highest to lowest in numerical value. In case of a tie, class standing will be taken into account.

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

New residents need to apply at the time they receive their materials after the college receives their commitment fee. Traditional age students will have the choice of Muehlmeier, Grosshuesch or Krueger Halls, while transfer students will have the choice of all available halls.

### ***Checking In and Checking Out Procedures***

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

Proper check-out procedures include:

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

### ***Computer Resources***

Computers in residence halls have been supplied for short-term use and as a resource for late night corrections, additions and deletions, etc. They are not meant as a primary resource for word processing. Computer terminals are for academic use only.

### ***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/double rooms are generally not granted until a few weeks into each semester and are not granted during the application or re-application period. Please consult your area coordinator or the director of residence life for assistance in this process.

### ***Damages to Housing Facilities***

Common areas are the lounges, hallways, bathrooms and immediate area outside the buildings. 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 vandalism which occurs throughout the year should be reported immediately to a residence life staff member. Room damages are the responsibility of the students who 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 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, are acceptable. (Kitchenettes are located in the lounges of Muehlmeier Hall, Grosshuesch Hall, Krueger Hall and each wing of Brotz Hall.)

### ***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 an area coordinator or other hall staff. Due to the damage it causes, taking apart college furniture such as beds and desks is prohibited. No waterbeds or lofts are permitted.

### ***Gambling***

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

### ***Guests and Visitation Hours***

The right of the students to live in reasonable privacy takes precedence over the right of their roommates to entertain guests in their rooms. Any resident wishing to host a guest must fill out a Guest Card and present it to hall staff prior to the arrival of the guest. Failure to do so may result in that resident being denied guest privileges. 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 all Lakeland College policies and guidelines.

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 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 the Director of Residence Life. Siblings under the age of seven (7) years are not allowed to be overnight guests in the residence halls. Parents and their small children may reserve a campus guest room for overnight visits. Violation of the visitation policy will result in disciplinary action ranging from a warning to 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 advised to become completely familiar with the contents of the contract, especially the obligations of the resident to the college and vice versa. The college reserves the right to assign all residents to rooms. Contractual agreements with the college do not include occupancy of the residence hall during the Thanksgiving, Christmas and spring breaks. A nominal fee may be charged for housing any resident over these breaks. 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 hall officially opens. In the case where a student wants to move in before the hall officially opens or after the hall officially closes, a per diem fee may be charged. 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, may result in forfeiture of all room and board fees. No transfer agreement to another student is permitted. No refunds will be made for missed meals or for temporary absence from the hall. The 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.

### ***Keys***

Resident students will receive a room card key upon check in. If a key is lost or broken, it is to be reported to a Residence Life staff member immediately. There is a \$15 replacement fee for lost keys. If a room key malfunctions, report it a Residence Life staff member and a replacement key will be issued at no cost. Under no circumstances will any student be allowed to possess keys not issued to them. The college reserves the right to confiscate any key and take disciplinary action where appropriate.

### ***Laundry***

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

### ***Liability***

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

### ***Missing Student Notification Policy and Procedures***

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

Each student who resides in on-campus housing has the option to identify an individual to be contacted by the 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 senior director for student success and engagement, the director of residence life or the director of safety and security must be notified. Upon receiving notification, the Department of Safety and Security, Residence Life, the senior director for student success and engagement 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 insurance information and emergency contact form has the option of identifying a person or persons who will be contacted in the event that student is determined missing.

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

1. The director of safety and security will initiate a campus investigation into the student's whereabouts. If it is determined that a residential student is considered missing, a missing person report is to be generated.
2. The senior director for student success and engagement or his/her 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) Insurance Information and Emergency Contact Form. 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 the resident 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 senior director for student success and engagement, 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.

### ***Pets***

Pets, other than fish and snails, are not permitted in the residence halls or on adjacent grounds at any time. Permission from roommate(s) is required before installation of a fish tank. A maximum 20-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 Hours and Study Hours***

Quiet hours in each hall are from 10 p.m. to 7 a.m. Sunday through Thursday and from midnight to 9 a.m. Fridays and Saturdays. Extended quiet hours are in effect during the final exam periods. Study hours require noise levels to be at a level not to disrupt others and are in effect 24 hours a day. Repeated noise violations may result in loss of privileges and removal of equipment and/or other disciplinary action.

### ***Recreation in the Residence Facilities***

In order to minimize potential injury, no games/sports designed to be played outdoors are permitted in hallways or lounge areas. This includes, but is not limited to 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. Area coordinators or the director of residence life must approve any room changes. 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 and 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.

### ***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 policy or 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 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 advance 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; investigation of 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 Residence Life staff or a member of Safety and Security to turn off a loud stereo, alarm clock or similar item, close a window or correct any problem that interferes with the rights of other students or compromises the structure of the room. 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 to 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, graduate hall director, area coordinator, director of residence life, facilities, Department of 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 master key 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, professional hall staff 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 area coordinator 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:

- Outside doors should not be propped open for any reason. If one sees a door propped open, it should be closed.
- Tampering with the lock on any door or the keys for any campus lock is not permitted.
- Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects or jumping from any residence hall window or balcony is prohibited. Unauthorized presence on the roof of any campus building is prohibited. A fine of \$100.00 will be assessed to those in violation.
- Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls.
- Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room.
- Hallway doors may not be propped open.
- Students are required to produce their college identification at the request of a staff member.
- 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. Organizations should receive approval from the director of residence life 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 department of residence life at 920-565-1521 or the Department of Safety and Security at 920-565-1407.

### ***Telephones***

Public area phones are located in residence halls. Campus numbers can be reached by dialing the appropriate four-digit number from campus phones. 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" followed by the calling card "800" number. When prompted, dial the area code and number. A calling card is required 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 920-565-1643.

Under no circumstances are students allowed to accept a collect telephone call or obtain long distance service on public area phones through the use of fraudulent billing.

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.

### ***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 over a break period and a per diem charge may be assessed if the resident is not required by the college to remain in housing over that break period. Hall staff must be informed 24 hours in advance of intention to stay over any part of a break period. Students are expected to leave the halls within 24 hours of their last exam for the winter and summer breaks. Any exceptions to this policy must be discussed with a graduate hall director, area coordinator or the director of residence life prior to the vacation period.

## **STUDENT CONDUCT PROCEDURES**

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

If the behavior of a student conflicts with policies and procedures outlined in this Student Handbook, Housing Contract Terms and Conditions or 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 to the extent they can be 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 director of residence life and designees. Parents may be notified of any disciplinary action taken at the discretion of the director of residence life.

#### *Disciplinary Policies*

Conduct which is incompatible with the college community and therefore disruptive of the 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 exists. Students are 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 conduct officer or judicial board who hears the case.

### ***Student Conduct Hearings***

#### *Abuse of the Judicial System*

The Lakeland College judicial system is intended to be a non-adversarial process designed to assess responsibility in regards to alleged policy violations. Abuse of the judicial system includes, but is not limited to: failure to obey the summons of a judicial body, conduct officer, or college official; falsification, distortion, or misrepresentation of information before a judicial body or conduct officer; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding knowingly without cause; attempting to discourage an individual's proper participation in, or use of, the judicial system; attempting to influence the impartiality of a member of a judicial body or conduct officer prior to, and/or during the course of, the judicial proceeding; 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; failure to comply with the sanction(s) imposed by a judicial body or administrator, and/or influencing or attempting to influence another person to commit an abuse of the judicial system.

#### *Administrative Hearing*

An administrative hearing conducted by one judicial officer is the most common way a student conduct case is adjudicated. During the hearing, the student will have the opportunity to hear and present information pertaining to the alleged policy violation. If a student decides not to schedule a hearing or to attend a scheduled hearing, a determination is made without the student's input and the student's right to appeal is forfeited.

#### *Judicial Board*

In cases where the sanction for the offense may result in dismissal from the college or the student has legitimate claims that the hearing officer may be biased toward the accused or the accuser, the director of residence life may decide it is in the best interest of the student or the community to have the case heard before a judicial board. The Lakeland College judicial board consists of two faculty members and three staff members. The director of residence life will act in an advisory capacity. The judicial board will investigate the information presented, make a determination of responsibility and recommend sanctions as needed. If a student decides not to schedule a hearing or to attend a hearing, a determination is made without the student's input and the student's right to appeal is forfeited.

#### *Student Conduct Rights*

The following student conduct rights include:

- To be notified, via email or through campus mail, of the alleged policy violation not more than seven (7) class days but not less than one (1) class day from the time the incident report is generated.
- To be informed that complaints of sexual misconduct/assault will be investigated by the college, and possibly by the sheriff's department.
- To have an opportunity to respond to the claim that college policy has been violated.
- To supply the investigative team or individual with information or witnesses.
- To consult with the Title IX Coordinator as a resource for understanding these rights and the investigative process.
- To be notified of available counseling, mental health services or student services for students accused of sexual assault, both on and off campus.
- To be notified that at any point of the complaint/investigation/judicial process, the accused has the right to have the support of any willing member of the Lakeland College community. The support person has the right to attend any function at which the accused's presence is required. Guests may be present during any



hearing and may act only in an advisory capacity.

- To know that a history of prior complaints, investigations and cases may be admitted in an investigation and/or appeal.
- To refuse to answer some or all questions. The investigation will proceed with or without the participation of the accused.
- To receive an impartial decision about an alleged policy violation and be notified of the outcome.
- To petition to appeal a disciplinary decision by a hearing officer(s) as outlined in the appeals section of the Student Handbook.
- To be aware decisions in student conduct cases will be based on evidence presented and reasonable supporting information.

#### *Right to Notify*

Lakeland College has the right to disclose to listed emergency contacts any information from the student's educational record of a dependent student. Lakeland College also has the right to disclose the same regarding any student who has signed a release to his/her parents, guardian, or emergency contact. A dependent student is one designated as such on the most recent tax return filed by the student's parents or guardian.

#### *Judicial Board Hearing Procedures*

The following procedural guidelines shall be applicable in disciplinary hearings:

- All charges shall be presented to the accused student in written form. A time shall be set for hearing, not less than two (2) nor more than 15 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.
- The director of residence life will inform the judicial board of the case.
- The board may not begin a case with less than a two-thirds majority of its total membership.
- The chair of the college judicial 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 hearing may be recorded. 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.
- The violation will be read to the accused and he/she will be allowed a response.
- The board will ask questions to determine all facts of the case, which includes the calling of witnesses.
- The board shall have the authority to require the student to produce additional information as it is relevant to the hearing.
- Final statements from the accused and the accuser will be taken.
- Decisions by the board shall be by majority vote. In the event of a tie, the chair will vote to break the tie.
- A reminder of confidentiality will be given.
- The board will impose sanctions if a violation is determined to have occurred.
- Written notification of the decision will be sent within three (3) class days of the decision.
- A petition to appeal the decision must be submitted to the vice president/chief financial officer within two (2) class days of the official notification of the decision.
- 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.
- The proceedings of the Judicial Board and all facts related to the case are considered confidential.
- Students may request to have guests present who may act only in an advisory capacity. Professional legal counsel is permitted to attend a campus administrative judicial hearing but may act only in an advisory capacity as Judicial Board Hearings are seen as educational in nature and not criminal proceedings.
- Judicial hearings are closed to the public.
- If an appeal is applied for and granted, it too shall follow the process of those described in the judicial hearing process.

### *Sanctions*

After a determination of responsibility has been established, the hearing body or conduct officer 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 and communicate that such behavior is not tolerated by the Lakeland College community. Prior to deciding upon a sanction, either the board or the conduct officer 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. In some cases, a student on probation may 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 may receive 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 campus housing or be suspended 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. This may include but is not limited to participation in athletic events or practices or access to campus housing units.
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 conduct officer or judicial 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 conduct officer or judicial 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 office.
7. **Dismissal.** Dismissal 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 as outlined by a judicial board or conduct officer 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. 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:
  - Violation of fire safety policies;
  - Violations of the drug and alcohol policy;
  - Taking or moving college property without authorization;
  - Taking food from the cafeteria to feed a non- resident student.
  - Violation of residence hall policies.

11. Interim Suspension. Under situations determined by the college president or the director of residence life to be potentially dangerous, action may take place to immediately suspend a student from Lakeland College for a specified period of time, prior to a resolution through a campus hearing. The college president or the director of residence life 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 the director of residence life determines that the reason for imposing the interim suspension or alterations of privileges no longer exists.

In the event that there is a decision to suspend or dismiss 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.

12. Reimbursement upon suspension. If suspended or dismissed, a student will not be reimbursed for loss of housing, board or tuition fees.

### *Appeals*

A petition to appeal must be sent to the vice president/chief financial officer within two (2) class days of written notification of the judicial hearing decision. The application must state specific reasons as to why the individual believes an appeal is in order.

Upon receipt of a petition to appeal, the vice president/chief financial officer 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 responsibility, violation of student rights, or if the judicial sanction is inappropriate for the violation. No new testimony will be allowed at this stage.

An appeal hearing will be granted or denied by the vice president/chief financial officer. If an appeal hearing is denied, the decision of the conduct officer or 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.

If an appeal is granted, the vice president/chief financial officer will review the case after meeting with the student. The vice president/chief financial officer will review all appeals with the president before making a decision, and may confer with the judicial board as well. The decision of the vice president/chief financial officer will be one of the following:

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

The decisions of the vice president/chief financial officer will be final and sent to the student when reached.

*Honesty* – Each participant in the judicial process, either as an accuser or the accused, must present the facts of the case with honesty. The judicial system depends on each participant being totally truthful. Individuals who are dishonest are subject to their own judicial action which could result in dismissal as a sanction.

### *Sanction Grid*

Policy	Possible Student Suspension	Automatic Student Suspension/Dismissal
Alcohol	Repeated use or a history of violations; sale of alcohol to minors	Repeated incidences of alcohol abuse; severe violations
Bodily or Mental Harm	Minor, single incident	Causing serious injury via assault or repeat offenses

Campus Demonstration and Disruption	Minor, single incident	Causing major disturbance/disruption or impeding the rights or safety of others
College Officials	Failure to comply with reasonable request from college official	Repeated offenses or verbal/physical abuse directed at campus official
Discrimination and/or Harassment	Verbal conduct that has the potential to create an intimidating environment for others	Verbal or physical conduct that creates an unwelcome, intimidating, or hostile environment for others
Disorderly Conduct	Action that causes minor disturbance of the good order of the college	Repeated offenses or action that causes severe disturbance of the good order of the college
Drug Use	Use of any illicit drug or non-prescribed medication	Repeated offenses, sale, distribution, or manufacture of any illicit drug
False Report of Emergency	Initiating a false report of a minor crime, or emergency	Repeated offenses or creating a false report of a serious crime or emergency
Firearms, Fireworks, Weapons	Possession or discharge of fireworks or non-lethal weapons	Possession or discharge of any explosive or potentially lethal weapon
Fire Safety	Failure to comply with evacuation procedures, disabling smoke detector in room, discharge of fire extinguisher	Repeated offenses, tampering with fire safety equipment which may jeopardize safety of others
Hazing	Conduct which has potential to compromise the dignity of another	Conduct which compromises the dignity of another
Hunting	Hunting of game in proximity to campus	Repeated violations or hunting on campus property
Off-Campus Behavior	Off-campus simple assault, theft, or disorderly conduct	Repeated violations, off-campus serious assault, sexual assault, or other felony
Residence Hall Policies	Repeated offenses or severe violation	Repeated offenses or severe violation
Sexual Assault	Sexual contact (e.g. touching, fondling) without consent	Sexual assault, domestic violence, stalking, or sexual misconduct

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.