

## Lakeland University Student Handbook

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

The university 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 university. The most current version of university policies can be found online at <https://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 University and the Lakeland University 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 university. 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 University trustee, officer, servants, employees, students agents or their successors.
- Any injuries, including death or damage, suffered in intercollegiate or intramural events (athletic or otherwise) as a participant, spectator or otherwise. This also includes transit to or from an event.

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Lakeland University. Any student enrolled in or attending classes at Lakeland University is bound to follow all of the university's rules and regulations and is subject to the jurisdiction of the university with regard to violations of such rules and regulations. Lakeland University students who fail to read this handbook will not be excused from compliance with the policies and requirements herein.

# LAKELAND UNIVERSITY STATEMENT OF MISSION, VALUES AND EXPECTATIONS

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## ***Mission***

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

## ***Values***

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

- **Inquiry and Academic Excellence.** We are a community committed to learning, discovery and creativity as ongoing endeavors. We maintain high standards of academic rigor and expectations for achievement that drive the acquisition and application of knowledge through the liberal arts and practical learning opportunities.
- **Integrity and Responsibility.** We are a community that is open, honest and ethical. We are accountable to ourselves, each other and the university to uphold the mission and values of the institution.
- **Faith and Religious Expression.** We are a community that values the study and exploration of faith and religious beliefs. We invite one another to investigate what it means to live a spiritual, meaningful and purposeful life.
- **Diversity and Respect.** We are a community that welcomes all people regardless of their gender, race, religion, sexual orientation, socioeconomic status, disability or country of origin. We value differing backgrounds, cultures and viewpoints and accept our responsibility to treat each other with fairness, compassion and civility.
- **Service and Stewardship.** We are a community committed to socially responsible service at the institutional, local, regional, national and global levels. We embrace our role as caretakers of the resources of the institution and society.

## 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 university life and master the university'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 920-565-2117 or email [tutoring@lakeland.edu](mailto:tutoring@lakeland.edu).

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

Lakeland University 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 University 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 920-565-1032 Ext. 2378 or in person in William A. Krueger, Room 109. 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 or a lack of assertiveness or depression. To assist in these situations, therapists 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 920-565-1034 Ext. 2387 or 920-565-1034 Ext. 2388.

#### *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 can be contacted by calling 920-565-1021 Ext. 2114.

### ***Dining Services***

Dining Services consists of five operations:

- *Lakeland University 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 1862 Lounge* – Lakeland's social and game center serves food and beverages and is located on the first floor in the Younger Family Campus Center.
- *Lakeland University 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 920-565-2248.

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 Dining Services at 920-565-1030 Ext. 2246.

For more information about what Lakeland University Dining Services has to offer, please visit

<https://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 920-565-1032 Ext. 2372 or [finaidofs@lakeland.edu](mailto:finaidofs@lakeland.edu) for assistance.

### ***Greek Life***

Lakeland offers six social fraternity and sorority chapters. Contact 920-565-1043 Ext. 2510 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

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 University 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. The Meningitis and Hepatitis B form must be signed yearly. These two vaccinations are not required but strongly recommended. All students are required to submit records that a TB test has been given and read by a health provider within one year prior to the start of classes. The aforementioned forms can be found online in the Health Services link.

Lakeland University is a hard waiver institution requiring all full-time students show proof of insurance. These forms can be completed online and found on the Health Services page. Those students who do not complete the insurance forms by a designated date will be put on the University's insurance and billed accordingly with no refund. For insurance questions, please call 920-565-1035 Ext. 2394.

For more information concerning Health Services, please contact Health Services at 920-565-1034 Ext. 2385.

### ***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 university faculty and staff. The role of L.I.T. is to address any university community member's behavior. For information on which behaviors to report, and how to report them, please refer to [https://my.lakeland.edu/ics/Muskie Parents/Lakeland Intervention Team.inz](https://my.lakeland.edu/ics/Muskie%20Parents/Lakeland%20Intervention%20Team.inz)

### ***Library***

The John H. Esch Library ([lakeland.edu/library](http://lakeland.edu/library)) is the home to a variety resources such as books, computers, periodicals and helpful librarians. It is also a link to the online databases. There are spaces for quiet study, group study and places to meet with tutors. It is part of the EasiCat system and has access to the materials of the Eastern Shores Library System's 13 public libraries and the bookmobile. Library hours are posted on the website.

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

Please contact 920-565-1032 Ext. 2378 or visit William A. Krueger Building, Room 109 in regard to enrollment per term and anytime a class is added, dropped or withdrawn to avoid delay of benefits and ensure accurate processing of military paperwork.

### ***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 university 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 university

#### *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. 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 to register for the upcoming term.

A printer-friendly copy of the schedule of classes is available online at my.lakeland.edu each term. No student will be allowed to register with an outstanding financial obligation to the university.

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

To assist in locating and reserving on-campus facilities for meetings and other social events, please contact 920-565-1022 Ext. 2133. Reservations for students, faculty and staff are made without charge unless additional facility requirements such as special lighting, room prep, sound system, movement of staging or furniture or if cleaning outside of regular business hours is necessary. If any of the above are required reservations should be made at least two weeks in advance. Otherwise, reservations should be made at least 48 hours in advance of the event.

Groups using the university facilities must abide by university 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 Grill, Ley Chapel basement, 1862 Lounge and the Laun Center.

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

The Department of Safety and Security maintains the safety, security and integrity of the Lakeland University 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 920-565-1000 Ext. 2501. During nights and weekends, The Department of Safety and Security is available by cell phone at 920-565-1126 Ext.1126. Always call 911 in case of an emergency.

#### ***Shuttle Services***

Lakeland University provides transportation to destinations in Sheboygan County by appointment. The shuttle may be used by residential students for internships off-campus employment, 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 920-565-1000 Ext. 2623, or 920-627-0882 to make arrangements.

#### ***Spiritual Life***

Students will find a number of ways to nourish their spiritual life while at Lakeland University. Weekly ecumenical worship services are held on Wednesday evenings. 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 LL14 or at 920-565-1035 Ext. 2394.

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

All students living on campus are required to have health insurance. The university 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 [https://my.lakeland.edu/ICS/Campus\\_Life/Health\\_Service.jnz](https://my.lakeland.edu/ICS/Campus_Life/Health_Service.jnz) for more information or contact 920-565-1035 Ext. 2394.

Students playing intercollegiate sports must provide proof of insurance covering the student in the sport(s) in which they participate. Proof of insurance must be submitted before the athlete can take part in any team activity. More information may be obtained at 920-565-1024 Ext. 2196.

### ***Student Organizations***

Lakeland has more than 40 active student organizations. To participate in a Lakeland University student organization, students must be enrolled full time in Lakeland University and have a minimum cumulative GPA of 2.0. To learn more about student organization opportunities, contact 920-565-1043.

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

To keep students on track to graduation and to assist students in leading a life of success and fulfillment, Lakeland University 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 university 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 university experience.

Students are encouraged to contact their success and engagement coach when they are seeking advice, assistance or have any issue or concern. For more information, please call 920-565-1043.

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

A 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 or 920-565-1000 Ext. 2501 or 920-565-1126 Ext. 1126.

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

Vending machine malfunctions should be reported to Dining Services at 920-565-1030 Ext. 2246 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 920-565-1032 Ext. 2378 or in person in William A. Krueger, Room 109.

### ***Administrative Withdrawal***

Where judged appropriate, or under circumstances determined to be potentially dangerous, a student may be immediately suspended and removed from campus. This includes any student judged to be harmful to her or himself or others, or whose removal is judged to be in the best interest of the university. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self (including, but not limited to, eating disorders or substance abuse), others, property or the orderly functioning of the university. The university may require a medical (including mental health) evaluation of the student at the student's expense. The university 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 university will seek remedies that enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The university will act with respect to the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from the university.

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

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

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

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

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

Lakeland University 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 university. The primary objectives of the Lakeland University Alcohol Policy and procedures are as follows:

- To promote among the students of the university 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 university 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 University 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 university is to protect the health and environment of those associated with the university 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 university 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 university property, or as part of a university sponsored activity by the student or employees (individuals who receive any reimbursement from the university for their services).

The university 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 university 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 university. Violations of this policy may also result in disciplinary action, up to and including suspension or termination of employment/enrollment from the university 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 Department of Human Resources or Health Services can 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 university 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 University's commitment to the maintenance of a drug and alcohol-free workplace. All students and employees, as members of the Lakeland University 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 university-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 university 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 University 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 1862 Lounge, 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 University or at university-sponsored off-campus events.
- Individuals and members of organizations who are permitted to drink must refrain from sharing, purchasing, serving or encouraging the consumption of alcoholic beverages by underage individuals whether in privacy of one's residence unit or in other university facilities. Individuals who furnish alcohol to minors will face legal and/or university disciplinary action.
- Individuals are encouraged to look out for the safety and welfare of their university peers and/or guests who have been drinking. This includes providing transportation to/from off-campus events or to a hospital, or calling the Department 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 on 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 university 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 University

#### *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 University. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Students who possess, use or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action.

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

#### *Drug Violation Sanctions*

Typically, the following sanctions apply, but the university 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 judicial officer 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
- 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 university

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

- Any of the above sanctions
- A meeting with a judicial officer or the campus judicial board with the recommendation of immediate suspension or expulsion
- Reinstatement to the university 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.

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

Students are not allowed to transport or consume alcoholic beverages or illegal drugs while participating in any university-sponsored trips or events. This policy applies to travel in university, public, rental or personal vehicles. Students must adhere to university 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 920-565-1034 Ext. 2385
- Counseling Center 920-565-1034 Ext. 2387 or 920-565-1034 Ext. 2388
- Division of Student Affairs 920-565-1043 Ext. 2505

##### *Off-Campus Support Groups*

- Alcoholics Anonymous (AA) – A self-supporting fellowship based on a 12 – 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 university and infringes on the rights of other members of the university 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 Lakeland Today web page ([today.lakeland.edu](http://today.lakeland.edu)). If a faculty member is unable to meet with a class, the cancellation will be shown on Lakeland Today.

### ***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/Emotional Support Animal***

In compliance with the Americans with Disabilities Act, Lakeland University allows the use of service animals in order to achieve access to programs, activities and services. Under this policy, service animals are allowed in all buildings, classrooms, residence halls, meetings, dining areas, recreational activities and events when the animal is accompanied by individuals with a disability or who indicate the service animal provides a specific service to them. 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 university reserves the right to inquire about specific tasks a service animal will perform and/or request documentation in instances where the identified tasks are not obvious. In the event documentation is required, it should be printed on professional letterhead and be less than one year old.

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

The guidelines for service animals on campus:

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

### *Emotional Support Animal*

As defined by the Fair Housing Act, an emotional support/therapy/assistance animal may provide physical assistance, emotional support, calming, stability, and other kinds of support. The presence of the animal must be necessary in order to provide the resident with a disability the use and enjoyment of the dwelling. There must be an identifiable relationship or nexus between the disability and the assistance or support the animal provides. Emotional support/therapy/assistance animals do not perform work or tasks that qualify them as “Service Animals” under the Americans with Disabilities Act. Animals defined as “emotional support animals” are subject to approval by the Division of Student Affairs after review of professional documentation issued by a licensed psychiatrist or psychologist. The student must submit reliable documentation of a disability and their disability-related need for an assistance animal. The Division of Student Affairs must be provided the contact information of the issuing psychiatrist or psychologist to verify that the support animal is necessary for the well-being of the student. If approved, similar conditions and guidelines for service animals will apply.

No emotional support/therapy/assistance animal may be in a residence hall without it having been approved as an accommodation for the resident by the Hayssen Academic Resource Center (HARC). (Guests of any resident may not bring an emotional support/therapy/assistance animal into a residence hall.) The deliberative process that is necessary to consider a request for accommodation can take time. Residents should start the process of registering with the HARC well in advance of when s/he would ideally like to bring the animal into the residence hall. Although the registration process may vary depending on the complexity of the request, residents are encouraged to begin the process at least four weeks in advance. Under no circumstances may an emotional support/therapy/assistance animal be brought into a residence hall without the approval of the HARC. If an animal is approved as an accommodation by the HARC for a resident, the Department of Residence Life will be notified. The Department of Residence Life will in turn notify the other residents of the floor or community where the individual resides. The student will also be given a letter of accommodation verifying the approval of the accommodation. The letter of accommodation should be retained by the student so that she or he can provide it as proof of the approval of the accommodation, in the event that it is questioned. The letter will specifically state that the animal has been approved to accompany the student in his or her residence hall. If the accommodation is approved, it shall be for one academic year and will need to be renewed annually. Generally, emotional support animals are only permitted in an individual’s university residence hall room. However, requests for accommodations beyond the residence halls will be considered and assessed on a case-by-case basis by the HARC. Control removal of waste, and removal for a direct threat posed by an emotional support/therapy/assistance animal. All emotional support/therapy/assistance animals must be under the control of the individual who has had the animal approved as an accommodation by the HARC (hereafter referred to as “owner”). If the animal repeatedly acts inappropriately or is not under control, the animal may be excluded from being on campus until it can be demonstrated that the animal’s inappropriate behavior has been addressed and the animal is under control. (See, *infra*, Responsibility of Persons with Service Dogs or Emotional Support/Therapy/Assistance Animals.) An animal may also be excluded if it poses a direct threat to the health and safety of individuals. This might include, but is not limited to, the animal’s illness, lack of cleanliness, and presence in an inappropriate area that might put the animal or others at risk.

Cleaning up the waste of an emotional support/therapy/assistance animal is the sole responsibility of the owner. The animal’s feces must be removed by placing the waste in a closed container and depositing it in an appropriate outdoor waste receptacle. It is the responsibility of the owner to clean up any mess created by the animal. Any cost incurred by the university to clean up a mess or repair property damage caused by an animal is the responsibility of the owner. If the animal has fleas, the owner may also be responsible for the cost of flea abatement in the areas where the animal resides, as well as other areas it frequents routinely

Licensing Requirements for a Dog or a Cat Approved as an Emotional Support/Therapy/Assistance Animal

Proof of the following must be provided to the HARC:

Dogs-

1. Proof of up-to-date rabies and distemper vaccinations;
2. Proof of sterilization (spaying or neutering); and
3. Each dog over four months old must have a Wisconsin license and wear it on a collar at all times.

Cats-

1. Proof of up-to-date rabies and distemper vaccinations. (Kittens need distemper shots at eight weeks of age, and a booster every three weeks until they are 12–16 weeks old. Their first rabies shot is given at 14–16 weeks, and it is good for one year only. After receiving the second rabies shot, a cat must be re-vaccinated at least every three years; and
2. Proof of sterilization (spaying or neutering).

Limitations on Animals allowed in the District of Columbia and Emotional Support/Therapy/Assistance Animals

No animal will be approved as an emotional support/therapy/assistance animal that does not qualify as an allowable animal under Wisconsin law.

Special Considerations:

Due to the unique living environments of a university setting, i.e., density of population, food preparation and multi-use of space, some types of animals may not be permitted even if such animals are permitted to be owned in Wisconsin. If an emotional support/therapy/assistance animal is not a dog or cat, other restrictions may apply as warranted by the unique living environment.

Responsibility of Persons with Service Dogs or Emotional Support/Therapy/Assistance Animals

1. The animal must never be let out of the residence hall room without being attended and under the control of the handler. This means the animal must be on a leash or in a carrier or cage. The owner is liable for all actions of the animal and should be in total control and restraint of the animal at all times.
2. The owner must clean up all messes immediately. Any waste material, including litter, should be placed in a plastic bag and disposed of in an outside trash receptacle. Indoor trashcans should not be used for this purpose.
3. The animal must be properly cared for and nourished.
4. The animal must not be unduly disruptive or pose an immediate threat to others.  
The department of residence life shall be responsible for making such determinations about an animal's conduct within the residence halls. The Department of Safety and Security shall be responsible for making such determinations about an animal's conduct on all other university property. If a decision is made that an animal has been unduly disruptive or poses an immediate threat to others, the animal must be removed immediately. The owner may appeal the decision to whichever unit made the decision to remove the animal. The appeal shall be in writing. A decision on the appeal will be made within three business days of receipt of the appeal and will be final.
5. In the event that the Department of Residence Life or the Department of Safety and Security determines that an animal should be removed from campus, including a residence hall, for disruptive behavior, provided the decision is not based on the animal posing an immediate threat or being unduly disruptive (see 4 above), the owner shall be given written notice to remove the animal within 48 hours. The owner will have 24 hours to respond. The response, if any, will be reviewed and a final decision made within the same 48 hour period. The decision of the Department of Residence Life or the Department of Safety and Security shall be final.
6. All liability for the actions of the animal (bites, scratches, running away, etc.) are the responsibility of the owner. The university encourages owners to consider appropriate liability insurance.
7. The owner is responsible for taking all reasonable precautions to protect the property of the university and its residents.
8. If the owner takes vacation or has extended leave (more than 24 hours), the animal must be removed from the residence hall.
9. If the owner resides in a residence hall, the owner will notify a Department of Residence Life staff member if the animal escapes.
10. Necessary precautions should be made for university personnel to enter the residence hall room when the owner is not present. The animal must be caged or crated, or removed from the room, during the time that university personnel are in the room. The university is not liable if the animal escapes during one of these visits.
11. The owner of an emotional support/therapy/assistance animal in a residence hall will provide to the Department of Residence Life the emergency contact information of an individual to who will be on call to care for the animal in the event the owner is unable to care for the animal.
12. Owners of animals are solely responsible for any damage to university property caused by the animal. This shall include, after the owner vacates the premises, any cleaning outside that routinely done for any room. Cleaning services outside those routinely performed may include, but are not limited to, steam cleaning of all carpets and drapes, and abatement for fleas or other pests and odor. If furniture requires replacing, that also shall be the responsibility of the owner. Any such fees will be posted to the owner's individual student account.

### ***Class Absence***

If a student needs to miss a class due to a university-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 and fire safety report (ASR) every year by October 1<sup>st</sup> that contains three years of Clery reportable crime statistics for the institution and all associated campuses, non-campus facilities including remote classrooms. A copy of Lakeland University's ASR is available at: <https://lakeland.edu/Campus-Life/safety-and-security#more-info-about-asr-annual-security-report>. To obtain a hard or e-mailed copy please contact the Department of Safety and Security located in the lower level of Brotz Hall or call 920-565-1000 Ext. 2501.

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

The university has a commitment to health, human dignity and concern for others. To educate all members of the university community about communicable diseases, the Division of Student Affairs, 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 Division of Student Affairs at 920-565-1043 Ext. 2505 or the Health Center Office at 920-565-1034 Ext. 2385.

The university will support the special needs of students with communicable disease through services offered by the Student Health Center Office and the Division of Student Affairs. These services include support, education and referrals.

The university reserves the right to require an individual to obtain medical evaluation when a communicable disease becomes a risk. In serious situations relating to a contagious illness, the university will require isolation according to public health standards.

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

### ***Community Misbehavior***

An action or conduct that is considered inappropriate, improper, incorrect or unexpected in a community setting is prohibited and may result in disciplinary action.

### ***Damage to Property/Vandalism***

Students are expected to respect the property of others, including that of the university, and may be subject to disciplinary action for any damage, destruction or defacement of property of others or the university.

Any student found responsible for property damage will be charged the total cost of repair or replacement or the university will notify law enforcement and seek legal remedy. In some cases, those found responsible may reimburse the university through Facilities employment at the current student wage.

### ***Death of a Student in the Residence Hall System***

The Dean of Students is responsible for coordinating matters related to the death of a student and the following procedures will be followed:

1. If a deceased person is discovered, immediately contact the Sheriff at 911 then Security. Emergency 911 personnel will dispatch paramedics and officers to the scene. Have a staff member meet paramedics and officers at hall entrance and direct to location.
2. Follow crisis intervention procedures. Contact Security then the appropriate residence life professional staff member, the director of residence life or dean of students immediately after calling 911. Staff should keep other residents away from area.
3. Do not give out any information concerning the death - contact should be made through the director of residence life or dean of students. At all times, the parents of the deceased must be the first to be informed.
4. The dean of students will:
  - A. Contact the president of the university. The president, in coordination with the dean of students, will determine the other university offices to be contacted such as Communications, Business, Financial Aid, Registrar, Health Services, chaplain and the academic dean.
  - B. Coordinate, with the hospital, notification of parents/guardians.
  - C. After time, ascertain from the parents/guardians what they wish to have done with the student's personal property and what their wishes are concerning funeral arrangements and memorial services.
6. The official correspondence will be sent from the dean of students to the parents/guardians or appropriate relatives of the student. This letter will also contain any information/directives necessary to conclude official business between the student and the university. (Such official business may include refunds or accounts receivable.) No other university office will initiate contact with the parents/guardians of the student.
7. If the death occurs in an off campus location, contact the dean of students or the director of residence life who will contact the police or the appropriate county Sheriff. The director of residence life or dean of students will follow through on the procedures outlined above.
9. If the death involves an international student, the dean of students will notify International Programs and the procedure outlined above will be followed.
10. If any residence hall staff member receives a call or a letter from the parents/guardians of the deceased student, this staff member is to contact director of residence Life or dean of students, who will handle such communication.

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

Please notify the chaplain or the Division of Student Affairs in the event of the death of a student's family member. The chaplain or the Division of Student Affairs will notify others in the university 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 Residence Life Office. 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 Division of Student Affairs and 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 university officials who have a professional justification for such information and federal or state agencies as specifically provided by law.

### ***Discrimination and Harassment***

The university values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, handicap, developmental disability, ancestry, marital status or military service. For the purposes of university policy, the term harassment is defined as any verbal, written, electronic or physical conduct that a person knows or has reasonable grounds to know would intimidate, demean or degrade an individual's or group's character, self-worth or dignity. Behavior that will not be tolerated includes, but is not limited to, physical force or violence, stalking and threats.

#### ***Racial Harassment***

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, university housing, academic or co-curricular performance or otherwise adversely effects on an individual's employment, academic or co-curricular opportunities. Examples of verbal racial harassment include, but are not limited to, the following: name-calling, racial slurs or epithets or "jokes" that demean or belittle a victim's color, culture, history or speech patterns (accent). Other examples of racial harassment include, but are not limited to, the following: when a person's body, possessions or dwelling place are threatened or violated.

#### ***Harassment on the Basis of Sexual Orientation***

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) university employment, c) participation in activities sponsored by the university or organizations or groups related to the university or d) opportunities to benefit from other aspects of university life.

#### ***Reporting Suspected Sexual Harassment***

Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Department of Students Affairs, the Department of Safety and Security or a 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 Department of Human Resources
- The Division of Student Affairs
- 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 Division of Student Affairs who will process such complaints according to university policy and procedure. Reports/complaints in which the accused is neither a Lakeland employee nor a student shall be processed consistent with any other complaint by notifying one of the reporting officials above, although the university 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 university. 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 university has the right to communicate with students through email and the right to expect those communications will be read in a timely manner. It is expected that students read their Lakeland e-mail daily as this is the method that most faculty and staff use to communicate with students. The university's email system can be accessed on and off-campus and students may forward emails to another account checked regularly if desired. Each student is provided an official university email address. This address is listed in directories and is the one used by the university 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.

### ***Facility Use Policy***

See "Reservations of Facilities" section for information pertaining to reserving rooms on campus.

Use of all campus facilities is designated for their intended purpose. Any unauthorized access, entry and/or use of university facilities or property, including but not limited to buildings, classrooms, residential rooms/areas, athletic areas, parking areas, roofs, ledges and tunnels and/or climbing on any balcony or building is prohibited.

Individuals may only use the restrooms designated for the gender in which they identify.

Residence halls are secured at all times and access limited to residents of that building. Doors are not to be propped open and any guest must be accompanied by their host at all times (see Guests and Visitation policy).

### ***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 university 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 at 920-565-2501.

### ***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 including possible fine.

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

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

- 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.
- Hover boards are not permitted. Hover boards include but are not limited to self-balancing scooters, battery operated scooters, hand free segways and electric powered skateboards.

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 university.

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

### ***Freedom of Expression***

The university insists that student dissent, in whatever form it takes, must always show respect for:

- Other people, university and public property and private property;
- The rights and freedoms of others, both individuals and groups;
- The orderly function of the university;
- The moral and ethical concepts on which the university is based.

### ***Greek Life***

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

Lakeland University prohibits hazing. Please refer to the university'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 university. Please contact the Division of Student Affairs for specific requirements.

#### ***Membership Eligibility***

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 university grants to Greek organizations. Greek organizations must abide by the policies established by the university. Please contact the Division of Student Affairs for a copy of the guidelines.

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

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

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

The woods are for the use of Lakeland University 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 university 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 the Division of Student Affairs. Grievances shall be addressed expeditiously and consistent with university 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 Division of Student Affairs. The student and a representative from the Division of Student Affairs 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 a representative from the Division of Student Affairs. 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 a representative from the Division of Student Affairs within 10 business days of the filing of the complaint.
4. The representative from the Department of Residence Life 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 representative from the Division of Student Affairs.
6. The representative from the Division of Student Affairs 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 representative from the Division of Student Affairs is final.

### ***Hazing Policy***

Students, staff, faculty, student organizations, athletic teams and other student groups of the Lakeland University community are strictly prohibited from engaging in any type of hazing activity. *Hazing is defined in the Wisconsin State Statute 948.51 and by Lakeland University as, "any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate 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 the Division of Student Affairs or from your state representative. A more complete definition may be found in the Hazing Agreement, available upon request from the Division of Student Affairs.

### ***Reporting***

Any alleged incident of hazing should be reported to the Department of Safety and Security or the Division of Student Affairs.

### ***Enforcement***

The Lakeland University 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 University.

### ***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 in the Department of Safety and Security on a short-term basis.

### ***Identification***

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

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

Lakeland University encourages the use of its information technologies to support research, enhance instruction and act as a resource for the needs of the campus community. To provide these services and protect its information systems, the university requires that members of its educational community use these resources in a manner consistent with the goals of the university. Users of university equipment, software and computer accounts are expected to follow acceptable 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 university official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the university computing system.

Users of university 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 university 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 university assists its international students through a wide variety of service support. One of the most important areas of support is assistance in attaining and maintaining legal status in the U.S. Government's Student and Exchange Visitor Information System (SEVIS). Detailed SEVIS rules and regulations require approved U.S. educational institutions to closely track and report detailed information about international student course loads, requests for off-campus internships and employment, training opportunities, and more, both during and after education. 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 university's principal SEVIS official in WAK 119 or at 920-565-1000. Ext. 2452.

### ***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 university. Students will be billed for keys that are not returned. Off-campus mail is delivered to resident students through the Plymouth Post Office. Mail is delivered Monday through Friday. Packages may be sent via UPS from the business 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 and shipping address should read:*

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

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

Adverse behavior of a student occurring off campus may be subject to university 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 University Jurisdiction over Student Misconduct***

A student is a member of the Lakeland University community and also of the community at large. Therefore, Lakeland University recognizes him/her as both a student and citizen.

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

The following distinctions become relevant:

- a) Exclusive university 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 university, but which violate no civil laws. The university 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 university action. The student is not, therefore, subject to a second sanction by the university. The university considers that all violent personal and drug law violations, or any other behavior which might threaten the welfare of the university 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 University (i.e., theft or possession of illegal substances.) The student may be subject to both on- and off-campus judicial procedures.

In general, the university 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 university will consider:

- a) Whether the individual can continue to benefit from or contribute to the educational process of the university,
- b) Whether the individual student, by his/her actions, has endangered the welfare of other members of the university or local community, and
- c) When the student's conduct threatens the image and reputation of the university in the community.

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

- a) When behavioral circumstances warrant, the university may proceed according to university 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 university shall also retain the option to suspend such a student until criminal courts have reached a judgment.
- c) The university cannot regard an arrest or indictment as a finding of guilt. Even where a student has been found guilty by civil authorities, the university is required to reach its own conclusion as to whether the student has violated a university regulation.
- d) Because a student accused of violating both civil and university regulations may be subject to a trial, the university 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 university. When the student is involved in a civil trial, the university, if subpoenaed, shall participate. However, said participation shall be only at the formal request of the civil judicial process.

### ***Parental Notification***

The Division of Student Affairs reserves the right to contact the student's emergency contact to disclose information about any violation of federal, state or local law or any university policy governing the use or possession of alcohol or a controlled substance. 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 the Lakeland University campus 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 properly displayed from the rear view mirror of the vehicle with the permit facing the windshield. 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 university parking system is clearly marked. Any vehicle occupying more than one space, or extended beyond the marked space, is in violation of parking regulations and subject to a citation. Back-in parking is not allowed in any of Lakeland University's parking lots due to the potential risk for pedestrian injury and vehicular damage.
- Parking or driving on campus lawn and/or sidewalks will result in a ticket and/or cost of damages.

- 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 University is not responsible or liable for any damage to and/or theft of any vehicle, its equipment or content while the vehicle is parked on university owned property.
- Please see the Department of Safety and Security's website for further regulations.

### *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 university citation, fill out an appeal form found either in the Department of Safety and Security in Brotz Hall or at <https://lakeland.edu/Campus-Life/safety-and-security> 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 Division of Student Affairs 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 University organization or any illegal activity. Plan accordingly, as it may take more than 24 hours for approval.

#### *Residence Halls*

Only Lakeland University residence life 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 Campus Center.

#### *Chapel*

Please bring two copies of the flier to be posted to the chaplain's office in the Laun Center.

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

To report a crime or emergency, call the Department of Safety and Security at 920-565-1126 or from a campus phone Ext. 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 <https://lakeland.edu/Campus-Life/safety-and-security>

#### *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 or from a campus phone Ext. 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 or from a campus phone Ext. 1126.

#### *Use of Campus Roads*

All vehicles on Lakeland University 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. Driving in an unsafe manner such as erratic driving, having non-secured individuals in or on vehicle as well as driving while intoxicated is strictly prohibited and will result in disciplinary action.

### ***Severe Weather and Tornado Procedures***

The National Weather Service issues 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 University will inform you when it is safe to come out of shelter.

If one becomes aware of severe weather or a tornado watch, or has questions about severe weather, call security 24 hours a day, seven days a week at 920-565-1126 Ext. 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 Department of Safety and Security at 920-565-1000 Ext. 2501, or the residence life office at 920-565-1042 Ext. 2465. 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 Department Safety and Security or the Division of Student Affairs.

A tornado warning will be announced with one continuous blast of the university’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 the Department of Safety and Security at 920-565-1126 Ext. 1126.

### ***Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence***

#### *Policy Statement*

The university insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated. Lakeland University will not tolerate any form of sexual misconduct, coercion, intimidation or harassment as set forth in the Sexual Misconduct, Sexual Harassment, and Sexual Assault policies in this handbook. This policy prohibits any forms of behavior that violate Title IX of the Education Amendments of 1972 and Title VII of the Civil rights Act of 1964. Such behavior also requires the university to fulfill certain obligations under the Violence Against Women Reauthorization Act of 2013 (VAWA) and the Clery Act.

The university prohibits sexual assault, sexual exploitation, intimate partner violence, stalking, sexual or gender-based discrimination, complicity in relation to a prohibited behavior, and retaliation (collectively known in this policy as “prohibited conduct).” All aforementioned forms of prohibited conduct will not be tolerated.

#### *Policy Application and the University Community*

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

- Faculty and staff conduct towards students;
- Student relationships with other students;

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

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

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

### *Prohibited Conduct Definitions (Violence Against Women Act Offenses)*

#### *Sexual Assault*

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.

#### *Lakeland Definitions of Sexual Assault*

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

**Non-Consensual Sexual Contact:** Non-Consensual Sexual Contact is any touching however slight, with any object or body part, of the breasts, buttocks, groin, or genitals, or touching either directly or through clothing, or making a person touch another or himself/herself on the breasts, buttocks, groin or genitals, either directly or through clothing without consent. Non-Consensual Sexual Contact includes disrobing or exposure of breasts, buttocks, groin or genitals to any individual".

Sexual violence (including sexual assault and intimate partner violence), coercion, stalking or harassment against individuals, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the campus community or someone outside of the campus community, will not be tolerated and can lead to university judicial action and/or civil action.

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

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

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

No matter what the circumstances, sexual assault violates the standards of acceptable behavior at Lakeland University.

If you are a victim of sexual assault or misconduct, please refer to the on campus resources and reporting options or off campus resources and reporting options in this handbook.

### *State or Federal Law*

Lakeland University students are subject to the Wisconsin State Statutes and federal laws regarding sexual assault and other sex related acts. Violation of state or federal laws may also be a violation of the university discipline code.

Wisconsin law makes no reference to the gender of either the victim or assailant. Sexual assault victims of any gender are protected by the law, and assailants of any gender can be prosecuted under the law. For more information, review the Wisconsin State Statute 940.225 at <http://www.legis.state.wi.us/rsb/stats.html>.

### *Consent*

*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.

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

Consent cannot be obtained by taking advantage of the incapacitation of another where the person initializing sexual activity should have reasonably known the other lacks the ability to make rational and informed judgments whether to engage in sexual activity. A person who has consumed alcohol or drugs may be incapacitated yet appear lucid and conscious so sexual activity following the ingestion of drugs or alcohol should be exercised with caution.

Consenting to one type of sexual behavior does not constitute consent for other types of sexual behavior. Additionally, previous consent to sexual activity does not constitute consent to future sexual activity. Consent can be withdrawn at any time through clear words or actions that an individual wants the sexual activity to cease. Once consent is withdrawn the sexual activity is to cease immediately.

Having sex with someone you know to be, or whom you should know to be, beyond their normal cognitive function is a violation of the Lakeland University Sexual Assault policy. Sexual contact with anyone who is inebriated, mentally or physically impaired, or incapacitated is a violation of this policy. People who have a mental illness or deficiency, are unconscious for any reason, or are physically unable to communicate are assumed to be incapable of giving consent. If any of the following are present, consent cannot be given:

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

Silence or inaction does not constitute consent. Returning to an individual’s room, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. do not constitute consent.

### *Sexual Exploitation*

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

### *Intimate Partner Violence (Dating Violence, Domestic Violence)\**

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

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such relationship shall be based on a consideration of three factors: (1) The length of the relationship; (2) The type of relationship; and (3) The frequency of interaction between the persons involved in the relationship.

Any form of physical abuse or intimidation is prohibited in the residence halls or anywhere on Lakeland University 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.

\*Intimate Partner Violence includes “dating violence” and “domestic violence,” as defined by the Violence Against Women Act (VAWA), 2006.

### *Stalking*

Stalking occurs when a person engages in a course of conduct directed at a specific individual under circumstances that would cause a reasonable person to fear bodily injury or substantial emotional distress. Stalking is a form of violence and includes, for example, 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.

*Course of conduct:* Means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

*Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

### *Sexual or Gender-Based Harassment*

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

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

### *Hostile Environment*

The US Department of Education and Justice defines “hostile environment” as an occurrence where a student is sexually harassed and the harassing conduct is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the program. In determining whether this denial or limitation has occurred, Lakeland will examine all relevant circumstances from an objective and subjective perspective, including:

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

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

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

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

#### *Retaliation*

Retaliation relates to any negative action taken against an individual for reporting any prohibited conduct. Retaliation includes threats, intimidation, harassment or any other action that may discourage a reasonable person from engaging in the reporting of prohibited conduct. Retaliation may take place and be initiated by either the respondent or complainant in a case.

#### *Complicity*

Complicity is any act taken to aid, abet, facilitate, promote or encourage a prohibited act by another person.

Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to either the Lakeland University Safety and Security Office, the Division of Student Affairs and/or to the Sheboygan County Sheriff's Department.

#### *Sexual Misconduct Statement*

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

Students are subject to criminal statutes and various federal, state and local laws which regulate civil conduct including sexual misconduct. The university is also bound by and supports all applicable laws. Consistent with the law, Lakeland University intends to provide a safe and welcoming campus environment. Lakeland University offers educational programming to promote the awareness of rape, acquaintance rape and other sexual misconduct, forcible and non-forcible. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner. To report issues of sexual misconduct please contact the Department of Safety and Security at 920-565-1126 Ext. 1126 or 920-565-1000 Ext. 2501.

#### *Reporting and Confidentiality*

The university will make all reasonable attempts to protect the identity of persons who report having been victims of sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment sexual exploitation. However, reporting individuals should be aware the university's confidentiality and mandating reporting obligation in order to make informed choices. Some "confidential employees" such as the campus counselors, nurse, and chaplain offer confidentiality without the obligation to inform anyone unless the complainant wants them. Other university faculty and staff (including RA's) are considered "mandatory reporters" and must inform a Title IX team member who, in turn, must contact law enforcement for reporting purposes. It is important to note the complainant still maintains the choice of whether or not to file an official report with law enforcement or campus officials. If a complainant decides not to pursue the case through the university's judicial system, the university may decide to pursue the case if they feel campus safety is a concern. Information regarding the case will only be told to individuals with a need to know.

#### *Reporting Sexual Misconduct*

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

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

A report is written documentation of sexual misconduct. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. When a student reports a violation of the sexual misconduct policy, the university will investigate by conducting a Title IX investigation. Title IX Investigators will consult with the complainant about his/her wishes regarding how the investigation should proceed; the university may

investigate even if the complainant decides not to participate. There is no statute of limitations for university complaints, but potential complainants are reminded that the university's ability to effectively investigate complaints can be impaired or negated as time passes.

All reports of sexual assault/misconduct are kept on file in the Office of Residential Life and/or the Security Office for use in reports required by the Clery Act (<https://lakeland.edu/security>). Reported incidents will show up in campus crime statistics without identifying the person filing the report.

#### *Reporting Your Assault to Lakeland University Confidential Employees*

Lakeland University provides trained counselors on campus who can legally keep a sexual assault discussion confidential. This gives the complainant complete control over her/his decisions to report. The counselors will supply students with information regarding medical care and counseling options.

Business hours (M-F, 8:00 a.m.-4:30 p.m.) call 920-565-1034 Ext. 2387 or 920-565-1034 Ext. 2388 (Counselors are not required by law to file an official report if told about sexual misconduct/assault unless the individual is under the age of 18).

Nights and weekends (after 4:30pm) call Campus Safety and Security who can put you in contact with an on-campus or off-campus counselor.

#### *Mandatory Reporters*

If the accused is a Lakeland University student, the following individuals will ensure a report is filed when they are made aware of an alleged incident of sexual assault/misconduct.

- Lakeland University security officers (920-565-1126 Ext. 1126)
- The Title IX Coordinator
- The Division of Student Affairs (920-565-1043 Ext. 2505)
- Any residence life staff member
- Any university employee including faculty and staff (mandatory reporter) who has the ability to address the incident.

The above listed people are required to file a report if told about sexual misconduct/assault. After hours, these individuals can be reached through campus safety and security (920-565-1126 Ext. 1126).

Students should report the assault to the Department of Safety and Security at 920-920-565-1000 Ext. 2501 or 920-565-1126 Ext. 1126. The Department of Safety and 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 Health Center and the campus chaplain. If the victim is below the age of 21 and the consumption of alcohol by that minor was involved, the university will not pursue conduct action against the victim in relation to the alcohol consumption.

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 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 University 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 misconduct incident. Lakeland University may impose sanctions ranging from probation to permanent dismissal from the university.

#### *Off Campus Resources and Reporting Options*

##### *Legal Options:*

Report the incident to the Sheboygan County Sheriff's Department as sexual assault is a criminal matter. Lakeland University recommends that students filing a complaint have a staff member or a friend with her/him when a report is made to the police. There are trained counselors on campus and off campus that can assist students with their decision to report an assault to the police.

File a civil suit against the assailant. A civil suit against the accused is another legal option. Consultation with a lawyer is the best way to learn about this option.

**Support Resources:**

Seek medical treatment. If you have been assaulted, you may need medical treatment for injuries and may wish to have potential physical evidence collected. The Aurora Memorial Medical Center in Sheboygan has a confidential physical and emotional support team to be with you at the hospital.

Transportation to the hospital can be provided by security or arranged with the guidance of a full time staff member of the residence life staff if needed.

Contact Safe Harbor. Safe Harbor provides prevention education, crisis intervention, and ongoing outreach services to empower individuals, families and the community to live lives free of domestic abuse and sexual assault. They can be reached at 1-800-499-7640, or their 24hr Crisis Line at 920-452-7640.

Contact the National Sexual Assault Hotline 800.656.HOPE or 800-656-4673.

*Rights of Students Involved in Sexual Assault and Sexual Misconduct Investigations*

Rights of the complainant in a sexual assault or sexual misconduct investigation:

- To have complaints of sexual misconduct/assault investigated by the university.
- To report the violation directly to the sheriff's department, with or without assistance from campus personnel.
- To consult with a Title IX representative as a resource for understanding these rights and the investigation process.
- To be notified that at any point during the complaint/investigation/judicial process, the complainant has the right to have the support of any willing member of the Lakeland University community, friend, faculty or staff of her/his choice. The support person has the right to attend any function at which the complainant's presence is required. The support person may not be a licensed attorney nor associated with law enforcement.
- To not have prior sexual history admitted during any disciplinary hearing. History of prior complaints, investigations, and cases may be admitted in an investigation and/or appeal.
- To be notified of the outcomes, if any, in the case.
- To appeal a disciplinary decision by a hearing officer(s) as outlined in the appeals section of the Student Handbook.
- The university, upon written request, will disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any discipline hearing conducted by the university against the alleged perpetrator of such crime or offense. If the alleged complainant is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Rights of the accused in a sexual assault or sexual misconduct investigation:

- To be informed in writing of the accusations/complaints that were filed.
- To be informed that complaints of sexual misconduct/assault will be investigated by the university, and possibly by the sheriff's department.
- To consult with a Title IX representative as a resource for understanding these rights and the investigation process.
- To be notified of available counseling, mental health or student services for students accused of sexual assault, both on or off campus.
- To be notified that at any point during the complaint/investigation/judicial process, the accused has the right to have the support of any willing member of the Lakeland University community, friend, faculty or staff of her/his choice. The support person has the right to attend any function at which the accused's presence is required. The support person may not be a licensed attorney nor associated with law enforcement.
- 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 be notified of the outcomes, if any, in the case.
- To appeal a disciplinary decision by a hearing officer(s) as outlined in the appeals section of the Student Handbook.

\*Typically students seek support from a faculty or staff member who knows them well, such as an advisor or mentor. Faculty or staff who agree to serve in this role may wish to consult with others who have supported students in previous judicial situations. Consult with a Title IX representative for more information.

*Protection from Retaliation*

All members of the Lakeland community have the right to raise concerns or a complaint of sexual misconduct without

fear of reprisal. Retaliation against any person related to any portion of this policy may result in severe disciplinary action ranging from probation to dismissal. Retaliation against any person who is the alleged victim of sexual misconduct is strictly prohibited.

### *Title IX Investigation Procedure*

“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 misconduct, 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, Lakeland University 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 university will investigate all alleged incidents of sexual misconduct that it has been made aware, or has reason to know of, to protect the safety of the community. The university will undertake an investigation even in those cases which the complainant chooses not to cooperate. In those cases, the university may be limited in the scope of the investigation due to the availability of information. Anonymous reports can be used to initiate the student conduct process and employee conduct investigations.

A representative for the Division of Student Affairs is the designated Title IX Coordinator at Lakeland University. The Title IX Coordinator will oversee sexual misconduct complaints. Once a report is received by the Title IX Coordinator and it is felt a Title IX investigation is warranted, the following process generally will ensue:

- a. Title IX Coordinator will appoint Title IX Investigator and Title IX Advocate(s);
- b. Initial meeting with each party separately to review rights and options;
- c. No-contact agreements issued if appropriate;
- d. Complainant and respondent have the option of being advised by a Title IX Advocate or advisor of their choice to assist with the process;
- e. Title IX Coordinator(s) will meet with the complainant and respondent in order to interview complainant, respondent and possible witnesses and gather facts concerning the complaint.
- f. Title IX Investigator(s) will forward a report of the found facts to a Title IX Adjudicator to determine the level of responsibility warranted by the facts.
- g. Determination of responsibility and, if warranted, appropriate sanction along with appeal information will be delivered to both complainant and respondent.

Ideally, Title IX investigations are to take no longer than sixty (60) business days. However, circumstances may necessitate an investigation to surpass this ideal. If a case is taking longer, both the complainant and respondent will be notified of the delay. Through the campus judicial system, mediation will not be appropriate even on a voluntary basis, between the victim and alleged perpetrator. The university 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 University has been the victim of an assault or sexual misconduct, a hearing officer, upon written request, may disclose the outcome of the disciplinary proceedings conducted by the university. The hearing officer can decide whether to provide a copy of the decision or to discuss the decision with the victim.

The university will have the responsibility of investigating complaints in conjunction with local law enforcement agencies. In its grievance procedures, the university 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 all judicial hearing and allegations of sexual misconduct.

The university will notify both the complainant and the respondent 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 misconduct chooses to pursue campus judicial action through the university’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 university 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.

### *Possible Sanctions and Outcomes*

If it is more likely than not sexual misconduct has happened (in other words, if the preponderance of the evidence suggests that misconduct occurred), a student will be found responsible for violating university policy and the judicial officer will consider a range of sanctions and outcomes.

Disciplinary sanctions possible for a person found responsible of violating the sexual misconduct policies include but are not limited to: Suspension, expulsion, probation, counseling, deferred suspension, removal from campus, and/or any combination of the previous

When determining an appropriate sanction, the investigating officers will consider the sexual assault or misconduct complaint as a whole, the disciplinary background of the accused individual(s), and the totality of the circumstances, including the nature of the conduct and the context in which it occurred.

A broader explanation of the university's judicial system can be found in a subsequent section of this Student Handbook.

### *If the accused is a faculty or staff member:*

In cases of personal harassment, sexual assault or sexual misconduct by staff or faculty members toward students, the case is referred to the Department of Human Resources. To file a complaint off - campus, please contact the Sheboygan County Sheriff's Department, or the appropriate local police department.

### **Smoking Policy**

Smoking (including e-cigarettes/vaporizers) 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 university reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, the university has the right to ask that person to leave the premises. Anyone who fails to abide by the law may face penalties, including a forfeiture of \$100 for each violation. All administrative, academic and residential buildings on the Lakeland University campus are smoke and tobacco free.

### **Social Networking Website Policy**

Social networking websites such as Facebook and Twitter are not confidential and the university 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 920-565-2115 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 university environment or to academic processes, which make it possible for students with disabilities to perform the functions necessary for fulfillment of university 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 university, 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 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 university 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, student affairs personnel 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 university 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 university personnel. Information pertinent to accommodations may be shared with appropriate university personnel such as faculty, student affairs personnel, campus nurse, campus counselor, 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 LL14. 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. 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, LL14.

### ***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 university 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 university 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:

- Name
- Address (local, permanent residence and Lakeland University electronic mail)
- Telephone number
- Class level (semester class or level: freshman, sophomore, junior, senior, etc.)
- Major field(s) of study, including minors and concentrations
- Participation in officially recognized student activities, including athletics and Commencement
- Weight/height (athletic teams)
- Dates of attendance
- Enrollment status (full-time, part-time, or not enrolled)
- Date of graduation
- Degrees, awards and honors received and where received
- Most recent educational institution attended

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 920-565-1041.

Students have the right to inspect their records which meet the definition of educational records. Educational records are all the records maintained by the university. 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. Parental financial records and confidential letters of recommendation may not be seen.

Most student records are maintained in the offices of the registrar, student affairs, admissions, financial aid, and counseling. A request to review records must be made in writing to the university registrar by the student who is requesting to review their file. They have up to 45 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 University 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 University 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 University Health Center at 920-565-1034.

### ***Theft***

Students are expected to respect the property of others, including that of the university, and may be subject to disciplinary action for the following:

- theft of the property and/or services of another;
- unauthorized possession and/or use of the property of another, including knowingly being in possession of stolen goods (this includes unauthorized use of vehicles, equipment, and services);

Any student found responsible for property damage will be charged the total cost of repair or replacement or the university will notify law enforcement and seek legal remedy. In some cases, those found responsible may reimburse the university through Facilities employment at the current student wage.

### ***Un-crewed Aerial Devices (Drones)***

Lakeland University prohibits students from operating or using un-crewed aerial devices on campus. Students seeking exceptions for use of such devices for co-curricular purposes, may apply to a student affairs representative. Any use of these devices must comply with state and federal regulations and requires the prior filing and approval of an operating plan.

### ***University Officials***

All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus 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 university official will not be tolerated and will be subject to severe disciplinary action.

### ***University Vehicles***

University vehicles may be driven only by those students who have been hired by the university and are authorized to do so. The Lakeland University student driver application form must be submitted and a behind-the-wheel road test must be completed before driving any campus vehicle.

## **RESIDENCE LIFE POLICIES AND PROCEDURES**

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At Lakeland University, 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 university reserves the right to make room assignments or reassignments as necessary. In order to enhance and expand the sense of community, Lakeland University 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 residence life personnel. Only full-time traditional day undergraduate and graduate students who are paying full-time traditional day or graduate program tuition allowed to reside in the residence halls. If a student is enrolled in both on-line and traditional day undergraduate program credits, at least 67% of those credits must be in the traditional day undergraduate program. Students are required to carry at least twelve (12) credit hours to reside in the residence halls. Students who are not enrolled for 12 credits in a semester or who fall below twelve credits at any time during the semester and wish to reside in the residence halls must meet with residence life personnel for approval.

### ***Residence Life Policies***

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

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 and Other Drugs***

The resident agrees to comply with state, county and town laws, regulations and ordinances as well as university policy regarding the possession or use of alcohol and illegal drugs, and agrees that his/her room shall not be used for any purpose contrary to the intent of such laws, regulations and ordinances. No alcohol is allowed in the public areas. Any violation of

drug and alcohol policies may lead to dismissal from university housing. (Also, see Alcohol and Illegal Drug policy in this handbook).

- 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.
- 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.
- Residents of the Suites, Greek Suites, and Apartments are responsible for ensuring that appropriate laws, ordinances, and regulations are upheld at all times.
- Common source alcohol, such as multiple cases, wapatulis, kegs, barrels or fractional parts of kegs and barrels are not permitted at any time. Also, instruments that promote abuse of alcohol such as “beer bong” and devices primarily used in drinking games are prohibited and will be confiscated.
- The playing or being in the presence of a game designed to consume alcohol (drinking game) is prohibited.
- Apartments/Suites that are occupied by all underage students are to be alcohol-free at all times.
- Empty alcohol containers are not allowed in rooms or common areas if occupants are under the age of 21.
- The selling of alcoholic beverages is prohibited.
- Illegal drugs are not allowed on campus at any time. The university reserves the right to refer individuals who are found with illegal drugs to the Sheboygan County Sheriff’s Department for legal action. The misuse of prescription medications, including, but not limited to, sales and distribution is prohibited. The misuse of over-the-counter medications is also prohibited.
- Smoking is not permitted in any campus building.

In most cases, violations of the alcohol policy will be resolved through the university 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 University 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 or individual will then be given a total numerical value based on their individual applications. Groups and/or individuals 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 University Housing Application Form and Housing Contract. Each group will need to submit their applications to the residence life office by the indicated due date.

New residents need to apply at the time they receive their materials after the university 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. No room assignments can be made until the commitment fee and housing deposit are received by the university.

### ***Behavioral Intervention***

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

- The student requires hospitalization. Mobile Crisis or law enforcement will transport the student to the hospital or request the student’s emergency contact to transport student. Lakeland University staff and students will not provide transportation. The university requests notification from the hospital when the student is released.
- The student does not require hospitalization, but a crisis intervention safety plan agreement is deemed necessary. The Mobile Crisis counselor will contact the student’s emergency contact to make arrangements. It is strongly recommended that the student be under the direct care of his or her emergency contact should he or she require a safety plan agreement. Lakeland University will supply emergency contact information. Lakeland

University students and staff will not be involved in the safety plan agreement. This may not be an option if an emergency contact cannot be contacted or cannot engage in the planning process. It is expected that law enforcement or the Mobile Crisis will find an alternate option.

- The student is deemed safe and able to be on campus without further monitoring.

It is expected that law enforcement and/or Mobile Crisis communicate a plan of action with a Lakeland University official. (i.e., Campus Counseling representative, Division of Student Affairs representative, Department of Safety and Security representative). A Lakeland University official can be contacted through the Department of Safety and Security (920) 565-1126.

It is expected that the student will follow up for treatment with a counselor in the Lakeland University Counseling Services or seek the care of a therapist in the community upon completion of the crisis intervention. Student must sign a release of information to provide ongoing communication between the community therapist and Lakeland University Counseling Services.

### ***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:

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

### ***Computer Resources***

Residents are required to comply with university policies for appropriate and fair use as detailed in the information Technology Use Guidelines. Personal routers are never allowed in the residence halls as they interfere with the wireless system in the halls. 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 a professional residence life staff member for this consideration.

### ***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 a residence life professional staff member. 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. Full-sized refrigerators and freezers are not allowed. (Kitchenettes are located in the lounges of Muehlmeier Hall, Grosshuesch Hall, Krueger Hall and each wing of Brotz Hall.)

### ***Cell Phones/Electronic Devices/Cell Phones***

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

### ***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 including possible fine.

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

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

- 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.
- Hover boards are not permitted. Hover boards include but are not limited to self-balancing scooters, battery operated scooters, hand free segways and electric powered skateboards.

The following are also prohibited:

- Obstructing hallways and exits
- Tampering with fire sprinkler systems
- All bonfires are prohibited unless approved by the Department of Safety and Security and all bonfire must be supervised by a Lakeland University professional staff member.
- All personal outdoor grills a barbecues are prohibited. The only permitted use will be during university-sponsored events with oversight by university professional staff.

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 university.

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

### ***Furniture***

University property, including furnishings, may not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms or when university-owned furniture is removed from student rooms. Pegs for bunking beds are available at no charge from hall staff. Due to the damage it causes, taking apart university furniture such as beds and desks is prohibited. No waterbeds or lofts are permitted. Patios and balconies can only be furnished with weather-proof furniture. University-owned furniture cannot be used as outdoor furniture.

### ***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. Residents who bring guests to the residence hall assume responsibility for the behavior of their guests. Guests are only permitted with the consent of their roommate(s). Guests must follow all Lakeland University 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 a professional staff member. 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. No more than 10 people may be found in a residence hall room at any one time. 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 university 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 university and vice versa. The university reserves the right to assign all residents to rooms. Contractual agreements with the university 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 university 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 university 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 university or residence hall, may result in forfeiture of all room and board fees. No transfer agreement to another student is permitted. No refunds will be made for missed meals or for temporary absence from the hall. The university may terminate a student's residence hall occupancy and take possession of the room at any time for violation of residence hall policies, violation of university rules/regulations or for reasons of health or safety.

### ***Keys***

Resident students will receive a room key upon check in. If a key is lost or broken, it is to be reported to a residence life staff member immediately. There is a \$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 university reserves the right to confiscate any key and take disciplinary action where appropriate.

If a resident is locked-out of their room, they are to first contact a hall staff member for assistance. If one cannot be found, they are to contact the department of safety and security at 920-565-1126. The student will be asked to report to the security office where their identification will be verified and if verified, will be escorted to their room for entrance. Residents are allowed two "free" staff assisted lock-outs per year after which there will be a \$10 fine for each subsequent lock-out.

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

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

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

Each student who resides in on-campus housing has the option to identify an individual to be contacted by the university, no later than 24 hours after they should be considered "missing." Lakeland University has developed a policy for notifying the designated emergency contact should a resident student be considered "missing." A "missing student" is defined as any currently registered residential student who has not been seen by friends, family members, instructors or staff for a reasonable length of time, whose absence is contrary to 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 University community has reason to believe that a student is missing, student affairs personnel or the director of safety and security must be notified. Upon receiving notification, student affairs personnel, the Department of Safety and Security and other appropriate university 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 university reserves the right to make contact with emergency contacts to help assist in determining the whereabouts and well-being of the missing student.

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

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

1. The Department 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. Student affairs personnel will notify the designated 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) Confidential Notification Information form, or in the absence of such, (2) Insurance Information and Emergency Contact Form. If neither form were made available to the university, 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 university 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 university has reasonable cause to suspect that a missing student may be at personal risk due to circumstances discovered in the investigation, safety and security personnel will initiate contact with law enforcement authorities requesting appropriate assistance. In such situations, the university 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 and 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. Hover boards are not to be used or stored in the residence halls at any time. Hover boards include, but are not limited to, self-balancing scooters, battery operated scooters, hands-free segways and electric powered skateboards.

### ***Responding to the Requests of Staff***

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

### ***Room Changes***

There will be an announced room change week within two to three weeks of the start of each semester. Professional residence life personnel 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. Water beds, full-size refrigerators, lofts, and live wreaths or trees are prohibited. Black lights cannot be installed in existing fixtures. Items cannot be hung from ceilings, fire sprinklers or sensor outlets. Windows or doors cannot be "blacked out" for safety reasons. Painting or any modification to walls, ceilings, floors, or paneling is prohibited.

### ***Room Entry***

The university's right to enter a room is exercised with discretion. Authorized university 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 university 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 university 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 university 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 university 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 the department 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 University reserves the right to enter and search a residence hall room or apartment if any of its authorized personnel 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 university policy; or
- That contraband items are present but concealed from view.

If entry becomes necessary under these conditions, university 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 university policy) may be confiscated by university personnel and used as evidence in student conduct hearings. If a room search is necessary, it will be conducted by safety and security personnel (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. University personnel will ask to open locked boxes and/or safes that belong to the resident(s). During a search, safety and security personnel 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 safety and security or residence life personnel.

### ***Safety and Security Concerns within the Residence Halls***

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

- Outside doors or hallway doors should not be propped open for any reason. If one sees a door propped open, it should be closed.
- Tampering with the lock on any door or the keys for any campus lock is not permitted.
- Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects or jumping from any residence hall window or balcony is prohibited. Unauthorized presence on the roof of any campus building is prohibited. A fine of \$100 will be assessed to those in violation.
- Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls.
- Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room.
- Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation.

- Residents are not to allow others to use their room keys at any time.
- The tampering or disabling of any fire safety equipment is strictly prohibited.
- Candles, incense, fireworks, smoking, motorized vehicles and flammable/combustible materials are prohibited in all residence halls. Tampering with electrical outlets, cameras or wiring is prohibited.
- Use of grills is prohibited.
- Building evacuation is required when fire alarms sound.
- Guests must be escorted at all times.
- Student ID cards cannot be used by any other person than the student it has been assigned to. Students are required to produce their university ID cards when requested by staff member.
- Individuals may only use designated restrooms for the gender in which they identify.
- All residents are required to keep their room doors locked to prevent theft or unauthorized entrance.
- Dangerous weapons, including firearms, and explosives of any nature, including fireworks, are not permitted in the residence halls or any campus building. Paint ball and air soft guns are also not permitted. Violations of this policy may result in dismissal from the university residence communities.

### ***Sales and Solicitation***

Solicitation and selling of items in residence halls must be in accordance with Wisconsin State law and Lakeland University policy. Organizations should receive approval from residence life professional staff before soliciting on campus. The university prohibits solicitation, sales, or door-to-door canvassing by students or non-students on university property, except with permission of residence life. Prohibited solicitation includes the posting of advertisements on university property. Unauthorized solicitation should be reported promptly to the department of residence life at 920-565-1042 Ext. 2456 or the Department of Safety and Security at 920-565-1000 Ext. 2501.

### ***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 920-565-1036 Ext. 2411. 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. Residents are responsible for any telephone calls made or received on common area telephone lines.

### ***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 university 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 residence life professional staff member.

### ***Vandalism***

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

## **STUDENT CONDUCT POLICIES AND 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 University, 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 division of student affairs. Parents may be notified of any disciplinary action taken at the discretion of the division of student affairs.

### *Disciplinary Policies*

Conduct which is incompatible with the university community and therefore disruptive of the academic environment shall be subject to disciplinary action. To help students, the university 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.

The following is a non-comprehensive listing of disciplinary policies. Students found responsible for violating policies and procedures found below or elsewhere in this handbook or the Housing Contract Terms and Conditions may face disciplinary sanctions ranging from warning to dismissal from the university.

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

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

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

**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. The university, upon written request, will disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any discipline hearing conducted by the university against the alleged perpetrator of such crime or offense. If the alleged complainant is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

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

**Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a building followed by exiting the structure.

**Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a "breaking" occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to "break" an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

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

**Campus Demonstration.** The following are prohibited: Participation in a campus demonstration which disrupts the normal operations of the university and infringes on the rights of other members of the university 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.

**Community Misbehavior.** An action or conduct that is considered inappropriate, improper, incorrect or unexpected in a community setting is prohibited and may result in disciplinary action.

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

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

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

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

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

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

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

**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 university 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 Department of Safety and Security at 920-565-1000 Ext. 2501.

**Fire Safety.** All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action including possible fine. 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 university. Persons causing false alarms, interfering with the proper functioning of the fire alarm systems or interfering with the lawful efforts of firefighters are subject to prosecution under Wisconsin State law. If a fire results from negligence, the responsible party may be held financially responsible for property damage and personal loss.

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

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

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

*Race:* A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

*Religion:* A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

*Sexual Orientation:* A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

*Gender:* A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

*Gender Identity:* A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

*Ethnicity:* A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

*National Origin:* A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

*Disability:* A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

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

*Larceny:* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.)

*Destruction/Damage/Vandalism of Property:* Is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Such as: cutting auto tires; drawing obscene pictures on restroom walls; smashing windows; destroying school records, and defacing library books.)

*Intimidation:* Is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Simple Assault:* Is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Hazing.** Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited. (Also see the Hazing Policy in preceding section).

**Liquor Law Violations:** Are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Violations include: maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; and drinking on a train or public conveyance. (Also see Alcohol and Drug Use Policy Notice under "Policies and Procedures" section).

The violation of laws or ordinance prohibiting: the manufacture sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; includes all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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

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

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

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

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

**Repeat Ticket Violations.** After receiving three tickets for various violations, a letter of warning from the Department of Safety and Security will be sent. Continued violations may have sanctions and/or fines imposed through a judicial hearing.

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

**Sexual Assault/Sexual Misconduct/Harassment.** Any violation specified under the university's sexual assault or harassment policy is prohibited. (Also see Sexual Abuse/Domestic Violence/Dating Violence; Sexual Harassment; Stalking; Sexual Assault; and Sexual Misconduct policies in the "Policies and Procedures" section).

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

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

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

**University Officials.** All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus Card. 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 university official will not be tolerated and will be subject to severe disciplinary action.

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

**Violation of Criminal Law.** Alleged violation of any criminal law where the student's conduct interferes with the university's exercise of its educational objectives or responsibilities to its members is prohibited.

**Violation of Probation.** Violation of the policy while on probation, or violation of the terms of that probation is prohibited.

**Violation of Rules Regarding Residence Facilities and Dining Facilities.** Violation of the Housing Terms and Conditions to include but not limited: violation of quiet hours; possessing unauthorized animals; unauthorized carry-outs from dining hall; lending campus card to another for the purpose of securing a meal; using tobacco in a tobacco-free area; possession of a grill; open flames in inappropriate area; unauthorized electrical appliances; gambling; guest policy; key policy; recreation policy, room cleanliness; room decoration policy; Safety and Security in the Residence Halls policies; and sales and solicitation policy is prohibited. (See “Residence Life Policies and Procedures” section).

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

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

#### *Abuse of the Judicial System*

The Lakeland University 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, judicial officer, or university 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 university or the student has legitimate claims that the hearing officer may be biased toward the accused or the accuser, a judicial officer 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 University judicial board consists of one faculty member and two staff members. The judicial officer 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 university, and possibly by the sheriff’s department.
- To have an opportunity to respond to the claim that university 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 University 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 University has the right to disclose to listed emergency contacts any information from the student's educational record of a dependent student. Lakeland University 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 chief judicial officer. Also, at this time, the chief judicial officer 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 chief judicial officer 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 university 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 chief judicial officer. Outside recording devices will not be allowed. The chief judicial officer 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 designated student affairs representative 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 judicial 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 University community. The purpose of a sanction is to educate and communicate that such behavior is not tolerated by the Lakeland University community. Prior to deciding upon a sanction, either the board or judicial 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 University. 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 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 university on the condition that he or she complies with university policies and the conditions of their particular probation or behavioral agreement. The conditions of the probation will be determined by the judicial officer or judicial board hearing the case. In some cases, a student on probation may not be allowed to represent the university in any official capacity, to include participating in co-curricular activities, hold an office in a campus organization or serve on a university 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 university. 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 university-sponsored event. The student will be required to leave campus and may not return until the time period of the suspension has ended. The student will lose credit for the classes carried that term. Fees and tuition will be forfeited according to the withdrawal policy. The judicial officer or judicial board may establish additional requirements in some cases which must be completed prior to their return to the university. This disciplinary action will be recorded on the student's record in the division of student affairs.

7. Dismissal. Dismissal is the permanent termination of student status. This sanction is one of immediate involuntary separation from the university.

8. Discretionary/Educational Sanctions. Discretionary sanctions are actions required by a student as outlined by a judicial board or judicial 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 university 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 university 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 university president or chief judicial officer to be potentially dangerous, action may take place to immediately suspend a student from Lakeland University for a specified period of time, prior to a resolution through a campus hearing. The university president or chief judicial officer will base their decision on whether the allegation of misconduct is apparently reliable and whether the continued presence of the student on the university campus may reasonably interfere with the educational or orderly operation of the university. 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 university community, property or the orderly functioning of Lakeland University. When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted.

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 chief judicial officer 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 designated appeal officer (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 appeal 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 appeal officer. If an appeal hearing is denied, the decision of the judicial 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 appeal officer will review the case after meeting with the student. The appeal 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 appeal officer will be one of the following:

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

The decisions of the appeal 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 (see next page)*

<b>Policy</b>	<b>Possible Student Suspension</b>	<b>Automatic Student Suspension/Dismissal</b>
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
University Officials	Failure to comply with reasonable request from University 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 University	Repeated offenses or action that causes severe disturbance of the good order of the University
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 University. 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.