

Lebanon Valley College
2016–2017

GREETINGS FROM GREG KRIKORIAN,

Vice President of Student Affairs and Dean of Students

Dear LVC Students:

Welcome to the start of the 2016–2017 academic year! Please take some time to acclimate yourself with the information in this handbook. It has been developed to help you understand the many resources, opportunities and, of course, policies of our campus community. Your handbook contains information that will help you succeed and provides guidelines and expectations for life on the LVC campus.

As a member of the LVC community, you are expected to familiarize yourself with College policies and to take responsibility for your conduct at all times. You will discover that as a member of this community there are MANY opportunities and avenues for personal growth and development. Along with meeting new people and sharing new experiences, you will be confronted with having to make important choices and decisions. Some may be easy, while others will be complex! Your ability to positively and appropriately meet this responsibility will be a critical element of your success at LVC.

We are committed to providing many diverse opportunities and experiences to assist you to be ready for life beyond LVC after graduation. Rest assured that the faculty, staff, and administration of Lebanon Valley College are eager to help!

A special welcome to those joining the LVC community for the first time.

I LOOK FORWARD TO MEETING YOU AND HELPING BUILD THE KIND OF EXPERIENCES THAT WILL SERVE YOU WELL IN THE FUTURE.

On behalf of the entire student affairs staff, best wishes for a successful and rewarding career at LVC! Feel free to contact us if I or any member of our staff can be of assistance.

Sincerely,



Greg Krikorian

Vice President of Student Affairs and Dean of Students



ACADEMIC DATES AND DEADLINES

Important academic dates and deadlines are listed on the Academic Calendar located at www.lvc.edu/registrar/academic-calendar.aspx.

ANNUAL EVENTS

NEW STUDENT ORIENTATION

New student orientation is designed to help students make the transition to college life. New students will become familiar with the campus, their classmates, upper-class students, faculty, and staff. Formal and informal meetings are planned with faculty, academic advisors, staff, Peer Mentors, and Resident Assistants (RAs).

Peer mentors are upper-class student volunteers committed to helping new students learn about and become familiar with the College community. These upper-class students will interact with new students throughout the year.

During the initial days of orientation, there will be educational and social programs and recreational activities for new students to become acquainted with other students.

ACTIVITIES FAIR

New and upper-class students can learn more about the variety of campus organizations and events offered at LVC during this informative fair. Representatives from many student groups are available to discuss their organizations and to answer questions. Look for announcements of the event during the first week of classes.

STUDENT, FACULTY, AND ENSEMBLE CONCERTS

A variety of instrumental and vocal recitals by students, faculty, and ensembles are scheduled throughout the year. Additionally, campus music organizations present several special concerts each semester. Most recitals and concerts are free to students and are presented in Lutz Hall (Bertha Brossman Blair Music Center), Frederic K. Miller Chapel, and the Zimmerman Recital Hall (Suzanne H. Arnold Gallery). Schedules are available in the Music Department, with a regularly updated calendar of events posted in the Blair lobby and online.

ART EXHIBITIONS

The Suzanne H. Arnold Art Gallery hosts six exhibitions each year featuring a variety of artwork. Interested students with good academic standing may serve as attendants and interns in the Gallery and several have curated shows.

HOMECOMING (ALUMNI AND FAMILY WEEKEND)

Alumni, families, and friends of the College join the campus community in this fun, fall weekend, which celebrates all things Valley. Activities include academic department open houses, the crowning of the Homecoming King and Queen, the Alumni Awards and Athletic Hall of Fame Induction ceremonies, the annual pep rally and ghost tour, and the opportunity to meet members of the College administration and faculty at various events.

MUSICALS AND PLAYS

The Wig and Buckle Theater Company presents a variety of plays and musicals in Leedy Theater in the Allan W. Mund College Center. Auditions are open to all students in good academic standing.

PICKWELL MEMORIAL CONCERT

The sisters of Sigma Alpha Iota sponsor this yearly benefit concert in memory of Marcia Pickwell, a former member of the Music Department faculty.

CHRISTMAS AT THE VALLEY

Presented the first Sunday in December, Christmas at The Valley is the College's traditional gift to the local community. The program includes seasonal readings, carols by Lebanon Valley College choirs, sing-a-long hymns, instrumental music from various ensembles, and a candle lighting service. The event features a live nativity scene sponsored by Servants of Christ, a campus Christian service organization.

WINTER FORMAL

Student Government sponsors a semi-formal dinner dance for the entire College community prior to

winter break. The dance is held in an off-campus venue and is a night of food, music, and fun.

COLLOQUIUM EVENTS

During the academic year, the College hosts special academic events that bring music, theater, dance, and major speakers to campus. Students can attend free of charge.

THE PINK GAME

The Pink Game occurs each spring during an LVC women's basketball game. This special game honors the strength, courage, and passion of those who have faced the challenges of breast cancer. A collaborative effort of the local and College communities, this event raises money and awareness, and provides a fun-filled night for all in attendance that hopefully ends in victory!

RELAY FOR LIFE

The LVC chapter of Colleges Against Cancer hosts Relay for Life each spring in the Edward H. Arnold Sports Center. More than 600 students representing 75 teams walk throughout the night and participate in a variety of activities, such as the luminary and fight back ceremonies, "Miss Relay" contest, dodge ball, basketball, the hair cutting ceremony, concerts, dancing, performers, and more. All proceeds benefit the American Cancer Society.

CONCERT CHOIR TOUR AND CONCERT

During the spring semester, the Concert Choir (accompanied by the Chamber Choir) tours a regional part of the eastern United States. Recent tours have taken the choir to Pennsylvania, New Jersey, Maryland, New York, Washington, D.C., Virginia, South Carolina, Georgia, and Delaware. The choir presents its final concert at the College.

MATH QUIZ BOWL

The Math Club sponsors this competition each year for several area high schools. This event involves faculty and students.

CHAMBER CHOIR CONCERT

This annual concert features the Chamber Choir singing everything from madrigals to vocal jazz. It's a kaleidoscope of great musical styles.

ROVERS ALL-AMERICAN CONCERT

Phi Mu Alpha Sinfonia and Sigma Alpha Iota sponsor this annual concert featuring the works of American composers. It's held in memory of Reynaldo Rovers, a former member of the Music Department faculty.

ALL-SPORTS BANQUET

This banquet, held at the close of the spring semester, recognizes outstanding student athletic achievements and contributions to their respective teams. Families, athletes, and the College community are invited to attend.

CELEBRATING STUDENT SCHOLARSHIP AND ACHIEVEMENT

Each spring, to coincide with the national Undergraduate Research Week sponsored by the Council of Undergraduate Research, LVC recognizes the research, scholarly, and artistic accomplishments of our students. Events include music recitals, Wig and Buckle Theater Company performances, honor society inductions, and the Spring Awards Ceremony where selected students are recognized for their academic achievements and contributions to the College. The highlight of the week is *Inquiry: A Symposium of Student Research and Original Work*. Students from all disciplines showcase their work during *Inquiry*. Participating students are chosen by their faculty to present their work. Student publications also are displayed in the College library during the week.

INTERNATIONAL CULTURE DAY

The French Club, Teutonia Vallis (German Club), Hispanic Culture Society, Global Education Club, and International Business Club sponsor a day on campus for high school students to learn about foreign cultures.

VALLEYFEST

ValleyFest is LVC's Spring Arts Festival. The weekend begins with an all-campus picnic

Friday afternoon, followed by classes being cancelled and replaced with activities for the entire campus community. Events for the day include inflatables, trivia, music, sports challenges, egg tosses, and more. On Saturday, the festival brings the campus alive with games, inflatable activities, artisans, food trucks, craft vendors, activities for families, and groups from the community. An evening signature concert ends the festival and has brought national recording acts in past years, including Tyler Hilton, Sammy Adams, and Jon Belion. Held during the end of April, ValleyFest has become the time when campus and community join together to celebrate the return of spring and an appreciation for the arts.

ALLAN W. MUND COLLEGE CENTER

The Allan W. Mund College Center (Mund) is a gathering place for all members of the College community: students, faculty, administrators, staff, alumni, and guests. It is not just a building; it is the scene of many important aspects of College life. It houses the Center for Student Engagement and the Lebegern Learning Commons. It is a place to meet a friend for dinner; see a play; study in the Wengert Living Room by the fireplace; or attend dances, lectures, and movies.

Mund College Center Facilities:

Upper Level

- Center for Student Engagement:
 - ✓ Vice President of Student Affairs and Dean of Students
 - ✓ Associate Dean of Student Affairs
 - ✓ Office of Intercultural Affairs & Inclusive Programs
 - ✓ Office of Residential Life
 - ✓ Office of Student Activities
 - ✓ Office of Student Engagement
- Metz Dining Services
- Wengert Living Room with fireplace
- Information Boards
- Leedy Theater: capacity for 200—used for movies, meetings, theater productions, lectures, and other group activities.
- Information Desk: general information center
- President's Dining Room
- Tweedie Meeting Rooms
- Lehr and Phillips Dining Rooms
- College Store
- Tech Nook

Lower Level

- Lebegern Learning Commons:
 - ✓ Center for Disability Resources
 - ✓ Center for Global Education
 - ✓ Center for Career Development
 - ✓ Center for Writing and Tutoring Resources
- Commuter Lounge
- Mund Technology Center
- Underground
- Office of Conference Services

Facility and Room Reservations

Any student or group wishing to reserve a room on campus or in the Mund College Center must submit the request to Sharon Flaig in conference services at 717-867-6310 or events@lvc.edu. Her office is located on the lower level of the Mund College Center. **All student-sponsored, campus-wide events should also be scheduled with the Student Ac-**

tivities Office.**LVC Calendar of Events Web Page**

A calendar listing all College events and student academic, educational, and social activities is located on the College's website.

The Mail Bin

A mail bin is located at the information desk for campus mail and U.S. mail. All mail is distributed daily Monday through Friday. **Packages:** Student UPS and FedEx packages are delivered to the Mail Room on the Lower Level of the Administration Building/Humanities Center. Students will be notified by email if they have a package.

Posting Materials

1. Any promotional materials posted on campus must be sponsored by recognized student organizations or College departments. The sponsoring group must be identified on posted materials. The Student Activities Office can make exceptions.
2. All non-LVC related promotional materials posted in Mund must be approved by the Student Activities Office.
3. Promotional materials posted in Mund must be placed only on bulletin boards or designated posting areas.
4. Posters and flyers placed on walls, glass doors, trees, or painted surfaces will be removed and organizations posting in these areas could be held responsible if damage occurs.
5. Organizations and College departments are responsible for removing materials within 24 hours after the event.
6. Materials depicting or announcing activities at which alcohol will be served are prohibited.
Materials promoting activities sponsored by alcohol manufacturers or establishments serving alcohol are prohibited.
7. Postings on campus are not rights; they are privileges open only to members of the College community. Postings are permitted only on certain exterior and interior areas. Messages that contain abusive language, threats, fighting words, or obscenities will be removed, as well as all messages, regardless of content, that appear in prohibited locations or that fail to comply with other relevant restrictions.

College Center Information Desk

The information desk provides general College information and may be reached at ext. 6161 from any campus phone or by calling 717-867-6161 from an outside line or cell phone.

Information Desk Hours

Monday to Saturday	8 a.m.–Midnight
Sunday	Noon–Midnight

Alumni & Parent Engagement

The Office of Alumni & Parent Engagement develops relationships and serves as a lifelong link between alumni, parents, and friends, leading to increased support for the College's mission and goals. Its primary goal is to engage alumni, parents, and friends to serve as a resource to the College for recruitment, career networking and internships, and through philanthropic support.

Following Commencement, graduates automatically become members of the alumni association and receive lifetime LVC email addresses, *The Valley* magazine, a monthly e-newsletter, and invitations to campus and regional gatherings. All graduates are encouraged to engage as volunteers, and provide internships, career advice, admission referrals, and more. Visit www.lvc.edu/alumni for additional information.

Bishop Library Services

Throughout the three floors of the Vernon and Doris Bishop Library (Bishop Library), students can find areas for studying or leisure reading. Computers provide access to library re-

sources, the Internet, and Microsoft Office. Laptop computers and iPads are available for use and wireless access is available throughout the building. Located on the main floor is a classroom, five group study rooms, multiple study areas, and a coffee shop. The second floor is a designated quiet study area and also features six individual study rooms equipped with white boards.

During the fall and spring semesters, the library is open more than 100 hours per week. Hours vary for break periods and during the summer. Regular hours during the semester are:

Monday–Thursday	7:30 a.m.–midnight
Friday	7:30 a.m.–9 p.m.
Saturday	10 a.m.–7 p.m.
Sunday	noon–midnight

The library's collections includes books, journals, newspapers, CDs, DVDs, audiobooks, and microfilm. The library has more than 5,000 print and electronic periodical subscriptions. More than 9,000 DVDs as well as more than 8,500 CDs are available for checkout.

A link to the library's website is on the MyLVC portal page. From the library's website, students have access to the online catalog, more than 100 subject-oriented databases and services, more than 57,000 full-text electronic journals and newspapers through the Journal Finder, more than 185,000 electronic books, and chat, email, and text reference services. Students can also explore the online LVC archives to view digital copies of archival materials from the library's collection including yearbooks, course catalogs, student newspapers, and *The Valley* magazine.

Interlibrary loan services are available by utilizing ILLiad, the InterLibrary Loan Internet Accessible Database. Interlibrary Loan (ILL) is a service by which the Library obtains research materials not available in Bishop Library by borrowing materials from other libraries. ILLiad allows registered users to submit, monitor, and renew their interlibrary loan transactions from the home page. RefWorks, a citation management tool, and numerous LibGuides or web-based research guides, are also available on the library's web page.

BUSINESS OFFICE

The Business Office is open Monday through Friday, 8 a.m.–4:30 p.m., and is located on the first floor of the Administration Building/Humanities Center (Humanities).

Major billing for the fall and spring semesters is prepared and mailed in early July and late November respectively. Payment is due in early August and early January, respectively. Specific billing dates/information can be found at www.lvc.edu/business-office/ft-tuition-billing.aspx. Late charges of \$200 per semester are added to the student account if payment in full (less approved financial aid) is not received by the stated due date. Payment must be made prior to the start of the semester in order to attend classes.

The comprehensive fee is a required fee that must be paid by all full-time undergraduate and full-time graduate physical therapy students. Additional information can be found at www.lvc.edu/business-office/ft-tuition-fees.aspx.

Charges for other items, such as College Store purchases, are added monthly. Statements are sent mid-month and are due 14 days after billing.

Student accounts must be paid in full in order to register for the next semester and to sign up for student housing. Student accounts must also be paid in full in order to obtain official academic transcripts and to participate in Commencement exercises.

Students withdrawing from the College may be eligible to receive refunds as determined by the office in accordance with federal regulations.

FULL-TIME REFUND POLICIES

Treatment of Title IV (Federal) Aid When a Student Withdraws

Lebanon Valley College is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The Title IV programs that are

covered by this statute are: Federal Pell Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans, and in some cases, certain state grant aid to students.

For a student who withdraws after the 60 percent point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind, that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required
- Academic Competitiveness Grants for which a return of funds is required
- National Smart Grants for which a return of funds is required
- Federal Supplemental Opportunity Grants for which a return of funds is required
- Federal TEACH Grants for which a return of funds is required

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first time, first-year undergraduate student and you have not completed the first two weeks of your program before you withdraw, you will not earn any Stafford loan funds that you would have received had you remained enrolled past the second week. If you receive (or Lebanon Valley College or your parent receive on your behalf) excess Title IV program funds that must be returned, Lebanon Valley College must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds. If Lebanon Valley College is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must arrange with Lebanon Valley College or the Department of Education to return the unearned grant funds.

NOTE: The federal government requires that all full-time students make satisfactory academic progress toward a degree or certificate. Please visit www.lvc.edu/financial-aid to view the Academic Progress policy and requirements.

Treatment of Non-Title IV Aid When a Student Withdraws

Lebanon Valley College follows guidelines for Title IV programs (see above) when calculating the amount of institutional and/or state aid and/or private loans/scholarships that you have earned up to the point of withdrawal. Types of aid covered by this policy include but are not limited to Presidential Scholarships (such as Vickroy, Leadership, and Achievement Awards), LVC Grant-In-Aid, institutional scholarships, PHEAA State Grant, and/or any other state administered grant funds.

When you withdraw during your period of enrollment the amount of non-Title IV assistance that you have earned up to that point is determined by the same specific formula used to calculate Title IV funds earned. If you received more assistance than you earned, the excess funds must be returned by Lebanon Valley College and/or you.

Once you have completed more than 60 percent of the period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Military Education Benefits fall under the Non-Title IV policy; however, some exceptions may apply due to specific Department of Defense and VA regulations.

Treatment of Institutional Charges When a Student Withdraws

Lebanon Valley College follows guidelines for Title IV programs (above) when calculating the amount of unearned institutional charges to be refunded. Charges eligible for refund are tuition, room, board*, private music lessons, and overload charges.

Once you have completed more than 60 percent of the period of enrollment, you have earned all of the charges billed for that period.

*All Gold, Silver, and Bronze level meal plans include \$50 in flex dollars to be used in LVC dining facilities. If a student withdraws prior to the semester end, LVC will refund unused flex dollars. In the case of student withdrawal, the \$50 flex dollars will be considered separate from the remainder of the board plan, for refund purposes.

Standard Term Part-Time Students—Refunds

Full tuition is refunded if withdrawal notification is received before the second day of class. Full tuition is refundable if the course is cancelled by the College. See the current refund table as posted on the Continuing Education tuition and fees website for specific dates for partial refunds. Students receiving federal financial assistance (Title IV) and who are enrolled in traditional term courses will receive a refund according to federal policy as noted above.

Non-Standard Term Part-Time Students—Refunds

Students enrolled in one or more non-term courses (modules) and no courses span the entire semester also follow federal policy with the following clarifications:

If a student fails to complete all modules scheduled for a semester, the student is considered a withdrawal at the time the student ceases attendance.

If a student withdraws from a module but indicates in writing to the College that he or she will attend a later module during the same semester, the student is not considered a withdrawal. If the student fails to attend the later module, the date of withdrawal reverts to the original withdrawal from the prior module. The later module will be included in the period of enrollment.

Without written confirmation of the student's intent to attend a later module in the same semester, a student who withdraws from a module or has ceased attendance is considered a withdrawal.

If a student begins but fails to complete the final module(s) in a semester, the student is con-

sidered to have withdrawn.

If a student receives a failing grade for the final module(s) in a semester, the College must determine if the student ceased attending and is therefore considered a withdrawal.

The Return of Title IV Funds calculation process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after determining the date of the student's withdrawal. If the student returns for a later module in the payment period, the Return of Title IV Funds will be reversed.

Student Payroll Policies and Procedures

1. Available student employment positions are posted on the Lebanon Valley College online job board under Financial Aid. Students may contact the hiring department directly to inquire about an available job.
2. Students may work a maximum of 20 hours per week during the academic year and a maximum of 40 hours per week during the summer and holiday periods. Students will receive a paycheck on approximately a monthly basis for hours worked. Payment for hours worked will not appear as a credit on the student account. Any student wishing to credit the funds toward a student account balance may do so by endorsing the check and depositing it in the Business Office. Paychecks may be cashed at the student's banking institution.
3. In order to receive a paycheck for hours worked, ALL students must complete and submit a W-4 and I-9 form to the Human Resources Office (Humanities 108), or to the office in which the student works, no later than their first day of work. ID must be presented in accordance with federal guidelines. Payment will not be processed until the proper paperwork has been submitted.
4. Pay dates and deadlines for student payroll will be circulated to supervisors and posted online at the beginning of each semester. It is the supervisor's responsibility to approve time worked by the specified deadlines.
5. Direct deposit is required and is available to any bank or credit union. When a check is produced, it is mailed to the home address.
6. Student employees are exempt from Social Security and Medicare (FICA) taxes during the academic year as per IRS guidelines. These taxes are withheld during summer employment. During summer employment, College-provided room and board is considered as taxable compensation. Appropriate taxes will be withheld from the student's pay if applicable.

THE COLLEGE STORE

Located just off the main entrance of the Mund College Center, the College Store, operated by Barnes & Noble (B&N), provides a convenient place for students to purchase textbooks and other course materials. In addition, the College Store also offers LVC clothing and gifts, general reading books, school supplies, and gift cards.

College Store purchases may be made by cash, check, or LVC student charge account (minimum charge on a student charge account is \$15), and the following credit cards: Discover, MasterCard, Visa, and American Express. Barnes & Noble gift cards are also honored at the College Store.

Please note that student charge accounts are not itemized; it is the responsibility of the student to maintain their purchasing records and receipts. The charge is electronic and posts directly to the student account at the end of each month.

Store Hours

Store hours are posted in the store window as well as on the website. Special hours will be posted throughout the semester. The store adheres to the campus emergency closing procedure and will be closed or delayed if campus is closed or delayed due to inclement weather.

Policies and Procedures

Textbook Purchases

Textbooks are available for purchase in store or by visiting the College Store website (www.lvc.edu/collegestore). Textbook options include new, used, rental, and digital books. All textbook orders require your exact course and section number, which can be accessed on MyLVC. If you have any questions regarding your textbook purchase, College Store staff members are available to assist you. It is important that books remain in their original condition until you are sure that you will retain them for the semester; shrink-wrapped books that have been unwrapped and new books that have been marked cannot be returned for a full refund.

Your textbooks can be ordered on the College Store website prior to the start of classes. When checking out, select the "Pick up in store" option; once the order is processed, a notification email will be sent to inform you that it is available for pick up at the College Store.

Textbook information is available on our website at www.lvc.edu/CollegeStore. We make every effort to have the correct information available prior to and during the registration process. However, course materials can be pre-ordered for classes that do not have detailed textbook information. The College Store will only retain textbooks through mid-terms of each semester. After that time, any required books can be special ordered.

Textbook Returns

Please read the following important information before returning a textbook at the College Store: A full refund will be given in your original form of payment if textbooks are returned during the first week of the semester with the original receipt.

After the first week of classes, an original receipt and a proof of schedule change is required for a full refund through the first 30 days of the semester. No refunds on textbooks will be given after the first 30 days of the semester.

No refunds will be given on unwrapped books or activated access codes.

Textbooks must be in original condition for a refund. Refunds or exchanges will not be accepted without the original receipt. If placing an online order, you will receive an email copy of the receipt as well as a paper copy with your order; either of these must accompany a return of a textbook from an online purchase.

Used Book Buy Back

The College Store offers buyback on textbooks every day. However, during the week of finals, the College Store may offer up to 50 percent of the original selling price of the book if a professor has placed an order for the same textbook edition for the following semester. Books must be in sellable condition as determined by a member of the College Store staff and will not be bought if the book is damaged or necessary components are missing. If a book is not being used in the following semester, the store will offer the student fair market value for the textbook based on its condition.

General Reading Books and All Other Merchandise

For general reading books, a full refund will be given in your original form of payment if they are returned within 14 days of purchase with original receipt. No refunds or exchanges will be accepted without a receipt. The books must be in original condition.

For all other merchandise, a full refund will be given in your original form of payment with original receipt. Without a receipt, store credit will be issued at the current selling price.

Cash back on merchandise credits or gift cards will not exceed \$5.

Gift cards, pre-paid cards, phone cards, newspapers, and magazines are not returnable. All merchandise must be in original condition.

Additional information about the College Store can be at www.lvc.edu/CollegeStore.

COMMUTER LOUNGE

The Commuter Lounge is located on the lower level of the Mund College Center for commuting students to study, eat, and relax. The lounge has snack and drink vending machines, gaming systems, and a microwave, refrigerator, and television. Information related to academic and social events is posted on bulletin boards in the lounge.

DINING SERVICES

Metz Culinary Management

Dining services provides well-balanced and nutritional meals in a pleasant dining atmosphere where students can relax with friends. Resident students have a variety of meal plan options. Flex dollars associated with each plan can be used at any Metz Culinary Management Dining facility (Mund Dining Hall, InterMetzo, Dutchmen Den, and Library Coffee Bar). Additional flex dollars can be purchased from Metz in \$50 increments throughout the semester.

All returning resident students must select a Gold, Silver, or Bronze Meal Plan. New students are required to select a meal plan from the New Student Gold or Silver Meal Plan Options for their first semester. A change in a student's meal plan option must be made by Aug. 26, 2016 for the fall semester and by Jan. 13, 2017 for the spring semester.

Resident students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount, but will be permitted to change their base meal plan (Gold/Silver/Bronze). Within this same period during the first semester, first-year students can only change and choose from the New Student Gold or Silver level plans for their first semester, and select any base meal plan for their second semester.

Commuter students can also purchase any of the Resident Meal Plan Options or one of the Commuter Plan Options. Once a student selects a meal plan, a change in meal plans for fall semester must be made by Aug. 26, 2016, and for spring semester by Jan. 13, 2017.

Commuter students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount, but will be permitted to change their base meal plan level (Gold/Silver/Bronze/Commuter).

Students are welcome to eat in any of the dining facilities: Lehr and Phillips Dining Halls (Mund), InterMetzo, the Dutchmen Den, and the Library Coffee Shop. Each offers a wide variety of dining options.

Meal Plans

Gold (220), Silver (190), Bronze (150), and Commuter (45 or 75) meal plans can be used in the Lehr and Phillips Dining Halls. Meals must be used in the semester they are purchased. They do not roll from semester to semester. Meal equivalency will be available in InterMetzo and Dutchmen Den. One meal equivalency can be used per meal period. Breakfast meal equivalency is available 8–9 a.m. Monday—Friday at InterMetzo only. Lunch meal equivalency is available 11–1 p.m. at InterMetzo only. The dinner meal equivalency is available from 7–8 p.m. at InterMetzo and Dutchmen Den.

Mund Dining Hall (Lehr and Phillips)

The Mund Dining Hall is comprised of several stations, each one dedicated to a style of cuisine. The Villa Toscana offers brick oven pizza, pastas, sauces, and baked pasta entrées. The Market Street Deli allows students to create their own sandwiches, wraps, quesadillas, and subs. The Main Plate offers signature entrees reflecting the current trends in dining. Guests will find two main entrees, two vegetable sides, and two starches. During the semester, themed menus and cultural fare will also be offered. J. Clark Grille gives students the “fresh-off-the-grill” taste, indoors, from traditional picnic grilled foods to assorted wraps, craft sandwiches, and quesadillas. The Bravo Station is where creativity meets preference. Students keep our chef attendants on their toes by choosing the ingredients from our themed menu that they would like to have prepared. The Free Fare/Live Well station is dedicated to meet the demands of the students who have dietary restrictions. This station includes Gluten, Dairy, Egg, Soy, Shellfish, Fish, Peanut, and Tree Nut free menu items, as well as fresh-carved meats, lean proteins, and vegetarian entrees during lunch and dinner meal periods. For a fresh alternative, the Green Scene and Du Jour offers composed salads, homemade soups, and a variety of fresh ingredients to build your own salad.

Mund Dining Hall Meal Periods (subject to change)**Full Breakfast, Monday through Friday, 7–9 a.m.**

A wide variety of delicious items are offered at breakfast, including cooked-to-order eggs and omelets, fresh fruit, hot and cold cereals, breakfast meats and potatoes, a Belgian waffle station, assorted pastries, fresh local delivered bagels, hot and cold beverages, and much more.

Continental Breakfast, Monday through Friday, 9–10:30 a.m.**Lunch, Monday through Thursday, 10:45 a.m.–to 1:30 p.m.****Lunch, Friday, 10:45 a.m.–to 2:30 p.m.****Extended Lunch, Monday through Thursday, 1:30–4:30 p.m.**

Extended lunch will feature all you care to eat options at the Green Scene, Villa Toscana, Market Street Deli, Just Desserts, and all you care to drink beverages.

No Extended Lunch on Fridays**Dinner, Monday through Sunday, 4:30–7 p.m.**

Lunch and dinner consists of all you care to eat options from the Green Scene, Du Jour, Main Plate, Fare/Live Well, J. Clark Grille, Villa Toscana, and made-to-order culinary specialties at our Bravo Station.

Brunch, Saturday and Sunday, 10:30 a.m.–2:30 p.m.

Hot breakfast selections, including made to order omelets and fresh pancakes off the griddle, are offered along with a variety of hot luncheon items.

InterMetzo

The InterMetzo coffee bar features a daily variety of fresh brewed coffees, bakery items, sandwiches, homemade soups, ice cream novelties, and bottled beverages. Check out the “Up for Grabs” case for weekly specials including wings, mac & cheese, and sushi. The on-site menu board offers an extensive list of hot and cold specialty drinks that are “made to order.”

Monday through Thursday 7:30 a.m.–9 p.m.

Friday 7:30 a.m.–2 p.m.

Saturday Closed

Sunday Closed

Dutchmen Den

The Dutchmen Den features a wide variety of convenience store items, our “Super Subz” (freshly prepared sub program), Metz Pockets, and blended smoothies. Late night hours make this a great venue for students.

Daily 7 p.m.–1 a.m.

Library Coffee Bar

The library coffee bar will feature a daily variety of fresh brewed coffees and customizable drinks under the Peet’s brand. There will be also be a self-service Vitamix smoothie station available, along with upscale pastries and various Up for Grabs food options for the student on the go.

Sunday through Thursday 3–10 p.m.

Friday Closed

Saturday Closed

Dining Services Policies

All resident students must present their Dutchman OneCard for admission into any of the dining facilities. The ID card is non-transferable. Only one meal exchange is allowed per meal period. Students can exit the dining hall and dine in the lounge adjacent to the dining hall, but must swipe their ID card once again when reentering the dining hall. This is to protect against unauthorized entry, which will result in appropriate judicial/student conduct action. If you lose your card, contact the IT Department immediately to get a new card administered as students can only enter three times without a card. There is a charge to replace a

lost ID card.

Students are expected to maintain order and cleanliness in the dining facilities. Any student witnessed acting in a disruptive way in any dining facility will be asked to leave by dining services management. Public safety and student affairs staff will be notified immediately. The student(s) may lose their dining hall privileges for the remainder of the school year, or other appropriate action(s).

Guests of students are welcome to join them anytime in any of the dining facilities. In the Mund Dining Hall, students may use their meal wipes (no longer limited to non-student guests), Flex Dollars, or Cash/Credit to host their guest.

In an effort to maintain services for all students, administration, faculty, staff, and guests, Mund Dining Hall is either Dine In or Take Out, not both. We want all of our guests to get what they like. We just ask that you be mindful of waste and eat what you take as we serve more than 1,200 guests during each meal. If you eat in the dining room, you only can take one dessert or one piece of fruit to go. Please be advised that door checkers will be monitoring this very closely.

Green Take Out Program—LVC Sustainability Initiative

In an effort to improve our campus “Green” practices and to support our LVC Sustainability:

- A. Students will be provided a free take out reusable cup this year. The first week in the dining hall, a member of the dining team will distribute them. Please stop by and pick up your free reusable cup. Students can bring this cup into the dining hall for take-out beverages with all meal swipes. If you lose your cup, you may purchase a new one for \$5.
- B. Reusable take out containers are provided for an initial fee of \$5. Students need to bring the take out container back for reuse when you wish to take out a meal from the dining hall. After bringing the container back, students are given a clean container for their next take out meal. At the end of the semester, students can return the container for a \$5 reimbursement or they may keep the container for use in the future.

Flex Dollars

Flex Dollars on the OneCard can be used as a debit card to make purchases in any of the Metz Culinary Management dining facilities. The Mund Dining Hall, InterMetzo, and Dutchmen Den, are great venues for students to use flex dollars. Extra Flex Dollars can be added in \$50 increments by contacting dining services.

Unused Flex Dollars are carried over from fall to spring semester. Unused Flex Dollars are lost if not used by the end of each academic year (end of the spring semester).

Special Diet Considerations

Students who follow a special diet, have severe allergies or special medical needs, should contact the service manager at 717-867-6719 or the general manager of dining services at 717-867-6117

Student Feedback

The dining services staff welcomes student input and comments. Please talk with a Student Government representative or with the dining services general manager. Use the comment board located in the Mund Dining Hall.

MAIL SERVICES

U.S. mail is distributed each day—except Saturdays, Sundays, and holidays—to students’ residence hall mailboxes. Student packages (UPS, FedEx, etc.) are delivered to Mail Services located in the Humanities Center–001.

Mail should be addressed as follows:

Student’s Name

Name of Residence Hall, Room Number

(Students in College houses/apts. will use street address and zip code below)

Lebanon Valley College

Annville, Pa. 17003–1400

Each residence hall has a nine-digit zip code. Students should use last four digits to ensure accurate mail delivery. Zip codes are:

73 E. Sheridan Ave., Centre Hall	17003-1497
38 College Avenue Hall	17003-1439
44 College Avenue Hall	17003-1438
118 College Avenue Hall	17003-1437
136 College Avenue Hall	17003-1403
138 College Avenue Hall	17003-1403
Dellinger Hall	17003-1440
Derickson A Hall	17003-1434
Derickson B Hall	17003-1435
Funkhouser Hall	17003-1406
Hammond Hall	17003-1408
Keister Hall	17003-1409
Stanson Hall	17003-1470
219 E. Maple Street East Hall	17003-1517
217 E. Maple Street West Hall	17003-1517
Marquette Hall	17003-1498
Mary Green Hall	17003-1407
North College Hall	17003-1405
20 West Sheridan Hall	17003-1241
22 West Sheridan Hall	17003-1241
24 West Sheridan Hall	17003-1241
104 College Ave., Friendship Hall	17003-1431
79 East Sheridan Ave., Sheridan West Hall	17003-1416
81 East Sheridan Ave., Sheridan East Hall	17003-1426
Silver Hall	17003-1421
Vickroy Hall	17003-1422
144 College Ave., Weimer Hall	17003-1430

Messenger Service

FedEx is available through the Mailroom, Humanities Center–001

Special/Accountable Mail

Accountable mail includes such mail as expressed, insured, and certified mail that require a signature. All accountable mail needs to be secured by the student from the Annville Post Office. The Annville Post Office is located two blocks from campus at 51 North Lancaster Street, Annville, Pa. 17003.

OFFICE OF MARKETING & COMMUNICATIONS

Lebanon Valley College uses [MeritPages](#) from readMedia to publicize your achievements and campus activities, such as studying abroad, making the dean’s list, or winning a scholarship. It creates personalized stories regarding these accomplishments, publishes them online at [MeritPages.com](#), and sends them to your hometown newspapers. This makes sure you receive credit for the good work you are doing on campus, which helps with summer jobs, internships, and even job interviews and references after graduation. Visit [lvc.meritpages.com](#) to upload a photo and personalize your MeritPage!

OFFICE OF AUDIOVISUAL TECHNOLOGY

The Office of Audiovisual Technology is located on the lower level of Humanities, room 6. Students may borrow audiovisual equipment for class-related use. Additional services include instruction in the operation and use of audiovisual equipment, activation of classroom technology systems, and copies of past campus recitals for purchase. When classes are in session, the office is open Monday through Thursday, 8 a.m.–8 p.m., and Friday, 8 a.m.–4:30 p.m.; otherwise, Monday through Friday, 8 a.m.–4 p.m.

OFFICE OF PUBLIC SAFETY

148 North College Avenue, Annville, Pa. 17003

717-867-6111 or ext. 6111 from any campus telephone

The Office of Public Safety is concerned about the safety and security of each individual on campus. There are public safety personnel on duty seven days a week, providing services such as campus patrol, incident reporting, traffic and parking control, escort assistance, lost items, identification, and prevention programs. Members of the public safety staff are certified in CPR and use of an automated external defibrillator (AED). AED units are conveniently located in many College facilities.

While the College is not responsible for the loss of or damage to personal property, students should report such losses or damage to College public safety personnel. The College encourages students to insure personal belongings and will assist with security matters.

Safety and Security Reporting

Dial 6111 from any campus extension, or 717-867-6111 from an outside phone to reach public safety. When calling, always be as specific as possible, providing your name and location.

Emergency telephones blue lights have been strategically placed on campus for your safety and convenience. Most of these telephones have **blue lights** mounted for easy identification. These phones will function as a normal campus extension if the red button is pushed. The telephone connects you with a public safety officer or dispatcher. Even if you cannot speak into the phone, a campus public safety officer will be dispatched to your location. Use these phones for security assistance, medical assistance, fire alert, emergency information, and the reporting of crimes or suspicious persons.

Emergency Alerts

Lebanon Valley College encourages faculty and staff to enroll voluntarily in a mass notification system from e2Campus. Students' cellphone and email are automatically enrolled. This system will enable enrollees to receive notification of an IMMEDIATE EMERGENT SITUATION, as well as weather delays and cancellations, via email and/or text message. Enroll at www.lvc.edu/public-safety.

On Campus Emergency

The campus siren will sound in the case of any emergent situation. Emergency notifications will follow via the e2Campus notification system. Emails and text messages will direct members of the campus community on the steps to take to ensure personal safety.

MOTOR VEHICLES/PARKING REGULATIONS

Public safety staff is responsible for campus vehicle registrations and enforcement of campus parking policies. **All student motor vehicles must be registered and display an affixed permit sticker inside the left rear window.** Vehicle stickers are available at the Office of Public Safety. The annual charge to register a motor vehicle is \$25 for the entire academic year. The per semester registration charge is \$15. **All students, whether living on or off campus, are required to register their motor vehicles in accordance with College policy.** Students may park only in areas designated as "student parking." Parking is prohibited on walks, driveways, lawns, unlined spaces on parking lots, and all restricted areas.

Off Campus Vehicle Registration

Students who are living off campus for the 2016–2017 academic year must register their vehicles with the Office of Public Safety. Registration is \$15 per semester or \$25 for the year.

Vehicles registered to students living off campus will be treated as “commuter students” and must park accordingly when on the campus of Lebanon Valley College. The Annville Township surrounding streets have restrictive parking regulations. Please familiarize yourself with these streets and regulations.

Detailed parking policies can be found on the Office of Public Safety parking map and on the public safety web page. Students are responsible for knowing parking policies. Parking violations will result in a \$30 fine payable in the Business Office. Fines and towing charges are the responsibility of the person named on the campus registration application. In the case of an unregistered vehicle, the owner or operator will be held responsible. Parking ticket appeals may be made to the Office of Public Safety.

Visitor parking permits are available from the Office of Public Safety; College hosts are responsible for informing their guests about parking policies.

Lebanon Valley College shall not be held liable for any theft or damage to cars parked or driven on campus.

The College reserves the right to revoke or suspend the parking privileges of any person for any cause.

CAMPUS PARKING LOCATIONS

Red Lots: Upper-Class Students (28 or more credits)

WEST—On Heisey Rd. off Rt. 934 (west of the football field)

EAST—On Heisey Rd. off Rt. 934 (east of the football field)*

**The first four rows (posted) at the Heilman Center are reserved for Edward H. Arnold Sports Center members, College staff (silver stickers), and commuting students (green stickers).*

Mund College Center lot, Mary Green Lot, Silver Lot Q (Stanson Hall south to Maple Street), Summit Street and the commuter gravel lot at the corner of Sheridan Ave. and N. Railroad St.—Friday, 6 p.m. to Sunday, 11 p.m. only.

At times, the College will reserve these areas for special event parking.

Violations in these locations are unable to be appealed.

Blue Lot: Derickson Hall Residents

Assigned spaces in the Derickson Hall Lot,

Assigned spaces in the Fencil Lot

Gold Lot: Resident Freshmen Students

All freshmen are **required** to park in this lot at all times.

General Parking

Student Visitors

Green Lots: Commuter/Part-Time Students

Mund College Center Lot

Area at the southeast corner of Sheridan Avenue and Railroad Street

Summit Street and Mary Green Lot (Monday, 8 a.m.–Friday, 6 p.m.)

Upper-class resident students may park in Green Lots from Friday, 6 p.m. to Sunday, 11 p.m.

At times, the College will reserve this area for special event parking. Violations in these locations are unable to be appealed.

Silver Lots: Staff/Visitors (With Permits):

- Vernon and Doris Bishop Library
- Maud P. Laughlin Hall
- Fencil Lot (non-student spots)
- Mund College Center
- Neidig-Garber Science Center
- Red Lots (including first four rows at Heilman)
- Weimer House
- Stanson Hall
- Mary Green Hall
- Maintenance
- Fire Hall
- Summit Street

Notes:

- All students must register their cars with the Office of Public Safety.
- Assigned parking areas are indicated by the color-coded permits issued and valid expiration dates.
- All registrants are required to park their vehicles in their assigned color-coded lots.
- Student parking is restricted on the streets surrounding campus (College Avenue, Sheridan Avenue, Main Street, etc.).

FAILURE TO COMPLY WITH THE ABOVE RESTRICTIONS WILL RESULT IN THE ISSUE OF A PARKING CITATION.

STUDENT IDENTIFICATION CARDS (DUTCHMAN ONECARD)

A personal identification card (Dutchman OneCard) with photograph is issued to each full-time student. The card identifies the student as a member of the College community and provides privileged admission to athletic events, the dining hall, library, Lebanon Valley College Sports Center, Rosemary Yuhans Commons, and access to their assigned residential facility. The card must be shown if requested by public safety officers or other College personnel. Students must show their ID cards to make charges to their student accounts in the College Store; receive College work-aid checks; use the facilities and services of the Bishop Library; borrow equipment in the Mund College Center; enter the dining halls, dances, and Arnold Sports Center.

Used for identification, the ID card should be carried at all times. Failure to show an ID card in response to a request by a College official will result in a judicial/student conduct action.

Lost or mutilated cards will be replaced at a charge. Please protect your card from rubbing against items as that may cause your swipe to not work properly. Also, do not punch a hole in your Dutchman OneCard ID or bend your card, as that will immediately disable your proximity chip. For assistance with lost or damaged ID cards, **contact the Office of Information Technology**. On withdrawal from the College, the ID card must be returned to the Office of Student Affairs.

Your ID card is not transferable. The transfer or loan of your ID card to another person is in violation of College policy.

STUDY LOCATIONS

Study lounges are available in the Neidig-Garber Science Center, Bertha Brossman Blair Music Center, Frederic K. Miller Chapel, residence halls, the Allan W. Mund College Center, Rosemary Yuhans Commons, and Vernon and Doris Bishop Library.

THE SUZANNE H. ARNOLD GALLERY

Housing the Suzanne H. Arnold Art Gallery and the Zimmerman Recital Hall, the Gallery offers a rich array of art exhibitions and programs, while Zimmerman Recital Hall hosts musical performances, dance recitals, lectures, and art gallery events. During the academic year, Gallery hours are Wednesday, 5–8 p.m.; Thursday and Friday, 1–4:30 p.m.; and Saturday and Sunday, 11 a.m.–5 p.m. The Gallery hosts limited summer weekend hours that can be found at www.lvc.edu/gallery.

CENTER FOR CAREER DEVELOPMENT

The Center for Career Development engages students to become active participants in developing and implementing their career plans and graduate/professional school pursuits. From freshman and sophomore students who are exploring majors or gathering information about potential careers, to juniors and seniors looking for experience and planning to transition into the world of work or graduate school, the Center for Career Development provides students with resources and guidance to prepare for life beyond Lebanon Valley College.

Our key programs, events, and resources help students to:

- Explore possibilities and gather information through a computer-assisted guidance program, and online resources designed to connect majors with careers;
- Connect with others through networking events and alumni mentoring programs;
- Build a professional profile within the LVC Handshake system to access jobs and internships, register for job fairs and career/graduate school events, schedule on campus interviews, and store résumés, cover letters, and other important documents to the job search;
- Gain experience through work, internships, volunteer/community service, and by partici-

- pating in campus organizations; and,
- Plan for graduate school and/or transition to the world of work by constructing strong résumés, convincing cover letters or personal statements, and demonstrating effective presentation skills for interviews.

The center offers individual career counseling appointments, drop-in hours, and quality resources and services to help students explore options and be active participants in their job search.

Located in the Lebegern Learning Commons on the lower level of Mund, the Center for Career Development may be reached by calling ext. 6560 or emailing career-development@lvc.edu. Office hours are 8 a.m.–4:30 p.m., Monday to Friday.

Internships

Students in most academic departments may spend one or more semesters in a practical field experience through an internship program. A faculty advisor will meet regularly with the student intern during the field experience and provide guidance in making the transition from the classroom to the work place. Supervisors in the sponsoring corporations, schools, or agencies will evaluate the interns and give feedback to the faculty advisor.

In most majors, for every 45 hours a student works at a site during the semester or summer period, one credit hour would be granted; e.g., three credits would equal 135 hours during the 15-week period, or a little fewer than 10 hours per week. Only 1–12 credit hours of internship may be taken during any one semester. A student may use a maximum of 12 credit hours of internship to meet graduation requirements. Most students must have junior or senior standing to be eligible for academic credit for internships. Applications are available in the Registrar's Office, but students should also check with their department about additional procedures and application needs.

The Center for Career Development regularly posts internship opportunities to the LVC Handshake system and maintains links to other internship resources through their office web page. Two area job and internship fairs (in November and February), in addition to several on-campus recruiting events, are conducted annually to acquaint students with opportunities for gaining experience. The office regularly assists students with securing job shadowing opportunities for exposure to work experiences across a variety of industries, professions, and settings. In addition, students are invited to consult with the Center staff on internship planning and making the most of that experience. Visit the Center for Career Development for information on these events and resources.

COUNSELING SERVICES

The Office of Counseling Services assists students in learning to cope with personal and academic issues through individual, group, and couples counseling. These free and confidential services help students become more effective, self-directed individuals, with the skills needed to cope with personal problems that impact their academic and social lives. Students can seek short-term therapy for issues ranging from homesickness and relationship problems, to more complex concerns such as depression, anxiety, and sexual assault. We offer daily one-on-one Peer Helper services (5050@lvc.edu), and have a consulting psychiatrist and consulting certified addictions counselor come on campus for more specialized treatment when needed. Outreach/education programs are offered periodically throughout the academic year to raise awareness and educate the student body regarding common college issues such as eating disorders and alcohol and drug use.

Licensed counseling staff is available for appointments Monday to Friday (8 a.m.–4:30 p.m.) during the academic year only. Appointments can be arranged by contacting the Shroyer Health Center at ext. 6232, emailing counselingservices@lvc.edu, or walking in to make an appointment. We have daily walk-in times for urgent issues Monday through Friday (11 a.m.–12 p.m.) where students have an opportunity to meet briefly with a clinician. We are located on the second floor of the Shroyer Health Center, on the corner of College and Sheridan avenues. Counseling services are only available to currently enrolled full-time students.

Students can also speak to LVC's Title IX Advocates, their academic advisors, the College chaplain, the Center for Disability Resources, the Office of Career Development, the Office

of Intercultural Affairs, residential life staff, and the associate dean of student affairs about personal and/or advising concerns. For mental health emergencies after hours, please call 911 or the Public Safety Office at 717-867-6111.

FINANCIAL AID

The Financial Aid Office administers various scholarship, grant, loan, and employment programs for which students may apply. Staff members are available to counsel students and their families regarding the financial aid application process, eligibility criteria, and the numerous types of awards funded by the institution, federal and state governments, and other outside sources. Additional information can be found at www.lvc.edu/financial-aid.

The following requirements are associated with receipt of financial aid:

1. Students must complete the financial aid application process as designated by the LVC Financial Aid Office.
2. Students must be enrolled full time (a minimum of 12 credits per semester) in order to be considered for LVC grants and scholarships, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, and Federal Work Study. Students must be enrolled at least half-time (a minimum of six credits per semester) in order to be considered for PHEAA State Grant, Federal Direct Stafford and PLUS Loans (parent and graduate students). Students who are enrolled less than half time may be considered for Pell Grant and private alternative loans.
3. In order to remain eligible for all types of federal, state, and institutional aid, students must maintain Satisfactory Academic Progress (SAP). Full-time students enrolled in the fall, spring, or summers semesters (also known as payment periods) must earn a minimum of 24 new credits at the end of two semesters. In addition, students must achieve minimum cumulative grade point averages appropriate to progress toward their degree, and they must complete coursework at a regular and sustained pace. The full SAP policy, including the qualitative and quantitative requirements, is at www.lvc.edu/financial-aid/academic-progress.aspx and a hard copy is available in the Financial Aid Office. Finally, full- and part-time students must earn a minimum of 67.0% of total credits attempted.
 - A full-time student who earns fewer than 12 credits in his/her first semester will be placed on “Financial Aid Warning.” The student remains eligible for financial aid during the warning semester, but with a specified number of credits to be earned in the second semester to reach the minimum of 24 credits in two semesters. Failure to meet this requirement will result in “Financial Aid Suspension,” which means the loss of all financial aid for the subsequent semester. Students will always receive a warning semester before being placed on “Financial Aid Suspension.”
 - Part-time students have a lesser credit requirement and are entitled to the same warning semester as indicated above for full-time students:
 - Three-quarter time students (9–11 credits) must earn a minimum of nine credits per semester/18 credits in two semesters.
 - Half-time students (6–8 credits) must complete a minimum of six credits per semester/12 credits in two semesters.
4. LVC grant and scholarships may be received for a maximum of eight semesters or until the first undergraduate degree is earned, whichever comes first.
5. Students receiving awards in excess of \$100 from outside sources must report them to the Financial Aid Office. The College reserves the right to adjust the student’s award package in accordance with federal, state, and institutional policies.

HEALTH SERVICES

The staff of the Office of Health Services is available to support the medical needs of all full-time undergraduate students, full-time physical therapy graduate students, and to provide emergency medical care for the College community. The Shroyer Health Center is staffed during the fall and spring semesters with one full time and one part time registered nurse. Monday to Friday, 8 a.m.–5 p.m.

Annville Family Medicine practitioners are on call for medical emergencies from 5 p.m.–8 a.m., Monday to Friday, and during the weekend. To contact them when the health center is closed, call public safety at ext. 6111, the College Center at ext. 6161, or contact a Resident Assistant or residential life area coordinator.

Annville Family Medicine (AFM) practitioners see students during scheduled clinic hours, at Shroyer on Monday to Friday, 1–3 p.m. Appointments must be made Monday to Friday through the nursing staff at least one hour prior to the scheduled hours. If a student sees the AFM practitioners, is referred to another physician or facility (Urgent Care/MedExpress/ER), or needs a lab test, the costs must be paid by the student or by the student's insurance.

Health services are available to currently enrolled full-time undergraduate students and full-time physical therapy graduate students. Health services are available on a case-by-case basis only for emergency situations to part-time undergraduate and part-time graduate students.

Medical Records

All students are required to have a health record completed by their family physician as a requirement to be officially registered for classes and to participate in intercollegiate athletics. Immunization information must be complete and immunizations up-to-date in order for health records to be considered complete. All health records are confidential and only health center staff has access to them.

General Health Care

Treatment for common problems (e.g., respiratory tract infection, gastrointestinal symptoms, and accident-related injuries; management of chronic illnesses such as diabetes and asthma in cooperation with the student's physician) are provided. Routine diagnostic procedures are also available (e.g., tests for strep throat, urinary tract infection, mononucleosis, and pregnancy). If you need a service that the health center does not provide, the staff will assist you in coordinating health services specific to your needs in cooperation with your insurance company.

Medications

Some medications needed by the student are supplied by the health center at no charge. Medications not stocked at the health center that are prescribed by the College physicians or an off-campus physician are the financial responsibility of the student. The health center is not financially responsible for medications prescribed by an off-campus physician or for medication that the student may have been taking prior to attending the College.

Allergy Injections

We are unable to provide allergy injections. Please check with your doctor for other resources for this service, or another plan of care for your allergies.

Gynecological Services

Routine gynecological exams are available at the health center by appointment only and by calling ext. 6232. The student is responsible for the laboratory charge of the PAP test.

Class Excuses

Excuses for missed classes due to illness are not provided by the health center. Students must speak directly to their instructors.

Fees

There is no charge for visits to the health center. However, students are financially responsible for appointments with the Annville Family Medicine practitioners on campus as well as at the AFM office, prescriptions (not available at the health center), x-rays, laboratory tests, and referrals to off-campus facilities or consultations that are not covered by insurance.

Health Insurance

All full-time students are responsible for carrying health insurance coverage and for submitting a Medical History Form to health services. If you do not currently have health care coverage, you can find a number of plans available for purchase at www.ehealthinsurance.com/health-insurance-companies or through the Affordable Care Act (ACA) Health Insurance Marketplace. Note that the College does not recommend any health

insurance company or plan.

Student-athletes must have health insurance coverage that does not exclude intercollegiate sports in order to participate in intercollegiate sports.

All full-time and part-time international students are automatically enrolled in and required to purchase the International Injury & Sickness Insurance. Please refer to the International Student handbook for further details.

Accident Insurance

For non-athletic accidental injuries, the College provides all full-time undergraduate students and full-time physical therapy graduate students with a \$5,000 excess accident insurance plan that may reimburse eligible deductibles, co-pays, etc. required by your primary health insurance plan.

Transportation

For emergencies, the local ambulance service (911) will be called. Students are responsible for the transportation to off-campus medical appointments and non-emergent trips to the hospital. For non-emergent transport to the hospital or urgent care when a student is unable to find a ride, a voucher system for taxi service is available. To access this service, students should contact the health services staff at the Shroyer Health Center, Monday to Friday, 8 a.m.–5 p.m., when the College is in session; after hours and weekends, contact residential life or public safety staff.

INFORMATION TECHNOLOGY

Campus Network and Servers

A high-speed data network connects all campus buildings, including the library, academic and administrative facilities, and residence halls. Wireless access to the campus network is also available in all buildings and residence halls, and many locations outdoors. The servers on campus provide users with access to electronic mail, statistical analysis (SPSS), eLearning software (Canvas), quantitative software (Mathematica), administrative information, library and other databases, compilers, shared laser printers, and Internet resources.

Students may forward their LVC email to a non-LVC email service at their own risk. The College neither guarantees nor takes responsibility for the delivery, security, or privacy of email messages once they leave the LVC network or LVC-hosted services.

Student Technology Centers and Labs

Computer labs for general student use can be found in the following locations:

- Bishop Library: Computers throughout the building (Windows)
- Neidig-Garber Science Center: Physics Computer Lab (Windows)
- Lynch: Lynch Technology Center, Room 177 (Windows and Macintosh)
- Mund: Center for Writing and Tutoring Resources (Windows)
- Mund: Mund Technology Center (Windows and Macintosh)
- Mund: Tech Nook (Windows)
- Yuhas Commons: Computer Kiosks (Windows)

Printers are provided in many of the locations above. Other computers are available for students in the departments of biology, business, chemistry, education, math, music, physics, and psychology.

LVC Student Print Policy

LVC students are allotted 1,500 pages per student per semester for printing in computer labs and public areas. All pages after the initial 1,500 pages will cost seven cents per page and may be purchased in increments of 500 at a cost of \$35. Additionally, unused pages from the fall semester may be carried over to the spring semester and summer terms. On August 15 of each year, the unused allotted pages will be forfeited. There will be no refunds for any unused pages.

Personal Computer Software

The College has adopted Microsoft® Office as the campus standard for Windows and Mac-

intosh. Students use WebMail for access to electronic mail. For help with this software, call the Information Technology Solutions Center during business hours at 867-6072 or a lab assistant in the Lynch Technology Center at 867-6067.

Computer Support and Purchases

The Information Technology Solutions Center in Lynch is available to report problems with College-owned computer equipment and to obtain assistance with supported software. During the academic year, the solutions center is staffed from 8 a.m.–8:00 p.m., Monday through Thursday and 8 a.m.–4:30 pm on Fridays (summer hours end at 4 p.m.). Call 867-6072 during business hours. After hours, send an email message to solutions@lvc.edu and someone will respond the next business day. Students are eligible to receive discounts on computers, printers, and software. Visit www.lvc.edu/technology or call the Information Technology Solutions Center at 867-6072 during business hours for information regarding how to order.

CENTER FOR DISABILITY RESOURCES

The Center for Disability Resources (CDR) provides persons with disabilities equal access to Lebanon Valley College programs, services, and activities. We have a welcoming environment that supports the understanding and acceptance of persons with disabilities throughout the College community, and provide reasonable and appropriate accommodations. The Center for Disability Resources affirms the right of persons with disabilities to obtain access in a manner promoting dignity and independence.

Procedure to Request Services

Students with documented disabilities, who need to receive accommodations, initiate the process with the Center for Disability Resources by identifying as a student with a disability, providing appropriate documentation, and requesting the relevant accommodations.

- The student registers with the Center for Disability Resources. Students may complete a registration form in the CDR office or register online through the CDR website.
- The student provides documentation of disability.
- The student schedules a collaborative intake with the director of disability resources to discuss and determine the need for academic accommodations.
- If the student is eligible for accommodations, an agreement is signed between the director of disability resources and the student.
- An accommodation letter is issued to the student for the semester.
- Students share the letter and discuss the accommodations with individual course professors.

Documentation Guidelines

Documentation of a disability may include: medical records; psycho-educational assessment reports; school records that specify the impact the disability has on physical, perceptual, cognitive, and behavioral activities; and/or past records of accommodations and services. A Disability Documentation Form is provided to assist students in obtaining appropriate documentation. Students may also present evaluation reports and other related documentation in lieu of using the Disability Documentation Form; however, documentation other than the CDR form must be typed on the provider's letterhead.

Documentation must include the following:

- A diagnostic statement identifying the disability,
- A description of the current functional impact of the disability,
- Recommendations for accommodations and/or services currently in use or that were successful in the past,
- A description of the diagnostic criteria and assessments used to determine the disability,
- The credentials of the diagnosing professional(s), and
- The diagnosing professional's signature and date of evaluation.

The Center for Disability Resources Documentation Forms are available in the CDR office and online.

Student Rights and Responsibilities

Students with disabilities have the right to:

- Expect all disability-related information to be treated confidentially,
- Receive appropriate accommodations in a timely manner, and
- Meet privately with faculty to discuss necessary accommodations.

Students with disabilities have the responsibility to:

- Provide appropriate documentation of the disability,
- Deliver accommodation letters and make an appointment with the instructor to facilitate accommodations,
- Initiate requests for specific accommodations in a timely manner,
- Follow procedures to receive appropriate accommodations,
- Notify the director of disability resources immediately when an accommodation is not being provided completely or correctly,
- Notify the director of disability resources when an accommodation is no longer needed, and
- Develop self-advocacy skills and communicate specific needs for accommodations.

Exam Procedures

Examination accommodations are provided to eligible students with disabilities. These accommodations will be noted on the student's letter of accommodation. Students who are eligible for exam accommodations must follow these procedures in order to utilize the testing facility:

Eligible students will:

- Complete and submit an exam schedule card to the Center for Disability Resources (CDR) within one week of receiving the accommodation letter. This exam schedule card is used to schedule students to complete exams in the testing facility and to request exams from faculty.
- List only the classes and exams that will be completed in the CDR testing facility.
- Schedule exams to be completed between 8 a.m.–4 p.m., Monday through Friday.
- Notify the CDR of any changes to the scheduled exams.

Testing Facility Rules:

- Students cannot miss a class to take an exam for another class.
- When extra time is permitted, students must take the exam within the testing window—the same time as other students are taking the exam with additional time permitted immediately before or after the regularly scheduled exam period. Students may only complete exams outside the regularly scheduled time if there is a scheduling conflict such as back-to-back classes, the office is closed (evening/Saturday classes), or with professor permission due to extenuating circumstances.
- Professors have the right to administer a different test, if students are taking an exam outside the regular class period.
- Electronic devices, purses, bags, and other personal items are not permitted in the testing facility.
- Once students have begun an exam, he/she may not leave the testing area until finished.
- With professor permission, exams may be split to be administered over multiple testing sessions.
- All examinations must conclude by 4 p.m. daily.
- The CDR testing facility is under video surveillance and monitored during all examinations.

In addition to submitting the required exam schedule card, students may also schedule examinations online.

Note-Taker Procedures

Students who are eligible for course notes as a reasonable accommodation will have this designation on the accommodation letter. Students must request a note-taker using the online note-taker request form, which notifies the Center for Disability Resources that a note-taker is being requested for a specific course. Once a request is received, the Center for Disability Resources will email the faculty member asking him/her to seek a volunteer note-taker for the course.

Priority Registration

Priority registration occurs on the first day of the registration period. Eligibility for priority registration is determined on a case-by-case basis during the initial interview between a student with a documented disability and the director of disability resources and is based on the need for this accommodation.

Concussion Return-to-Learn Policy

The College currently offers “provisional or temporary” accommodations for individuals who have impairments that are short-term in nature—generally six months or fewer (such as a broken arm or concussion). Such accommodations are accessed by the Center for Disability Resources in collaboration with medical professionals (i.e. athletic trainers, physical therapists, and physicians) and are based on supporting documentation and recommendations.

The College’s Attendance Policy holds that regular attendance at all courses is essential to academic success, and it is the student’s responsibility to attend class and to be accountable for all work missed in the event of being absent from class. Individual faculty members determine specific class attendance policies.

When deemed necessary, adjustments and accommodations are outlined in a letter from the Center for Disability Resources as “Temporary Academic Accommodations” and students are responsible to communicate the necessary accommodations to individual professors. Temporary accommodations may be provided for physical and cognitive rest. The student is responsible for any work missed and arrangements for make-up work must be in cooperation with course professors. During this process, students are encouraged to speak with each professor to determine course specific requirements that may be postponed or excused (i.e. postponed exams, extra time for project/assignment completion, reduced reading assignments). Students are also responsible for meeting with the director of disability resources on a weekly basis during the usage of temporary accommodations.

When the concussed student experiences prolonged cognitive difficulties and symptoms beyond the 2nd week post-injury, the student should consider implications that may hinder the successful completion of coursework. Students are encouraged to meet with his or her academic advisor and the assistant dean of academic success to consider options if coursework missed becomes too onerous to make up.

The Center for Disability Resources can be reached at 717-867-6028.

THE OFFICE OF INTERCULTURAL AFFAIRS & INCLUSIVE PROGRAMS

The Office of Intercultural Affairs & Inclusive Programs (OIA) provides leadership and direction for the development of educational, cultural, and social programs that enhance intercultural understanding of the Lebanon Valley community while fostering the College’s mission to develop students who think critically and creatively across boundaries; who solve complex problems; who communicate effectively; and who value differences among human beings.

The Office of Intercultural Affairs & Inclusive Programs facilitates a wide range of activities that promote and foster an appreciation of peoples, cultures, and perspectives. The OIA partners with student organizations, academic departments, administrative offices, and community groups to educate the Lebanon Valley community on the importance of diversity based on race, ethnicity, gender, sexual orientation, socio-economic status, physical and mental ability,

religion, culture, and age.

Programs provided by the office can be found at www.lvc.edu/intercultural-affairs or by contacting the director at ext. 6235.

Mosaic Mentor Program

The Mosaic Mentor Program is a student leadership program that assists the Office of Intercultural Affairs and the College in creating a positive, supportive, and welcoming environment for incoming and transfer students from African/African American, Latino, Asian, and Native American (ALANA) descent, the Lebanon Valley Educational Partnership (LVEP), Milton Hershey Students (MHS), international countries, and LGBTQ+ identifying students.

Mentors are expected to participate in leadership training prior to the start of the year, provide peer activities during the year, and assist the Intercultural Affairs and Admission offices with ALANA student recruitment initiatives.

Social Justice Institute

During winter break, the Office of Intercultural Affairs sponsors a three-day intensive leadership training on social justice. Featuring modules focused on the theoretical concepts of social justice, the institute includes an overnight trip to an urban center where students conduct service at various social justice and non-profit agencies. After completion of the institute, participants are invited to join The Pallas Society, a campus-based honor society for social justice.

The Pallas Society

The Pallas Society is a campus based honor society established at LVC on April 19, 2009. It seeks to affirm as well as promote openness and inclusiveness among all people. The Pallas Society is a network of students, institute faculty, and staff at LVC who exemplify inclusive excellence by fostering an environment of advocacy, support, and awareness within the realms of social justice. Furthermore, in the spirit of the Pallas Society's commitment to these ideals, inductees into this honor society must demonstrate significant achievement as well as commitment to serving as examples and advocates of leadership, civic agency, equity and inclusion.

Bridge Program

The Bridge Program is a two-day, pre-orientation program geared at providing incoming ALANA (African American, Latino, Asian, and Native American) and multiracial students with a jump-start on college life. The program combines peer mentoring, residential living, academic success, and leadership development to assist students in making a successful transition to college and the LVC community.

Women's Services and Gender Resource Center (WSGRC)

The Women's Services and Gender Resource Center recognizes that college-aged women face more than just academic issues, including issues of an emotional, developmental, spiritual, and physical nature. The goal of the center is to provide a place where all genders are informed, healthy, empowered, and safe by providing a supportive atmosphere that advocates for the elimination of inequities based on gender. The WSGRC is located at 118 College Avenue.

CENTER FOR GLOBAL EDUCATION

LVC offers a variety of exciting semester-long and short-term study-abroad programs. All programs ensure a cultural immersion experience for students, with several programs offering a language-enhancement opportunity. All courses offered fulfill LVC credits. LVC programs are located in Argentina, Australia, China, Dominican Republic, England, France, Germany, Greece, Northern Ireland, Italy, New Zealand, and Spain. Look for new sites to be offered during future semesters.

Students wanting to study off campus but wishing to remain within the United States can choose internship programs in Philadelphia and Washington, D.C.

With a few exceptions, students attending one of the LVC semester-long programs keep all

financial aid and scholarships. Further information is available at the Center for Global Education Office in the Center for Global Education, at ext. 6076, or via email at rus-sell@lvc.edu.

CENTER FOR WRITING AND TUTORING RESOURCES

An integral part of the Academic Success Program, the Center for Writing and Tutoring Resources is a free service for all undergraduate students at Lebanon Valley College. Peer Tutors, successful students themselves, are dedicated to helping students understand course material and study more effectively. Tutors help students identify problem areas and explore solutions. Available in most subject areas, Peer Tutors assist students one-on-one, in small groups, called Study Pods or in larger groups for exam review sessions. This offers students the opportunity to improve their academic performance and to succeed. Peer Tutors are committed to providing exceptional service in a professional and timely manner. Once a student submits a tutor request, a Peer Tutor will contact the student, usually within 48 hours. For more information about the Center for Writing and Tutoring Resources, please visit www.lvc.edu/peer-tutoring/index.aspx or contact the coordinator of the Center for Writing and Tutoring Resources at peertutoring@lvc.edu.

To help students achieve success in writing, there are also writing tutors available in most subject areas. Tutors are available during drop-in hours, Monday through Thursday, 6–10 p.m., or by individual appointment.

Appointments are recommended at least 48 hours in advance. You can make an appointment by filling out an online tutor request at www.lvc.edu/writing-center. All of the writing tutors must meet a G.P.A. requirement, submit an approved writing sample, and provide two references. After they are hired, tutors participate in ongoing training sessions focusing on writing strategies, communication skills, and the tutoring process.

Academic Procedures

All Academic Procedures and information can be found in the College Catalog at <http://www.lvc.edu/catalog/acad-reg-procedures.aspx>.

ATHLETICS AND ATHLETIC FACILITIES

INTERCOLLEGIATE ATHLETICS

The LVC intercollegiate athletics program encourages each student-athlete to develop his or her athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, and institutional loyalty. A high priority is placed on integrating the educational and athletic experiences. The LVC student-athlete receives the same privileges in the areas of admission, financial aid, academic advising, course selection, scheduling, and living and dining accommodations as do all other students.

LVC sponsors 25 intercollegiate sports for men and women. The intercollegiate athletic experience is an important part of student life. In recent years, nearly 30 percent of the student body participated in the College's athletic program. Our teams compete in the Middle Atlantic Conference and the Eastern Collegiate Athletic Conference at the NCAA Division III level. The College also sponsors club sport opportunities in women's rugby, equestrian, ultimate Frisbee, men's volleyball, and others.

Principles of fair play and sportsmanship are highly valued and encouraged. Service is an important element of the student-athlete experience and all LVC intercollegiate teams are actively involved with a community service project of their choice. In recent years, our student-athletes participated in the Special Olympics, Make a Wish, Military Appreciation, Relay for Life, Learn to Dream, and the Quittie Watershed Project. They have raised monies and donated their time to various other local charities.

State-of-the-art facilities have been created for every aspect of the athletic experience. In recent years, the College built or renovated many of the athletic facilities. Student-athletes

benefit from having access to outstanding competition and practice venues, an athletic training room, locker rooms, fitness and training facility, and an integrated video analysis system. In 2005, the College received the STMA Collegiate Athletic Complex of the Year Award. A new state-of-the-art scoreboard, synthetic playing surface, and competition-level lighting were installed in summer 2012.

Lebanon Valley College Sports Center

The LVC Sports Center features the Edward H. Arnold Sports Center and the Heilman Center. The Arnold Sports Center is a recreational facility that contains four full-length basketball courts, convertible for volleyball and tennis. A 180-meter track encircles the arena. Also included are a six-lane, 25-meter swimming pool, three racquetball courts, and two dry heat saunas. Some courts can be used for walleyball.

Adjacent to the Arnold Sports Center is the Heilman Center, which is home to a state-of-the-art fitness center that includes Nautilus and Body Masters strength-training equipment. Cardiovascular equipment in Heilman includes treadmills, steppers, recumbent bikes, rowers, and elliptical trainers. A warm-water wellness pool, classrooms, equipment and training rooms for athletics, as well as home and visiting team locker rooms are also located in Heilman.

Intramurals and Recreation

The purpose of the Intramural/Recreation Department is to provide a comprehensive program of sports activities, fitness programs, and informal recreational activities for students, faculty, and staff of Lebanon Valley College. Approximately 40 percent of our student body participates in our intramural programs.

Louis A. Sorrentino Gymnasium

Opened in 2003, Sorrentino Gymnasium provides an impressive arena for intercollegiate competition with seating for 1,600 spectators. It is the home to the men's and women's basketball teams and women's volleyball team. At the entrance to the gymnasium, the Hall of Champions displays trophies, awards, and memorabilia from LVC's rich athletics history. In 2014, the facility was named in honor of Lou Sorrentino '54, one of LVC's all-time great student-athletes, coaches, and athletic directors.

LVC Athletic Complex

The 75-acre athletic field complex includes practice and competitive game facilities for 12 intercollegiate athletic programs. On the west side of the complex are the award-winning McGill Field (baseball) and Herbert Field (soccer), along with two full-size practice soccer pitches. The central part of the complex, Arnold Field, home of football, field hockey, men's and women's lacrosse, and track & field, was upgraded in 2012 with a FieldTurf synthetic surface, a new state-of-the-art scoreboard, competition-quality lights, and new all-weather track. The Shankroff Tennis Center, built in 2016, is home to LVC's men's and women's teams and includes lit courts for nighttime play. The two-time regional field of the year LVC Softball Park sits on the east end of the complex, along with dedicated practice fields for football, men's and women's lacrosse, and the 150-member marching band, The Pride of The Valley.

STUDENT ACTIVITIES

THE STUDENT ACTIVITIES OFFICE

The Student Activities Office, located in the Center for Student Engagement in the Mund College Center, assists students and organizations in planning educational, cultural, recreational, wellness, social, and student government programs. Its goal is to enhance the students' overall learning experiences through out of classroom activities and to develop a community atmosphere among students, faculty, and staff. The office encourages students to participate in one or more of the many programs and organizations that are available on campus. All campus-wide student-sponsored activities need to be scheduled with the Student Activities Office.

COMMUNITY SERVICE

In keeping with the College's mission to empower students to pursue a life of citizenship, LVC encourages its students to get involved in volunteerism and community service. The staff in the Office of Spiritual Life works with students to coordinate service opportunities that benefit the health and well-being of the local and global community.

Individual students, student organizations, academic departments, and athletic teams submit their service hours online. Individual hours may be applied toward Bronze, Silver, or Gold Service awards, which are noted on LVC's internet-based JobCenter Profile. Group service hours are recorded and displayed on the College's website, providing a comprehensive picture of how the College is affecting the community. Listings of current service opportunities are also available online.

Examples of past projects include:

- Work days with the local affiliate of Habitat for Humanity
- Participation in the Relay for Life of the American Cancer Society
- International service trips to Peru and the Caribbean
- Service trips to North Carolina and Florida
- Meal service at a local rescue mission

Students interested in serving children, the elderly, the environment, health care, or other fields will find opportunities to give back to the community while further enhancing their educational pursuits at the College. Visit www.lvc.edu/community-service for additional information.

STUDENT GOVERNMENT

Student Government includes 36 students; 27 full-time students (this includes the four class officers, four class representatives, and a commuter representative from each returning class) are elected from the student body each spring for a one-year term beginning in September. In addition, nine freshmen students are elected in September. Student Government officers are elected each spring from among the 27 upper-class students. Students with a GPA lower than 2.5 or on disciplinary probation are ineligible for election.

One of Student Government's major responsibilities is to foster understanding, communication, and cooperation among the students, faculty, and administration. It serves as the channel for all students' recommendations for establishing or changing policy and routes these recommendations to the appropriate administrative offices or faculty committees. Student Government also provides funding for the clubs and organizations it approves that are open to all LVC students, regulates the elections of student government members and class officers, appoints student government members and other students to campus committees.

Each spring, the Budget Finance Committee collects budget requests to determine the allocation of funds from the student activities fee to approved clubs and organizations. The committee makes its allocation recommendations to Student Government for approval. All clubs and organizations receiving funds must submit a financial statement to Student Government each semester.

With the director of student activities and the Mund College Center, Student Government coordinates and provides financing for student activities. They also plan campus-wide events such as the welcome back social, homecoming, and the winter formal. The LVC Student Programming Board plans and implements a variety of events (comedians, coffeehouses, performers, bands, lectures, Saturday trips, etc.) to entertain and educate the student body.

THE UNDERGROUND DANCE CLUB

The Underground Dance Club is a student-run, non-alcoholic gathering place for current LVC students and their registered guests. The Underground is open on select Saturday evening from Midnight–2 a.m. for students and their guests to meet, dance, and socialize in a relaxed, comfortable atmosphere. Admittance is free for LVC students and \$3 for their guest(s). All patrons of the Underground must present some form of ID prior to entering the Club. LVC students must bring their College ID and guests must have ID showing that they are 18 years of age or older.

LVC students must sign-in their guest(s) prior to entering the dance. Each LVC student may sign-in up to two guests per evening. LVC students will be held responsible for their guests' behavior.

RECOGNITION OF STUDENT ORGANIZATIONS

In order to become a recognized organization eligible to receive funds from Student Government new groups must apply for probationary club status through Student Government. Once approved for probationary status, clubs must do the following within a 15-week period: (1) conduct an open all-campus meeting inviting participation, (2) hold regular organizational meetings, (3) draft and approve a constitution, (4) affix the signatures of full time students interested in the club, (5) elect an executive board, (6) select a faculty or full-time staff member as an advisor to the organization, and (7) submit all of this information to Student Government, the vice president of student affairs and dean of students or designee, and to the director of student activities and the Mund College Center for approval.

Constitutions from clubs must state the purpose for the organization, the reasons such a group would be beneficial to the campus community, and how the group will contribute to the educational mission of Lebanon Valley College. No group may discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, disability, or age; and a non-discrimination clause must appear in the Constitution. Members of sports clubs such as the volleyball club, etc. may be asked to sign a waiver of liability form before participating in club activities and must meet the sports club guidelines developed by the director of athletics.

For further specific information regarding the formation and recognition of campus organizations, see the director of student activities and the Mund College Center.

SCHEDULING OF ACTIVITIES AND FACILITIES

All student events need to be scheduled with the Student Activities Office. All facilities need to be reserved through the Office of Conference Services at 717-867-6310 or flaig@lvc.edu. All facility requests must be submitted five working days prior to the event. Audiovisual equipment should be requested through the Office of Audiovisual Technology at 717-867-6200 or avtech@lvc.edu. Hanging of posters must follow the College's posting policy.

For safety reasons, students and student organizations are not allowed to use charcoal or gas grills on campus unless the event has been approved by staff from the Student Affairs or Conference Services offices.

ORGANIZATIONAL MAINTENANCE RESPONSIBILITIES

Groups utilizing College facilities for programs and meetings are responsible for the following maintenance tasks: trash removed, floors cleaned, furniture returned to original set up, windows closed, and lights out.

CAMPUS-WIDE EVENTS

All groups must adhere to the following procedures when planning a campus-wide event with an anticipated audience of 75 or more individuals:

1. **Obtain approval from and secure the date with the Student Activities Office.** Update the Student Activities Office of all planning and implementation procedures leading up to the event.
2. Schedule the facilities with the Office of Conference Services at 717-867-6310 or events@lvc.edu. If the event is to be held in the Arnold Sports Center, you must contact the director of the Arnold Sports Center at 717-967-6261 or byler@lvc.edu for approval.
3. All media equipment must be ordered from the Office of Audiovisual Technology at 717-867-6200 or avtech@lvc.edu. Equipment is limited and, often, may need to be obtained off campus. The sponsoring group will be held responsible for arranging payment of any rental fees.
4. Depending on the anticipated attendance number and the nature and location of the event, **advisors of the sponsoring organization may be required to attend.** Underground staff may also be needed to provide additional supervision. The sponsoring organization may be required to cover the expenses of hiring the Underground staff and/or public safety officers for its event.

5. The sponsoring group is responsible for all advertising of its event. If the group wants to advertise off campus, then the LVC Office of Marketing and Communications must be involved with this process. Please contact them at ext. 6030.

GROUP FUNDRAISERS AND BENEFITS

In order to avoid conflict among student groups, all fundraisers by LVC student organizations must be approved by the Student Activities Office. Approval is indicated by an email message sent to the contact person on the fundraiser form. Such clearance entitles an organization priority over groups who might otherwise attempt the same project. Forms for fundraising, available at the College Center desk and online, must be completed and returned at least one week in advance.

When an organization wants to plan a benefit event or provide a fundraiser in which money goes to a specific cause, the Student Activities Office and the Office of Advancement must be involved in the planning and implementation stages of each event. The group advisor will be asked to supervise the event.

Additional Guidelines for Fundraisers

1. **Any off-campus solicitations of businesses, corporations, professional partnerships, or merchants for either financial support or gifts-in-kind must be approved by the Office of Advancement at ext. 6220.**
2. **Money raised must be deposited in a College-sanctioned account.** The College will send a check to the appropriate person(s) or charity.
3. **Money raised for all benefit events must be disbursed from the College sanctioned account directly to a 501(c) non-profit organization.** The College will not issue a benefit check directly to an individual's family.
4. **Credit card vendors** are not permitted to actively solicit on campus. No fundraising activity may involve the solicitation/completion of credit card applications.
5. **If items directly compete with the College Store** or dining services, clearance must be obtained from the supervisors of these operations.
6. **Fundraisers at athletic events** must be approved by the Student Activities Office and the director of athletics.

CONTRACTS

Lebanon Valley College does not accept financial responsibility for contracts negotiated by students individually or as representatives of student organizations.

Any student organization contemplating a contractual agreement is urged to discuss their plans with the director of student activities and the Mund College Center prior to finalizing and signing a contract.

STUDENT ENGAGEMENT

The office, located in the Center for Student Engagement in the Mund College Center, is dedicated to enhancing student learning through meaningful engagement opportunities. The office provides programs, events and resources that inspire personal growth, leadership development, creative inquiry, and the celebration of difference in all of its forms.

LEADERSHIP DEVELOPMENT

The Office of Student Engagement provides leadership opportunities to enhance student learning and assist students with developing their potential to create meaningful, positive change in themselves, their organizations, and their communities. The office works collaboratively across campus to provide high-impact experiences including the Leadership Institute, the LVC Chapter of Sigma Alpha Pi: The National Honor Society for Leadership and Success, and programs in inclusive and global leadership. Students emerge from these programs prepared to confidently take on greater challenges, facilitate change and innovation, and ulti-

mately impact the world around them. Key learning outcomes of leadership development programs include the following:

- Critical Thinking—Students will evaluate and synthesize information from multiple sources and perspectives to make informed decisions and solve problems.
- Communication—Students will present and evaluate information, as well as present ideas clearly and effectively, with diverse audiences in a variety of situations.
- Self-Awareness—Students will develop an awareness of and appreciation for personal strengths, values, and leadership styles, and will cultivate the ability to use this knowledge for future learning and growth.
- Social Responsibility—Students will enhance their lives by engaging in actions that reflect an understanding of the values of service, citizenship, and social responsibility, and demonstrate an understanding of their roles and impacts in local and global communities.
- Inclusiveness—Students will acquire knowledge and appreciation of the diversity of human cultural, historical, and social experiences, and be able to reflect on how individual life experience relates to the complex nature of the human condition.

Visit www.lvc.edu/student-engagement for additional information regarding these programs.

PEER MENTORS

A Peer Mentor is an upper-class student who leads a cohort of new students in conjunction with the First-Year Experience. Peer Mentors assist new students with making a successful transition to LVC through structured experiences, a mentor relationship, and being available for academic, personal, and social support.

The program begins during the Fall New Student Orientation and ends at the conclusion of the spring semester. Applications are received for the program in the spring prior to the year of service. The overall goal of the program is to make sure that each new student connects with other peers, campus resources, and ultimately with the College as a whole. Visit www.lvc.edu/student-engagement/peer-mentors.aspx for additional information on the Peer Mentor Program.

WHO'S WHO

One of the awards possible for an LVC student is to be listed in the annual publication of *Who's Who Among Students in American Colleges and Universities*. The award is given to selected students based on nominations submitted by faculty and administrative staff. It consists of a certificate, a biographical listing in the annual publication for the year of graduation, and the use of the placement service operated by the national organization. Selections are based on scholarship, participation and leadership in academic and co-curricular activities, citizenship, and service to the College.

DEPARTMENTAL CLUBS

ACCOUNTING CLUB

The Accounting Club is a student organization for all accounting majors. The goal of the club is to help accounting students explore career options in the accounting field. The club sponsors Accounting Night where employers come to search for internship and full time candidates. In addition, they bring in three or four speakers each semester from public firms, private companies, alumni, and CPA prep courses.

AUDIO ENGINEERING SOCIETY (AES)

AES is a student-run organization that promotes activities that develop awareness and understanding in the field of audio engineering. Membership is open to all students interested in learning and gaining experience in the music industry and with the technical equipment it

involves. Members also work with faculty to generate input for the Audio & Music Production Program. AES hosts the annual LVC Unplugged and Live for Life concerts.

BIOLOGY CLUB

The Biology Club increases awareness of and interest in the biological sciences among non-science and science majors. Activities include faculty lectures, guest speakers, field trips, and social gatherings. The club is student oriented, organized, and operated. The annual fall picnic, co-sponsored with the Department of Biology, introduces freshmen to the faculty and upper-class students. Meetings are held once or twice a month and are open to all students, faculty, and administrators. Freshmen are encouraged to join.

CHEMISTRY CLUB

An affiliate of the American Chemical Society, the Chemistry Club is open to all interested students. The mission of the club is the professional, academic, and social development of its members through participation in chemical symposia, student mentoring programs, and departmental-wide seminar series.

COUNCIL FOR EXCEPTIONAL CHILDREN

The purpose of this chapter is to advance the education of individuals with exceptionalities and to promote related educational, scientific, and charitable purposes.

DESIRE TO CARE

Desire to Care is designed to help those who care about animals to have fun, learn and to make a difference in animals' lives. Activities include volunteering at the Humane Society of Lebanon, raising money for animal welfare, as well as taking trips to the Philadelphia Zoo, Baltimore Aquarium, a local veterinary clinic, and a local farm.

DIGITAL VALLEY CLUB

Digital Valley (DigiVal) is a new digital communications club that reaches out to majors and anyone interested in communication, digital/social media, and social networking. The purpose of the club is educational and social. DigiVal allows its members to socialize, receive critiques on work, learn about new technologies and media, and showcase work to campus.

FRENCH CLUB

Any student interested in the French language and culture may join the French Club. Students need not speak French. The club sponsors parties, films, plays, and field trips, and participates in the annual International Culture Day held on campus.

GERMAN CLUB (TEUTONIA VALLIS)

Any student interested in the German language and culture may join the German Club. Students do not need to know or speak German to become a member. The German Club sponsors German films and parties, and attends Central Pennsylvania's American Association of Teachers of German meetings. Teutonia Vallis also plans excursions to German events in the area, as well as trips to New York City every fall and spring, where they eat at The Lorelei, a Kölsch Restaurant, and explore various German events in the city such as art galleries, museums, visits to the Neue Gallerie, and the Goethe-Institute. The German Club participates in the annual International Culture Day held on campus.

GREENBLOTTER LITERARY SOCIETY

The Greenblotter Literary Society is open to students dedicated to cultivating campus awareness and appreciation of the literary arts. The society sponsors on-campus presentations, readings, and workshops by professional writers, and publishes an annual literary magazine. Regular meetings help members develop clear, effective writing skills.

HISTORY/POLITICS/ECONOMICS CLUB (HYPE)

The History/Politics/Economics Club is open to majors and non-majors. The group sponsors debates, panel discussions, political simulations, and field trips. The club also sponsors programs to educate high school and elementary school students in the social science fields. HyPE runs voter registration drives and book drives.

LVC OUTDOORS CLUB

Students involved with the Outdoors Club get to experience exciting weekends with camping trips, hiking trips and an assortment of other activities all for free. All skill and interest levels are

welcome. Contact lvcoutdoors@gmail.com for more info.

MARTIAL ARTS CLUB

Members of the Martial Arts Club will strengthen their minds and bodies through the development of new techniques in various fields of martial arts, such as Hapkido, Karate, Taekwondo, Tangsoodo, and basic self-defense. In addition, multiple outdoor events will be planned, with the help of all members, to strengthen themselves, relieve stress, and bring members closer together.

MATH CLUB

Open to all students, the Math Club is an academic and social group dedicated to furthering interaction among students taking mathematical courses. Academic and career assistance is provided through tutoring, lectures by guest speakers, and field trips to businesses. Social activities include parties and picnics.

MUSIC INDUSTRY STUDENT ASSOCIATION (MISA)

MISA is a student-run organization that promotes knowledge of the music industry. Membership is open to all students interested in the music and entertainment business. MISA is central to creating and hosting the annual music industry conference, and instrumental in the design and function of Vale Records.

PHI BETA LAMBDA (PBL)

Phi Beta Lambda is a national fraternity providing opportunities for students to develop vocational competencies. The LVC chapter is very successful and is open to all students. PBL steadily increases membership; develops programs on business etiquette, skills, and interviewing; brings in guest speakers for meetings; engages in tours of local businesses; helps with Junior Achievement; and develops and promotes business sponsors. PBL has hosted a regional conference and attended regional, state, and national competitions. Members consistently place in state competitions. The fraternity is an excellent venue for the student to develop leadership and technical skills.

PHYSICAL THERAPY CLUB

The purpose of this organization is to create a medium for students to communicate between physical therapy faculty and each physical therapy class, to promote health awareness among students and faculty of Lebanon Valley College, and raise funds to promote the attendance of physical therapy students at Physical Therapy Conclaves.

PRE-HEALTH PROFESSIONS SOCIETY

The Pre-Health Professions Society (PHPS) is a student-run organization whose goal is to promote awareness of careers in the health professions and to help build a community of like-minded students at LVC. The PHPS hosts speakers in the various health professions. Some of the guest speakers include LVC alumni, representatives from professional schools, and local health professionals. The Pre-Health Professions Society holds meetings twice each month and encourages all interested students to join!

PSYCHOLOGY CLUB

The Psychology Club is generally made up of students majoring or minoring in psychology and psychobiology, but is open to anyone on campus interested in the field of psychology. The club gives these students the opportunity to socialize, discuss psychological issues, attend the Eastern Psychological Association Conference, participate in community service, and share ideas on various campus-related topics.

SOCIETY OF PHYSICS STUDENTS

Open to all students who are interested in physics, the Society of Physics Students Club assists students of physics in developing the knowledge, competence, ideals, enthusiasm, and sense of responsibility appropriate to the profession of physics. Club meetings, field trips, and seminars are all oriented to achieve these goals.

SOCIOLOGY AND CRIMINAL JUSTICE CLUB

The Sociology and Criminal Justice Club consists of students majoring and minoring in sociology, majoring in criminal justice, and students interested in a look at the "real world." The club is focused on service learning in the community, academic initiatives, personal growth,

departmental unification, and enrichment activities.

**STUDENT PENNSYLVANIA STATE EDUCATION ASSOCIATION
(S.P.S.E.A.)**

The LVC chapter of S.P.S.E.A. is open to all elementary, secondary, and music education students. Consisting of future teachers who all share a sincere love for children, the organization sponsors conventions, community and school projects, education programs, and monthly meetings.

MUSIC GROUPS

BRASS QUINTET

The Brass Quintet is a chamber ensemble consisting of two trumpets, one horn, one trombone, and one tuba. It is devoted to the performance and study of a wide variety of literature specific to this medium. The repertoire ranges from early Renaissance to 20th-century styles. Brass Quintet is open to all qualified students by audition with consent of the instructor.

CHAMBER CHOIR

This small vocal chamber ensemble sings everything from Renaissance motets and madrigals to vocal jazz selections. It is open to any student by audition. Contact Dr. Matthew Erpelding at ext. 6275 for additional information.

CLARINET CHOIR

The Clarinet Choir has received widespread acclaim for quality performances and has had several compositions written especially for it. Auditions are open to all students.

COLLEGE CHOIR

The College Choir continues a student's choral development through a significant singing experience. The choir is a non-touring ensemble. Auditions are open to all students. Contact Dr. Michael Wojdylak at ext. 6275 for additional information.

CONCERT CHOIR

The Concert Choir studies and presents high quality choral music through campus concerts and a spring tour. Auditions are open to all students. Contact Dr. Matthew Erpelding at ext. 6275 for additional information.

FLUTE ENSEMBLE

This group rehearses once a week and is open to majors and non-majors by audition. It performs at least one campus concert a semester and at numerous campus events throughout the year.

GUITAR ENSEMBLE

This group rehearses once a week and is open to majors and non-majors by audition. It performs at least one campus concert a semester and at numerous campus events throughout the year. It is for acoustical and electric guitarists.

HANDBELL CHOIR

The Handbell Choir strives to refine ringing techniques and performance literature to an advanced level. Auditions and performances are held each semester. Ability to read music is required. Contact Dr. Shelly Moorman-Stahlman at ext. 6275 for additional information.

LOW BRASS ENSEMBLE

The Low Brass Ensemble is composed of students interested in continuing their musical experiences, no matter their major. High school band/orchestra level experience is advised. Auditions are open to all students.

LVC JAZZ BAND

The LVC Jazz Band is composed of members with varied musical backgrounds, many of whom play more than one instrument. Each year the band tours throughout Pennsylvania and surrounding states, performing in high schools and offering free jazz clinics to music students. All students may audition. Contact Professor Tom Strohman at ext. 6291 for additional information.

PERCUSSION ENSEMBLE

This ensemble is composed of students interested in performing music on anything that is struck, shaken, scraped, etc. to produce a musical sound. All students may audition. Concerts are given in the fall and spring semesters.

SMALL JAZZ ENSEMBLE

The Small Jazz Ensemble provides an opportunity to study America's rich heritage of improvised music. Participation is by invitation of the director.

STRING ENSEMBLE

The String Ensemble meets one hour each week to study and perform a variety of literature from baroque to contemporary. Intermediate to advanced musical proficiency is required. Contact Dr. Johannes Dietrich at ext. 6281 for additional information.

SYMPHONIC AND MARCHING BAND

Membership in the Symphonic and Marching Band is open to anyone in the College community. During the fall semester, the marching band performs at home football games. During the spring semester, the Symphonic Band performs at a spring concert and at Commencement.

SYMPHONY ORCHESTRA

The LVC Symphony Orchestra is open by audition to all qualified students, faculty, and members of the community. The orchestra meets twice each week to study and perform music from the symphonic repertoire. The orchestra performs three times each year: a fall concert, a concerto-aria concert in the early spring, and a spring concert.

WOODWIND QUINTET

The Woodwind Quintet, consisting of flute, oboe/flute, clarinet, bassoon, and horn, meets and performs at regular recitals and off-campus concerts. The ensemble is open to any student.

MUSIC AND THEATER ORGANIZATIONS

LEBANON VALLEY COLLEGE GUILD STUDENT CHAPTER

The Guild Student Chapter is the campus chapter of the American Guild of Organists. Members attend recitals by nationally known organists, perform in campus recitals, and discuss issues that pertain to church organists.

NAFME

The LVC chapter of the National Association for Music Education (NAfME) offers workshops and resources to students majoring in music education in order to provide opportunities for professional development. Membership is open to any student majoring in music education.

PHI MU ALPHA SINFONIA

ΦΜΑ *SINFONIA*—“*SINFONIA*”

Phi Mu Alpha Sinfonia is a professional acting social fraternity for men interested in music. A national fraternity, this organization has among its members some of the leading conductors, composers, and musical performers in the country. Consideration for membership is open to any male student in good academic standing with an appreciation for music.

The Iota Kappa chapter, founded at the College in 1960, has received the Charles E. Lutton Award for the best chapter in the state. Sinfonia sponsors the annual Reynaldo Rovers All-American concert, a high school jazz festival, and the spring musical in cooperation with the Wig and Buckle Theater Company.

SIGMA ALPHA IOTA

ΣΑΙ—“*SAI*”

Sigma Alpha Iota, a nationally recognized professional women's music fraternity, strives to further the cause of music through the development of talent. The Delta Alpha chapter, established at the College in 1961, admits women with a 2.5 or higher GPA and a strong interest in music. SAI sponsors campus concerts and co-sponsors the spring musical with Sinfonia and Alpha Phi Omega.

THE WIG AND BUCKLE THEATER COMPANY

The Wig and Buckle Theater Company is a LVC tradition that was founded in 1935. It currently produces three performances each year—two plays and one musical—in conjunction with the campus chapters of Phi Mu Alpha Sinfonia and Sigma Alpha Iota. Each production is student directed and entirely student run. Membership is open to all students interested in any aspect of dramatics and theater production. Wig and Buckle meets every Monday at 4 p.m. in Leedy Theater in the Mund College Center. All are welcome.

CAMPUS MEDIA

LA VIE COLLEGIENNE

A weekly newspaper written for the College community, La Vie Collegienne is a student-organized and student-produced communication. With the help of a faculty advisor, students become active in all phases of journalistic work including reporting, writing, photography, advertising, editing, and layout. Staff positions are open to all students.

La Vie Collegienne invites responsible comments from the College community in its "Letters to the Editor" Section.

COMMUNITY SERVICE ORGANIZATIONS

AMERICAN FOUNDATION FOR CHILDREN WITH AIDS (AFCA)

AFCA's national headquarters are based in a large warehouse in Lebanon, Pa. Students partner with AFCA on a monthly basis to help pack and prepare medical supplies for shipment to Africa where they will be used in community health clinics.

CIRCLE K

Circle K is committed to helping College students develop into responsible citizens and leaders. Members pledge to foster compassion and goodwill toward others through service and leadership and to develop their abilities and the abilities of all people.

COLLEGES AGAINST CANCER

The American Cancer Society's Colleges Against Cancer is a nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by initiating and supporting programs of the American Cancer Society in college communities through four directions: Advocacy, Cancer Education, Relay For Life, and Survivorship. Anyone is welcome to join who is interested in the fight against cancer.

Members of Colleges Against Cancer assist Lebanon County Special Olympics with weekly practices and special events, such as the Quad Bowling Tournament and a regional swim meet held at the College each year. All are welcome to help create lasting memories with these inspiring athletes!

HABITAT FOR HUMANITY

Students involved with Habitat for Humanity work with the Lebanon County branch of the international organization. Alternative Spring Break trips to Habitat for Humanity affiliates around the country are planned as student interest and funding allow.

LEBANON VALLEY COLLEGE MINI-THON

Mini-THONs, which replicate THON on a smaller scale, donate the money raised directly to The Four Diamonds Fund. This organization also works to raise awareness and funding related to the treatment of pediatric cancer.

SERVANTS OF CHRIST

Servants of Christ (SOC) is LVC's Christian service organization. The group aims to witness to the community and campus through service. Activities include the 30-hour famine and operation Christmas child. SOC also organizes urban service trips during fall break.

SPECIAL INTEREST ORGANIZATIONS

ANIME SOCIETY

The Anime Society is an organization dedicated to promoting Anime (Japanese animation), which is known throughout the world for its thematic and technical sophistication. Its primary

activity is hosting showings of various Anime series and films for the relaxation and socialization of the campus community.

ASIAN SOCIETY IN ACTION (A.S.I.A.)

A.S.I.A. is a student organization whose purpose is to promote Asian culture from a national and global perspective. Every year, the organization sponsors a series of films, events, dances, music, food, and other campus activities. The organization also attends a national student conference on Asian culture.

COLLEGE CONSERVATIVES

Open to all members of the student body, the College Conservatives promote conservative values and encourage interest in the governmental process. Activities include bringing conservative speakers to campus, encouraging values on campus, and participation in the campaigns and elections of various candidates.

COLLEGE DEMOCRATS

Formed to encourage and support the ideals of the Democratic Party, College Democrats is open to any student interested in politics who wants to become involved with party activities.

FREEDOM RINGS

Freedom Rings is the student organization committed to fostering understanding about issues effecting the gay, lesbian, bisexual, and transgender individual. Membership is open to all people committed to this mission, including heterosexual allies.

HISPANIC ALLIANCE

Any student interested in Spanish/Hispanic culture is welcome to join. The club sponsors cooking lessons and trips to N.Y.C., Washington, D.C., and local restaurants. Hispanic Alliance organizes dance nights in the Underground each semester and participates in the annual International Culture Day held on campus.

INDOOR COLOR GUARD

This organization teaches and helps its members to improve color guard skills and hopes to perform at events. All students are welcome to join. Members meet and practice weekly.

MINDCRAFT CLUB

Students meet to play Minecraft and build structures. They are currently working on designing one of the LVC campus buildings within the game.

PARANORMAL CLUB

The Paranormal Club was established to offer Lebanon Valley College students an opportunity to research, investigate, and discuss paranormal matters. We typically meet on a weekly basis to discuss and plan events. As a club, we have already been on investigations in the Annville area as well as in Maryland. As one of the school's newest clubs, established in the fall of 2013, we are still trying to get on our feet and find students who are interested in the paranormal. However, we are partnered with a paranormal society out of Maryland who helps us with this process. Our goal is to go on at least two investigations each semester in addition to holding at least one campus-wide event and a fundraiser each academic year.

STUDENT ALUMNI ASSOCIATION (S.A.A.)

The Student Alumni Association is an on-campus organization designed to bridge the gap between LVC students and alumni. Members learn the importance of being active alumni and strive to establish relationships with alumni for the benefit of all students. S.A.A. members participate in many annual College events, including the Lazin Series, Homecoming, and Senior Send-Off.

STUDENT PROGRAMMING BOARD

This branch of Student Government plans and implements a variety of social and educational events for the LVC community. The board sponsors coffeehouse performances by LVC students at MJ's Coffeehouse, Saturday bus trips and a variety of performances (comedians, bands, etc.) nearly every Friday night in the Mund College Center. Membership is open to all students interested in getting involved in the programming of social and educational events.

GREEK ORGANIZATIONS

THE GREEK COUNCIL

The Greek Council was established to foster loyalty to the ideals of the College and campus community, to promote the intellectual and social life of Greek members and the individual organizations, and to promote interest in Greek life. The Council is made up of two representatives from the social and service fraternities and sororities who act as a liaison between Greek organizations, the student body, administration, and faculty.

ALPHA PHI OMEGA

ΑΦΩ—“APO”

Alpha Phi Omega, Nu Delta chapter, is a national co-ed service fraternity that has promoted brotherhood through the principles of leadership, friendship, and service since the fraternity's founding in 1925 and here at LVC since this chapter's establishment in 1960. Involved in numerous service and social opportunities, the fraternity is open to all male and female students interested in serving the campus, community, nation, and fraternity.

ALPHA SIGMA TAU

ΑΣΤ—“AST”

Alpha Sigma Tau, Gamma Tau chapter, is the first national social sorority to receive recognition by the College, and was formally accepted into the national organization in 1992. AST strives to promote the cultural, ethical, and social development of its members as well as encourage social life on campus.

GAMMA SIGMA

ΓΣΣ—“GAMMA SIG”

The Beta Chi chapter of Gamma Sigma is a national Greek service and social sorority that promotes service, friendship, and equality among females. Gamma Sig is composed of young women with various backgrounds, majors, and hobbies who participate in many charitable events.

PHI LAMBDA SIGMA

ΦΑΣ—“PHILO”

Phi Lambda Sigma, or PHILO, was established in 1867. PHILO is a social fraternity interested in promoting brotherhood and interaction.

PHI MU ALPHA SINFONIA

ΦΜΑ SINFONIA—“SINFONIA”

Phi Mu Alpha Sinfonia is a professional acting social fraternity for men interested in music. A national fraternity, this organization has among its members some of the leading conductors, composers, and musical performers in the country. Consideration for membership is open to any male student in good academic standing with an appreciation for music.

The Iota Kappa chapter, founded at the College in 1960, has received the Charles E. Lutton Award for the best chapter in the state. Sinfonia sponsors the annual Reynaldo Rovers All-American concert, a high school jazz festival, and the spring musical in cooperation with the Wig and Buckle Theater Company.

PHI SIGMA

ΦΣΣ—“PHI SIG”

Phi Sigma is a national sorority that received recognition by the College in 1996. The sorority strives to create an environment that fosters the advancement of womanhood and the growth and development of each member. Phi Sigma sisters participate in philanthropic service each year.

SIGMA ALPHA IOTA

ΣΑΙ—“SAI”

Sigma Alpha Iota, a nationally recognized professional women's music fraternity, strives to further the cause of music through the development of talent. The Delta Alpha chapter, estab-

lished at the College in 1961, admits women with a 2.5 or higher GPA and a strong interest in music. SAI sponsors campus concerts and co-sponsors the spring musical with Sinfonia and Alpha Phi Omega.

TAU KAPPA EPSILON

TKE—“TKE”

Tau Kappa Epsilon is the first national social fraternity to receive College recognition and approval. Formal acceptance into the national organization occurred in 1988. The organization's mission is to aid men in their mental, moral, and social development for life. Tau Kappa Epsilon contributes to the advancement of society through the personal growth of members and service to others.

CLUB SPORTS

LVC DANCE TEAM (LVC DT)

LVCdt gives students an opportunity to continue their passion for dancing throughout college. The team performs at halftime during men's basketball games and other special events, including the women's basketball Pink Game, Dutchmen Day, and ValleyFest. Their routines are influenced by hip-hop, jazz, and modern dance styles.

EQUESTRIAN CLUB

The Equestrian Club is a sport club established to promote equestrian activities and provide an opportunity for interested students to ride and learn more about horses. The club gives students the opportunity to participate in intercollegiate shows at all levels from beginner to open and jumping classes.

SOCCER CLUB

This organization welcomes all students interested in playing soccer for fun. No experience needed.

QUIDDITCH CLUB

Founded by Carolyn Baldwin '14, the Quidditch Club not only lets Harry Potter fans get together to celebrate a love of the series, but also to play the fantastical sport of Quidditch. With the club, we hope to form a team to be able to play with other colleges within the National Quidditch Association (NQA). In weekly meetings, we discuss ways for us to establish a name for ourselves on campus and to enter to play with other colleges within the NQA as well as rules and other Harry Potter-related discussions.

WOMEN'S RUGBY CLUB

The Women's Rugby Club is an organization open to all female students, faculty, staff, and alumni of LVC. Rugby is a rising sport that is similar to soccer and football. It provides the competitive spirit and togetherness of a varsity team but with a flexible schedule and less time commitment. No experience is necessary and everyone is welcome to join. Club activities include matches against other club teams, social events, and informal pick-up events.

STRONG WOMEN'S WEIGHTLIFTING

The club is designed to help motivate and advance women in lifting techniques and building confidence. All female students are welcome, no experience necessary.

SWING DANCE CLUB

LVC Swing Dance Club seeks to provide a warm and friendly environment for students and community members who wish to learn to dance. Members meet once a week to practice and plan a monthly social for the campus.

ULTIMATE FRISBEE CLUB

This organization welcomes all students interested in the sport of Frisbee. No experience is necessary.

MEN'S VOLLEYBALL CLUB

The Men's Volleyball Club is open to all men interested in volleyball. Group activities consist of matches against other club teams within the Middle Atlantic Conference.

OFFICE OF SPIRITUAL LIFE

The Office of Spiritual Life plays an important role in campus religious affairs, ministering to students from a variety of religious backgrounds or to those with no religious affiliation. The full-time chaplain, who oversees the campus religious programs, is also available for counseling. The local Catholic priest provides a weekly Mass on campus. Clergy of local Buddhist, Islamic, and Jewish congregations also serve as affiliate College chaplains. The office, located in the Frederic K. Miller Chapel lobby, is open Monday to Friday, 8 a.m.–5 p.m.

A variety of worship options, Bible studies, performance groups, and interfaith fellowship opportunities are available to meet the needs of anyone who would like to participate. Information regarding local congregations can be found at www.lvc.edu/spiritual-life.

BIBLE STUDIES

Various groups of students meet throughout the week to study the Bible, often under the leadership of local pastor or a staff representative from InterVarsity Christian Fellowship or Disciple Makers. Contact the Office of Spiritual Life for a list of studies and meeting times.

CATHOLIC MASS

The local Catholic priest celebrates Mass most Sundays at 6:30 p.m. in the sanctuary of Miller Chapel. Visit www.lvc.edu/spiritual-life for dates when Mass will be held.

CLASSIC YOGA

Students, faculty, and staff gather for yoga each Tuesday afternoon under the leadership of a certified yoga instructor.

CORNERSTONE FRIDAY NIGHT FELLOWSHIP

Cornerstone regularly plans fun and fellowship activities for all students, usually scheduled for Friday nights at 7 p.m. Examples of activities planned for this year include pizza/volleyball, picnics, game nights, a hayride, Christian band concerts, ice skating, and weekend retreats.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)

FCA equips, empowers, and encourages athletes to make a difference for Christ through weekly Bible studies and special events.

HE IS SAVIOR (HIS)

HIS is LVC's contemporary Christian band. Sets include praise and worship music as well as music from contemporary Christian artists. The group has auditions for new members as necessary.

INTERFAITH HONOR SOCIETY (PSI TAU MU)

ΨTM (Psi Tau Mu), LVC's Interfaith Honor Society, encourages student exploration of the faiths of others in light of the student's own religious identity both in and beyond the classroom. The program enables students to demonstrate to prospective employers that they embrace diversity. Induction to the society is awarded once program requirements are met. Completion may occur at any point during a student's enrollment at Lebanon Valley College. On completion, students will receive a formal certificate and a citation on their LVC Job-Center Profile.

Recipients are:

- honored at a special year-end celebration featuring ethnic food;
- listed on the LVC website, and
- granted a printed certificate at the conclusion of the program.

L'CHAIM JEWISH FELLOWSHIP

L'Chaim serves the social, ethnic, cultural, and religious needs of Jewish students at LVC. If you are Jewish or just interested in Judaism, L'Chaim is your place to connect. Current meeting times are available on the College website.

"LET'S BE REAL" STUDENT-LED WORSHIP

Let's Be Real is a weekly student-led non-denominational Christian worship service held each Wednesday at 9:30 p.m. in Miller Chapel. Students share their own faith and the gospel of Jesus Christ within worship services that range from contemporary to traditional in style and format

MEDITATION AT NOON

A group of faculty, staff, and students gather at noon each week that classes are in session for a time of meditation facilitated by Professor Ed Sullivan. Contact the Office of Spiritual Life for current meeting times.

SERVANTS OF CHRIST

Servants of Christ strives to serve the world through a variety of activities including Operation Christmas Child, Crop Walk, and a community Easter Egg Hunt. Members of Servants of Christ occasionally participate in short-term mission projects to urban centers such as Philadelphia and Washington DC. Spiritual Life

The Office of Spiritual Life plays an important role in campus religious affairs, ministering to

WICCA STUDY GROUP

The Wiccan Study Group meets at 7 p.m. every 1st and 3rd Friday of the month in the lower level of the Chapel, usually in the Fellowship Room. Explore a variety of nature-based religions.

GENERAL COLLEGE REGULATIONS

One important component of the college experience is the expectation that students will exercise personal responsibility for their actions as members of this College community. Lebanon Valley College expects students at all times to conduct themselves in a mature, ethical, and honorable manner and to demonstrate a sincere consideration for other members of this community.

This handbook has been prepared primarily to assist students and student organizations in achieving their individual and organizational goals. Secondly, the information in the handbook is designed to enable students to positively meet their responsibilities as contributing members of the Lebanon Valley College community. The policies and procedures concerned with student life are generally a result of the input and contributions of students, faculty, and staff. Basic to the formulation of these policies and procedures is the belief that each member of the Lebanon Valley College community has a primary responsibility for the governance of his/her own affairs, and that those affairs must be managed in such a way as to safeguard and respect the rights of other community members. Coupled with the responsibility for the choices and decisions one makes is the expectation of accountability for the actions that result from the decisions made.

Each student is strongly encouraged to familiarize him/herself with both the spirit of, and the specific information in, this handbook.

Student conduct that violates Lebanon Valley College's regulations or community standards may result in the filing of judicial/student conduct charges with the vice president of student affairs and dean of students and/or his/her designee. The expectation of appropriate student conduct also applies to students in their roles as employees of the College. Students engaging in unethical, inappropriate, or illegal behaviors or actions in violation of established work standards set for the area or department in which they are employed may have their employment terminated and/or be referred to the College judicial/student conduct process.

At the philosophical core of the College's judicial/student conduct process is a strong commitment to the student's development and understanding of the importance of assuming personal responsibility and accountability for his/her actions as a member of a community of learners. Further, the judicial/student conduct process is predicated on the assumption that discipline is a part of the educational process and that, where appropriate, the sanctions imposed should be educational and instructive and not punitive in nature or intent. The process is designed to hold students accountable for their decisions and actions, to establish procedural rights for the respondent, and to protect the rights of individuals in the community.

Finally, the College believes the process serves to promote positive development of the individual and group integrity while upholding the rules and regulations of the College.

The College reserves the right to make changes in the rules and regulations, as it deems advisable.

ADDRESS

All students must report accurate college, home, or local addresses to the Registrar's Office at the beginning of each academic year or when changes occur.

ALCOHOLIC BEVERAGES

The use, purchase, and possession of alcoholic beverages by Lebanon Valley College students are at all times subject to Pennsylvania State Law. For more information, see Lebanon Valley College's Alcohol Policy. **All students are responsible for knowing the College's Alcohol Policy, which is detailed in this student handbook.**

COLLEGE EMAIL

Students are expected to read their LVC email in a timely manner to stay current with College communication. Professors will send email to students with important information about classes and the administration will send messages with timely, sometimes critical, announcements.

CRIMINAL INVESTIGATIONS OF COLLEGE POLICY VIOLATIONS

Lebanon Valley College is not a haven from the law. The College will support all investigations of alleged criminal activity. In the case of violent felony, the College reserves the right to take such action as necessary for campus safety and College function. The vice president of student affairs and dean of students or his/her designee will collaborate with community police agencies or other external constituencies as allowed under current law. In addition to any investigations or charges undertaken on the part of law enforcement, the College reserves the right to conduct its own investigation and take appropriate action under its judicial/student conduct system. The vice president of student affairs and dean of students or his/her designee will meet with local police agencies to ensure a positive working relationship.

DRUGS AND NARCOTICS

Lebanon Valley College does not permit or condone the possession, use, consumption, sale, or distribution of narcotics or dangerous or illegal drugs. Their possession and non-medically supervised use is in violation of the law and Lebanon Valley College regulations. Lebanon Valley College cannot and will not protect students from prosecution under federal or state laws. In addition to the student being subject to possible prosecution under federal or state laws, the College may take appropriate judicial/student conduct action under its own policies and procedures. For more information, see the College Policies on Drugs and Alcohol.

EARLY ARRIVAL FEES

Students who wish to move in early (before their stated arrival date preceding the fall or spring semester) to any residential facility must submit their request in writing to the Office of Residential Life no later than Aug. 15 for the fall semester and by Jan. 7 for the spring semester. The request must list the reason for requesting the early arrival, the date of the arrival desired, and an email address for reply or confirmation.

Students who are granted permission to return early will be charged a fee of **\$60** per day. Charges will be posted to the student's account.

Students returning early to campus due to a College request, such as athletic practice or training, do not need to contact the Office of Residential Life as College staff has made the necessary arrangements. These students arriving early will **not** be assessed the \$60 per day fee.

Any violation of College policy during the early arrival period will subject the student to immediate removal from College housing until the start of the semester with forfeiture of the early arrival fee.

FIREARMS, AMMUNITION, FIREWORKS, AND CHEMICALS

It is a violation of Lebanon Valley College regulations to possess, transport, or use dangerous weapons, instruments, or substances on the College campus or on property owned, leased, or

rented by the College, except by law enforcement officers or as specifically authorized in writing by the president of the College. The College reserves the right to determine whether a specific object jeopardizes the health and/or safety of students. This prohibition includes, but is not limited to:

- Firearms and ammunition, including rifles, BB guns, Taser guns, pellet guns, shotguns, paint ball guns; any knife that could be deemed dangerous, regardless of size, including butterfly, switchblade, gravity, hunting, lock back blade, ballistic, Billy clubs, swords, bows, arrows, throwing stars, slingshots, etc.
- Fireworks, firecrackers, explosives, any and all chemicals that possess or can be made to possess volatile explosive or dangerous properties, except for use in College laboratories under faculty or staff supervision.

Violations of this policy will be considered as immediate and serious threats to the safety and welfare of the Lebanon Valley College community and its members, and may result in temporary removal of the alleged violator from campus pending a judicial/student conduct hearing. Violations may be referred to criminal justice authorities and/or deemed within the jurisdiction of the vice president of student affairs and dean of students or designee and subject to judicial/student conduct action up to and including expulsion from the College.

MEAL-PLAN POLICY

All resident students must participate in a meal plan.

1. Meal plans and ID cards are non-transferable.
2. The Gold (220), Silver (190) Bronze (1150 and Commuter (45 or 75) meal plans can only be used in the Mund Dining Hall and only one entrance is allowed per meal period.
3. Meals not used during the semester do not carry over to the next board week.
4. All returning resident students must select a Gold, Silver, or Bronze Meal Plan. New students are required to select a meal plan from the New Student Gold or Silver Meal Plan Options for their first semester. A change in a student's meal plan option must be made by Aug. 26, 2016 for the fall semester and by Jan. 13, 2017 for the spring semester.

Resident students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount, but will be permitted to change their base meal plan (Gold/Silver/Bronze). Within this same period during the first semester, first-year students can only change and choose from the New Student Gold or Silver level plans for their first semester, and select any base meal plan for their second semester.

Commuter students can also purchase any of the Resident Meal Plan Options or one of the Commuter Plan Options. Once a student selects a meal plan, a change in meal plans for fall semester must be made by Aug. 26, 2016, and for spring semester by Jan. 13, 2017.

Commuter students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount, but will be permitted to change their base meal plan level (Gold/Silver/Bronze/Commuter).

Students are welcome to eat in any of the dining facilities: Mund Dining Hall, InterMetzo, Dutchmen Den, and Library Coffee Bar. Each offers a wide variety of dining options.

5. Flex Dollars on the OneCard can be used as a debit card to make purchases in any of Metz Culinary Management dining facilities. Additional Flex Dollars can be purchased from Metz in \$50 increments by contacting dining services at 867-6850. Unused Flex Dollars are carried over from fall to spring semester. Unused Flex Dollars are lost if not used by the end of each academic year (end of the spring semester).
6. Exemptions from the meal plan are approved by the vice president of student affairs and dean of students in conjunction with dining services, disability resources, health services,

or other College departments.

There are students, particularly student teachers and individuals with off-campus internships, who must miss meals because of their schedules. In these cases, the following conditions apply:

1. **Breakfast.** Although the weekly breakfast normally begins at 7 a.m., students may eat in the dining hall as early as 6:30 a.m. They may also choose to use one meal equivalency between 8–9 am in Intermetzo. ***There is no reimbursement for a missed breakfast.***
2. **Lunch.** All students who must be off-campus may sign up in with dining services for a takeout lunch. They may choose to use one meal equivalency between 11 a.m.–1 p.m. in Intermetzo or Dutchmen Den. ***There is no reimbursement for a missed lunch. Call 867-6310 to sign up and get instructions on how to receive the takeout lunch.***
3. **Dinner.** Dining services serves dinner until 7 p.m. in Mund Dining Hall during the week. All students who must be off-campus may sign up with dining services for a take-out dinner. They may also choose to use one meal equivalency between 7–8 p.m. in Intermetzo or the Dutchmen Den.

There is no reimbursement for a missed meal where there is no academic requirement involved.

ROOM DEPOSIT POLICY

Students returning for the following year must pay a \$100 room deposit prior to room sign up to be eligible to secure a room within a residential facility. The \$100 room deposit is not refunded if the student withdraws or does not return due to academic or disciplinary suspension.

The \$100 room deposit is credited toward the next year's tuition and fees if the student returns for the fall semester. The \$100 credit will appear on the student's bill in July of the appropriate year.

The \$100 room deposit may be refunded under compelling circumstances (e.g., medical leave). The director of residential life will initiate a recommendation for a refund under these circumstances.

RESIDENCY POLICY

Lebanon Valley College is a four-year residential college and believes that an LVC education is the result of distinctively curricular and co-curricular experiences in class, on campus, and in the residences. As such, **all first-year students, sophomores, juniors, and seniors are required to live on campus, unless they are enrolled as a commuting student.** All resident students must have a residential meal plan.

The College will provide housing to currently enrolled full-time undergraduate students who have not completed an undergraduate degree. Ninth-semester seniors who have not completed an undergraduate degree may appeal to the director of residential life for on-campus housing.

COMMUTER STATUS

To be considered a commuter, a student must live within a **30-mile radius of campus and commute from their parent(s)/guardian's home or permanent residence daily.** The change of housing status form can be obtained from the Office of Residential Life. The form requires a parent or legal guardian's signature and must be received in the Office of Residential Life by July 1 for the fall semester and by Dec. 1 for the spring semester. Students listed as a commuter and later found living in off-campus quarters will be assigned a room and meal plan on campus and charged accordingly.

SPECIAL HOUSING ACCOMMODATIONS AND HOUSING EXEMPTION POLICY

As a College we understand that situations may develop that may require the College to take steps to alter or relax this policy in special or unique circumstances. In order to best meet the needs of students, protocols have been established to review individual requests for either special on-campus accommodations, e.g. single rooms, or exemption to the on-campus requirement for otherwise ineligible students. The following is an outline of potential reasons for review, resources available, and steps necessary to have a situation reviewed. It should be noted that all reasonable efforts will be made to accommodate requests based upon supporting documentation.

The following are possible reasons for requesting housing exemption or special accommodations:

Financial: In extreme circumstances, a student's financial status may necessitate an approval for special consideration. Any request of this nature must have appropriate supporting documentation.

Documented Disabilities: On occasion, it may be determined that a student's academic success will be best served by approving a special request based on a documented disability. The student must provide up-to-date supporting documentation to the Center for Disability Resources. Staff members from residential life and the center for disability resources will collaborate regarding reasonable housing accommodation requests

Medical: Student health issues can exist that may warrant review related to this policy. In order to warrant action, the director of health services must have notice of the relevant conditions and receive comprehensive physicians' reports documenting those conditions. Further, the student must have an ongoing relationship with health services and have exhausted other relevant avenues. Requests of this nature should be submitted to the director of health services who will then make recommendations to the associate dean of student affairs and/or residential life staff.

Personal: A student's mental health and overall success may be supported by a special accommodation related to housing. In this case, the student must submit a request to the director of counseling services. Additionally, counseling services staff must have up-to-date information and correspondence with any off-campus treatment providers, and all other alternatives should have been exhausted. Requests of this nature should be submitted to the director of counseling services who will then make recommendations to the associate dean of student affairs and/or residential life staff.

Age/Family: In certain circumstances, it may be deemed appropriate to provide an exemption of the residency requirement based on whether a student is 23 years of age by Sept. 1 of the fall semester or family circumstances of an enrolled student. In the second case, if a student is married or is a parent, the College cannot likely accommodate them in housing.

Procedure for submitting a special accommodations request or housing exemption request:

- Obtain request form from the Office of Student Affairs and meet with the associate dean of student affairs.
- Complete and return form with all pertinent documentation.
- The request is reviewed by the associate dean of student affairs and/or other appropriate College personnel. The decision is then shared with the student. The student may appeal the associate dean of student affairs' decision within five class days. A student who does not request an appeal within this period will be deemed to have waived his/her right to appeal.
- Student appeals are reviewed by the vice president of student affairs and dean of students. The decision of the vice president of student affairs and dean of students is final.
- Final determination is shared with student.

Please note: Submitting a request does not in any way guarantee approval. No plans for off-campus housing (securing your own apartment) should be made before a decision has been made about your housing exemption request.

PARENTAL NOTIFICATION POLICY

Federal law protects the confidentiality of student records and specifies those limited situations in which information from educational records may be released without a student's prior consent. The law permits the College, in its sole discretion, to disclose information without a student's prior consent to parents or guardians of a financially dependent student (as defined by the Internal Revenue Service). If a student is not a financially dependent student and that student has not provided prior consent, the College is not permitted to disclose information, even to his/her parents. However, if the College has knowledge of any student experiencing (1) a life-threatening situation or serious illness including one that requires hospitalization, or (2) an act of violence toward self or others or significant abuse of self or others, the vice president of student affairs and dean of students or members of the student affairs staff are legally permitted to and may contact that student's parent or guardian, with or without the

student's prior consent, and whether or not the student is financially dependent.

Parents or guardians of **any student under 21 years of age** may be notified of the following situations with or without the student's prior consent:

- Hospital visits related to substance/alcohol abuse and other emergency situations
- Arrest
- Violation of the College's Alcohol Policy
- Regardless of age, parents or guardian may be notified if sanctions result in College probation, suspension, or expulsion

Whenever possible the student affairs staff discusses the implications of notification with the student before contacting the parent or guardian. Ideally, the student is encouraged to make the call and the student affairs staff is available to assist with explanation of circumstances or to elaborate on pertinent college policy or practice.

PERSONAL RECORD (OFFICE OF STUDENT AFFAIRS)

The Office of Student Affairs maintains personal records for all currently enrolled students. A typical student file includes correspondence, housing information, records of formal judicial/student conduct action, and limited information related to financial aid and academic affairs. These files are the working records of the professional student affairs staff and their use is restricted to authorized personnel. The policies outlined in this section of the handbook provide safeguards for student privacy and are prudently and objectively administered. These records are not available for inspection by other College offices, faculty, students, parents, investigators, or other individuals except when authorized by the vice president of student affairs and dean of students under the following conditions:

- Information is needed to handle an emergency; or
- Person needing information is in position for counseling and/or assisting the student; or
- When a student is sanctioned with removal from College housing, residence hall probation, disciplinary probation, suspension, or expulsion, or when a student violates the College's alcohol and other drug policy, information may be shared with parents, guardians, and/or appropriate law enforcement personnel.

A student may review his/her own record in conference with the vice president of student affairs and dean of students or a member of his/her staff. If an apparent mistake is found, adjustment of the record may be conducted informally. A student has the right to place in his/her file a written explanation of any information contained in the file that the student believes to be misleading, inaccurate, or inappropriate.

To serve the needs of the students and the College, the following policies govern the release of information in student personal records and the maintenance of these records:

1. The following information will be released without student consent to appropriate Lebanon Valley College offices to be used only within Lebanon Valley College: place of birth, date of birth, date of attendance, academic standing, class, local address, home address, parents' names and address (es).
2. The following information will be released without student consent in response to any reasonable inquiry from any source: confirmation of date of birth, confirmation of dates of attendance, class, estimated date of graduation, local address (only for currently enrolled students), and degree granted (if any).
3. No other information is disclosed without the written permission of the student. Students seeking transfer admission to another institution, admission to graduate programs, or who expect reference requests from prospective employers to be received by the Office of Student Affairs may wish to authorize the release of specific information.
4. Record of disciplinary probation is not disclosed to any source outside the College, without written consent of the student, except to parents and guardians. When the sanction of disciplinary expulsion (permanent dismissal) is rendered, *Permanent Disciplinary Dismissal* is recorded on the student's transcript. The circumstances surrounding judicial/student conduct action are not released without a student's written permission except to parents and guardians, and except to the complainant in cases of violence, sexual as-

- sault, sexual misconduct, and sexual harassment.
5. After a student graduates, his/her personnel record is purged of all reports, correspondence, and forms, and these are destroyed.
 6. If a student leaves Lebanon Valley College prior to graduation, his/her personal records are retained for five years, at which time the record is purged. During this five-year period, the above policies concerning the use and release of information in these files continue to apply.

MENTAL HEALTH INTERVENTION POLICY

Lebanon Valley College recognizes that in some cases a student's ability to function on the campus may be impaired as a result of serious mental and/or emotional health issues. In instances where a student may be a danger to self or others, unable to meet basic expectations, or is extremely disruptive to the normal operation of the College, the College reserves the right to take immediate action to protect the individual and to ensure the campus is not adversely affected.

Issues to be considered under this policy include, but are not limited to:

- Suicidal ideation/attempt
- Homicidal ideation/attempt
- Self-abusive behavior (cutting, burning, etc.)
- Chronic abuse of alcohol or other drugs/controlled substances
- Misuse or abuse of prescription medications
- Eating disorder
- Serious disruptive or dangerous behavior towards self or others
- Inability to care for self or meet basic responsibilities

In situations where serious mental and/or emotional health issues arise, the vice president of student affairs and dean of students or his/her designee may convene all relevant parties (counseling, residential life, faculty, public safety, etc.) to document the seriousness of the situation. Family contact may be initiated if believed it would be in the best interest of the student.

Once the situation has been reviewed and documented, one or more of the following courses of action may be taken:

Mandated Off-Campus Assessment: The student may be required to complete a comprehensive assessment with an off campus treatment provider within 72 hours. The purpose of the assessment is to determine the student's competency to function safely and effectively in the College environment. As a condition of continued enrollment, the student will be required to comply with all recommendations of the assessment. The student will be responsible for all costs associated with the assessment and recommendations. A student required to complete an assessment and recommendations may, at the discretion of the College, be prohibited from being on campus, in College housing, and/or attending classes/other functions until such time that the assessment and recommendations are completed. Results of the assessment must be provided to the vice president of student affairs and dean of students or his/her designee and the director of counseling services, and should include information pertaining to diagnosis, treatment, and prognosis.

Removal from College Housing: In situations where it is believed that the student's level of functioning is extremely impaired, the student may be removed from College housing. This action can be short term (e.g. until a formal assessment is completed) or for a longer duration, depending on individual circumstances. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Emergency Withdrawal or Medical Leave of Absence: Depending on the circumstances, the College reserves the right to immediately withdraw a student from the College. Such action will be taken only when a student demonstrates the inability to continue as a student or presents an immediate danger to self or others. Such action will be the responsibility of the vice president of student affairs and dean of students or his/her designee in consultation with other members of the College professional staff. After an emergency withdrawal or medical leave of absence, an evaluation supporting return is required and must be submitted to the vice president of student

affairs and dean of students or his/her designee. Such clearance includes full written documentation from the attending psychologist or psychiatrist to the vice president of student affairs and dean of students substantiating competency to return to the rigorous demands of the College environment. This documentation should include information pertaining to diagnosis, treatment, and prognosis. The student may not return to campus without this documentation. Due to the possible severity of issues and complexity of symptoms, the student's treatment provider cannot automatically expect follow up care to occur on campus without consultation with the director of counseling. Additionally, the student is required to meet with the vice president of student affairs and dean of students or his/her designee prior to finalizing re-enrollment responsibilities and to ensure a proper on-going supportive treatment plan is in place.

A withdrawn student or student on medical leave of absence is no longer considered an enrolled student, may not remain on campus, may not receive any continued treatment on campus, and may not participate in College activities.

Students who are hospitalized for suicide attempts may not return to campus without proper documentation from the student's off campus treatment team and the permission of the vice president of student affairs and dean of students or his/her designee and the director of the counseling.

Appeal of Involuntary Withdrawal: A decision to involuntarily withdraw a student may be appealed by the student to the vice president of student affairs and dean of students within five (5) calendar days of the decision. Such appeals should be in writing and include specific points the student wishes the vice president of student affairs and dean of students to consider.

The vice president of student affairs and dean of students has five (5) calendar days to review the information presented and inform the student of his/her decision in writing. The vice president of student affairs and dean of students may (1) uphold the decision, (2) adjust the finding, (3) refer the matter back for further proceedings, or (4) reverse the decision and reinstate the student. The decision of the vice president of student affairs and dean of students is final.

Judicial/Student Conduct Action: Although the primary purpose of this policy is to address and support the mental and emotional health needs of students, often the behaviors exhibited may also be violations of College policy. The College reserves the right to adjudicate such violations through the normal judicial/student conduct bodies of the College. Determination will be made by the vice president of student affairs and dean of students or his/her designee.

Written appeals of such judicial/student conduct action stating the reason for a request of the above courses of action must be reviewed by the vice president of student affairs and dean of students within five (5) business days of the receipt of the original decision. The student is entitled to only one appeal.

If, in a judicial/student conduct case, the vice president of student affairs and dean of students becomes involved in the case such that he/she feels his/her impartiality may be compromised, the vice president of student affairs and dean of students may defer appellate responsibilities for the case in question to the president of the College or his/her designee.

SAFETY AND SECURITY

Dial 6111 from any campus extension, or dial 867-6111 from any outside phone, to reach a public safety officer. When calling the public safety staff, always be as specific as possible and identify yourself by name and location. **Emergency telephones** have been strategically placed on campus for your safety and convenience. Most of these telephones have **blue lights** mounted for easy identification. By pushing the red button, these phones will function as a normal campus extension. The telephone connects you with a public safety officer. Even if you cannot speak into the phone, a campus public safety officer will be dispatched to your location.

Use these phones for security assistance, medical assistance, fire alert, emergency information, and the reporting of crimes or suspicious persons.

Members of the public safety staff are certified in CPR and use of an automated external defibrillator (AED). AED units are conveniently located in several College facilities.

SMOKING POLICY

For health and safety reasons, smoking tobacco and vaping electronic cigarettes are prohibited in all College buildings, including residential and academic facilities. All tobacco substances, synthetic tobacco substances and electronic cigarettes are prohibited in all classrooms and College buildings.

Persons choosing to smoke/vape should do so at least 25 feet from doorways and building entrances so that passers-by are not affected by second hand smoke.

SOLICITATION/FUNDRAISING

Solicitations, sales, and promoting for personal gain or profit are prohibited on the campus of Lebanon Valley College, other than in instances where the solicitation, sale, or promotion is made by an organization with which the College has entered into a written contract governing such activities. Fundraising activities for charitable purposes or for recognized College groups must secure approval from the Student Activities Office. Student or student organization violators of this policy are subject to judicial/student conduct action; persons from outside the Lebanon Valley College community are subject to civil and/or criminal action by local authorities.

RESIDENTIAL LIFE

Residential life at Lebanon Valley College is seen as an integral part of the College learning experience. Working in partnership with students and collaboratively with other members of the College community, the residential life staff strives to provide a safe and supportive residential environment that compliments and extends the student's learning experience.

The College desires to create strong, positive learning communities where the students accept personal and collective responsibility within their communities. Emphasis is placed on helping students understand how their actions impact those around them and their responsibilities to their communities. Students share the responsibility for maintaining a residential community that supports the academic mission of the College and respects the individual rights and freedoms of fellow students.

RESIDENTIAL LIFE STAFF

Director of Residential Life

The director of residential life is responsible for the operation of all residential facilities and/or administering all residential life policies. In addition, the director supervises the student and professional residential life staff and develops programs designed to enhance student learning within residence halls.

Area Coordinators

The area coordinators (ACs) are professional residential life staff who live on campus and supervise residential facilities and the student residential life staff (RAs). In addition, they are responsible for developing positive residential communities and programs within the residence halls that will enhance the educational opportunities for students.

Residential Mentor

A Residential Mentor (RM) oversees an independent living community under the supervision of an Area Coordinator. The RM provides peer leadership for Resident Assistants and serves as a resource for residential students while facilitating a residential environment conducive to the overall development of students.

Resident Assistants

Resident assistants (RAs) are undergraduate students who receive training and are employed by the College to help promote and enhance a positive academic and social environment. Resident students are encouraged to get to know their RA. These undergraduate students live on each floor of the residence hall and are well informed about the College. They can answer questions about College services, activities, and programs.

Additionally, the RAs help to manage and maintain physical facilities and resident student behavior in support of the rights of all residents to live, sleep, and study in their rooms. RAs assist residents with roommate problems, and in planning and carrying out special floor or

residence hall activities. Other major responsibilities include getting to know each person in their area; facilitating interactions between students and between students and faculty/staff; assisting in the development of social and educational programs; and familiarizing new students with residence hall policies, College policies, and the rationale behind such policies. RAs hope to form positive floor communities, which have a significant impact on student life. Lifelong friendships are frequently mentioned as one of the significant outcomes of residential living.

Interference with or harassment in any form directed to any member of the residential life staff will result in judicial/student conduct action and could lead to loss of residency.

HOUSING OPTIONS

All housing options are clean-air facilities. These include traditional residence halls, special interest communities, suites, apartments, and houses.

73 East Sheridan Avenue, Centre Hall, houses 14 students. All students living in Centre Hall must have and maintain a cumulative GPA of 3.000 or better.

38 College Avenue, Reber Hall, houses 20 students in apartment-style living.

44 College Avenue Hall houses six students.

50 College Avenue Hall houses six students.

118 College Avenue Hall houses six students and serves as the Women's and Gender Resource Center.

136 College Avenue Hall houses six students.

138 College Avenue Hall houses six students.

Dellinger Hall houses 72 upper-class resident students in 18 suites. Each suite contains a study area, bathroom, and four single bedrooms.

Derickson Hall Apartments provide apartment-style living for upper-class students. These apartments are semi-furnished and house 79 students.

104 College Avenue, Friendship Hall, houses eight students and is a mission-driven community focusing on multiculturalism.

108 College Avenue Hall houses six students.

Funkhouser Hall houses 127 first-year students and 115 upper-class students and is named in memory of Dr. E.N. Funkhouser, president *emeritus* of the board of trustees.

Hammond Hall houses 82 upper-class students and is named in the memory of Lucian H. Hammond, second president of the College.

Keister Hall houses 76 upper-class students and is named in memory of Dr. Lawrence Keister, LVC president from 1907–12.

219 Maple East Hall houses six students.

217 Maple West Hall houses six students.

Marquette Hall houses 56 current upper-class students in 14 suites. Each suite contains a study area, bathroom, one double, and two single rooms.

Mary Green Hall houses 117 upper-class students and is named in memory of the former dean of women, Mary Capp Green.

North College houses 18 students in a substance-free environment.

20 West Sheridan Avenue houses two students.

22 West Sheridan Avenue houses five students.

24 W. Sheridan Avenue houses five students.

81 East Sheridan Avenue, East Hall, houses six students and is a special-interest community.

79 East Sheridan Avenue, West Hall, houses eight students and is a special-interest driven community.

Silver Hall houses 142 upper-class students and is named for alumna Dr. Mable I. Silver '25, a missionary doctor.

Stanson Hall houses 148 upper-class students.

Vickroy Hall houses 137 first-year students and is named in honor of Thomas Rhys Vickroy, first president of the College.

144 College Avenue, Weimer Hall, houses six students.

First Year Student Communities

Most first-year students will be assigned to reserved first-year student residence halls. These first-year student communities have been developed to help new students adjust to their new academic environment and encourage their participation in activities, as well as develop bonds of friendship. The resident assistants are available to help promote a rewarding and enjoyable residence hall experience. **Participation and mutual respect are the keys to a great residential experience.**

Graduate Student Housing

Limited housing is available for full time (9 credits or more) graduate students in houses on campus. Graduate students will have the opportunity to enter into 12-month residential agreement to live in select houses on campus prior to the undergraduate housing assignment process.

RESIDENTIAL LIFE POLICIES

Student Rights

A student has the right to use his/her assigned room for sleep, study, and recreation; the right to sleep and study takes precedence. Roommates and hall residents are expected to cooperate in the use of their room, corridor, and public areas such as lounges. A student has the right not to be affronted in his/her room and corridor by noise or odors originating there or elsewhere or by behavior that impedes his/her pursuit of education. No student shall be subjected to conditions that might involve a violation of the law in his/her room or common areas.

Students who feel that their rights are being infringed on are urged to discuss the matter with the student(s) involved and to consult with their resident assistant or professional residential life staff in an effort to resolve the situation.

Alcohol

For regulations regarding the possession and use of alcohol in residential facilities, please refer to the College's Alcohol Policy. **Students are responsible for knowing the College's Alcohol Policy, which is detailed in this Student Handbook.**

Appliances

Cooking in student rooms or hallways is prohibited. **The use of electrical appliances is restricted to those with self-contained, thermostatically controlled heating elements.** Such appliances must be used with extreme care. Appliances with open coils or burners (such as toaster ovens, hot plates, grills, and immersion coils) as well as non-thermostatically controlled devices are not permitted and are subject to confiscation. Halogen lamps, ceiling fans, window, and non-window air-conditioners may not be used in students' rooms. All cooking must be confined to designated cooking areas. One microwave oven (maximum of 700 watts), one refrigerator (maximum of 4.5 cubic feet or must draw no more than 1.5 amps), and coffee makers with automatic shut-off are permitted per room. If the use of an extension cord is necessary, either a surge protector or cord of a minimum of 14-gauge is required. Standard household extension cords (14- and/or 16-gauge) are not permitted. It is recommended that all electronics and appliances be plugged into a surge protector.

Bunk Beds

Individuals who wish to bunk their beds must obtain the necessary bunk bed pins from the residential life staff or the Mund College Center desk.

Campus and Residence Hall Security

For safety purposes, campus public safety personnel regularly patrol campus grounds and periodically walk through residential facilities. Exterior telephones are placed at specific locations on the exterior of traditional residence halls, and the patrolling public safety officer may be summoned by using these phones or by calling 867-6111. College officials

may authorize campus public safety personnel to make regular visits to residence halls where chronic behavioral problems occur.

Proper security within the residence halls is the responsibility of each resident. All residents are encouraged to lock their doors when not in their rooms and at night. All residence hall exterior doors are to be locked at all times and all students are asked to assist with making sure these doors remain locked. All residence hall keys or access cards open specified doors of the students' residence hall.

Exterior doors to residence halls should never be propped open because this creates a serious risk to the health and safety of all residents of the building.

Any time of the day, a non-resident of a residence hall must be escorted by a resident of that hall from the entrance door to a room or lounge and from that area to the exit door. The presence of any suspicious individual must be reported to the residential life staff and to the Office of Public Safety. Losses or thefts should be reported immediately to public safety and residential life staff.

Candles and Incense

Candles and incense pose an extreme safety hazard and are prohibited on campus. Candles will be confiscated by the residential life staff.

Check-In/Damage/Room Condition Report

On arrival, resident students will be given a Room Condition Report (RCR) form that was completed by the RA. Students should carefully review this form and make appropriate additions. The RA will review this form with the residential student. Students will be held responsible for any and all damages to their rooms during the school year. In the event that damages cannot be attributed to a roommate, roommates will be held jointly responsible. **Students are subject to being billed for damages not accounted for on the Room Condition Report form.** Damages and losses will be determined through comparative inspections conducted when a student checks out of a room. Students will be assessed for damage such as defaced plaster or woodwork, broken windows, lights, furniture, or the deterioration of property due to misuse.

Check-Out/Damage/Room Condition Report

Whether checking out of the residence halls or changing rooms, students must follow proper check-out procedures. The staff will assess damage and cleanliness, using the Room Condition Report form completed earlier in the year, and will collect keys. The student's signature on the Room Condition Report form will verify the condition of the room. **Please note that residential life staff will check rooms in detail after you have completed check-out procedures and may assess additional charges at that time.**

Clean Air Residence Halls

For health and safety reasons, **all residential facilities have been designated as clean-air residence halls.** Students living in College-owned residential facilities may not burn candles, tobacco, electronic cigarettes, incense, or any other substance in their living area.

Early Arrival Requests and Housing during Holiday/Semester Breaks

Although the residential facilities are closed during all breaks except for Fall Break, the College recognizes that there may be some students who require housing, request to stay late, or request to return early during vacation periods (e.g., Thanksgiving, winter and spring breaks.) Examples of exceptions granted may include:

- Athletic teams training within the NCAA regulations
- Students employed on campus by an academic or administrative department
- Students committed to student teaching, academic internships, academic reason, etc.
- International students
- Students having to travel great distances to their home
- Off-campus employment

The College will be officially closed between Dec. 24 and Jan. 1 and thus no students will

be permitted to stay in a residential facility during that time. The only exception will be athletic teams training within NCAA regulations.

Any student who needs housing during a scheduled break must complete a written request in the Office of Residential Life at least one week prior to the beginning of the break. Students who do not obtain authorization but arrive early or stay late will be charged a daily fee and disciplinary action will be taken.

When the College is not in session, the policy for campus emergency services is as follows: during the semester break, summer break, holiday breaks, or other times when the College is not in session, no medical or counseling emergency services are provided; no residential life, counseling, or health services staff are on duty outside of normal office hours.

Early Student Arrivals

Due to limited time between the end of the summer conference schedule and the start of the academic year, the residential life staff restricts the number of students permitted on campus prior to the official opening day. This period is utilized by the facilities services and residential life staff to prepare the residential facilities for student arrival. The intensive training program of the residential life staff limits the **availability** to provide needed services to the students who arrive early.

The College recognizes the need for some students to return to campus during the week preceding the arrival of first-year students for training, orientation, or assisting in preparing a department for opening day. All others requesting to arrive early will be assessed a fee of \$60 per day.

Violation of College policy during this time will subject the student to removal from College housing until the start of classes.

Fire Alarms, Drills, and Equipment

For the protection of students living in the residence halls, periodic fire drills are conducted by the residential life and public safety staff. **All students are expected to evacuate the building when the fire alarms are sounded. Some drills may involve room checks to insure the building has been vacated.** Students who tamper with fire alarm systems or other safety devices may be subject to the penalties imposed by the Annville Fire Department and the Commonwealth of Pennsylvania for violation of local and state ordinances. Heavy fines are imposed for the misuse of fire prevention devices. The College imposes judicial/student conduct action and a \$300 fine plus the cost of resultant damage and possible removal from the residence hall or College Suspension.

Fabric may not be hung from ceilings or draped on walls. Fabric is extremely flammable.

Furnishings

Each student assigned to a room in a residential facility is furnished with a dresser, bed frame, mattress, desk, desk chair, and window treatment. **No furniture may be removed from a room.** Students must provide their own bedding and other room furnishings. **Waterbeds, any type of air conditioners, and ceiling fans are not permitted in residence hall rooms.** Beds in residence halls require extra-long sheets, *except Vickroy Hall*. No upholstered furniture is permitted outside any residential facility. Only furniture designed for outdoor use is permitted outside.

Grills

For safety reasons, students and student organizations are not allowed to possess or use charcoal or gas grills on campus unless the event has been approved by the student affairs or conference services staff.

Guest Policy

Students may entertain guests in their residence hall rooms. **Guests may remain for no more than three consecutive days or two consecutive nights with roommate consent.** All guests must be hosted by a resident of that residence hall and be escorted by the host while within and when leaving the residence hall.

A roommate must be consulted prior to inviting a guest to the room to study, visit, or stay

overnight. If a roommate does not give his/her consent to have a guest in the room, the guest must leave the room immediately. A student's right to have a guest at any time is, in all cases, superseded by his or her roommate's right to the use of the room.

A student's overnight guest needs to secure a temporary parking pass from the Office of Public Safety.

The host or hostess is responsible for being present and informing the guest about residence hall regulations and College policy. Normally, no more than two guests are permitted at the same time. All guests are subject to College policy and the Student Conduct Code. **The student host is responsible for the action and/or any damage caused by the guest.**

Housekeeping Services

Housekeeping personnel clean residence hall lounges, bathrooms, hallways, and all public areas. Students are responsible for cleaning their own rooms and they are expected to keep their rooms, apartments, or suites in a clean and orderly condition at all times. Vacuums are available in each of the residence halls for student use. Students are also responsible for cleaning public areas after group use. Fines and/or judicial/student conduct action may be imposed when conditions warrant such action.

Housing Agreement

To live in a College residential facility, a student must be a full-time student (carrying 12 credit hours). All resident students must sign a housing agreement prior to their first year on campus and renew their agreement on-line for each academic year. In doing so, the agreement reserves space for the student and the student accepts the conditions and terms set forth in the agreement, and the rules and regulations established by the Board of Trustees and the administration as explained in the Student Handbook. The housing agreement is binding for the entire academic year unless a student withdraws from the College, loses housing privileges, or is dismissed from the College. Any consideration of monetary refund is subject to the College's Title IV refund policy. The change of housing status or the withdrawal/leave of absence of a student during the term of the housing agreement does not entitle the student to claim a refund of room charges or remove liability for payment of the full amount due for the semester. Students rooming in College residential facilities may not sublet their rooms, suites, or apartments, or change electric wiring, electric devices, or walls. The College reserves the right to void a housing agreement if the student course load falls below the full-time credit hour requirement.

Keys/Access Cards

Students receive a room key to access their bedroom and either an exterior door key to access their house or their Dutchman OneCard ID is programmed to permit them access to the exterior doors of their assigned residential facility. It is the student's responsibility to carry keys and Dutchman OneCard ID at all times and to lock his/her room. Loss of a Dutchman OneCard ID should be immediately reported to the Office of Information Technology. Loss of a room key or residence hall key must be immediately reported to the RA. When a student reports the loss of a residence hall key, the College will issue a new key. Students must pay a \$50 replacement fee for a room key. If keys are not returned by the end of the period or residency, students will be billed for the cost of changing locks and keys.

Because of risk to property and personal security, students are not permitted to allow another individual to use their keys or Dutchman OneCard ID. A student who allows another individual to use their keys or Dutchman OneCard ID may be subject to judicial/ student conduct action.

In the event students lose their access card, a new card will be issued at the Office of Information Technology. Students must pay a replacement fee.

For more detailed information about the Dutchman OneCard ID, please view the Dutchman OneCard frequently asked questions on the LVC website.

Laundry

Laundry facilities are provided in all campus residence halls. There are no daily use charges for these facilities. Any malfunctioning machines should be reported to the resident assistant

and/ or facility services. All washing machines require the use of high efficiency detergents.

Lockout Procedures

Students locked out of their rooms should first try to contact the residential life staff to request entry into their room. If the student is unable to contact a residential life staff member, then the request should be made to public safety personnel. The response by residential life and public safety personnel will be subject to other responsibilities that they may have at that time. Students must give their name and show their College ID when their rooms are being unlocked.

Main Lounges

Main lounges are available in all residence halls for socializing and late-night studying. Furniture in these lounges is for the use of all students in the building and cannot be removed from the lounge. Students who take lounge furniture to their rooms are subject to judicial/student conduct action and fines and will be billed for the cost of removal. All furniture not accounted for at the end of the school year will be replaced at the expense of the residents.

Official Closing of Residence Halls

Unauthorized entry into residential facilities during a break period will result in judicial/student conduct action and a fine. The residence halls will normally close for vacation at 6 p.m. on the day classes end and reopen at noon the day before classes resume.

Prior to leaving for vacation, residents should unplug all electrical devices, remove trash from their room, and lock all windows and doors.

At the end of each semester, rooms must be vacated within 24 hours after the student's last final examination unless the examination is on the day of the official ending of the semester. In this case, the final ending hour is the exit time for all students. **Students may leave their personal items in their rooms during the first and second semester vacations and between semesters, but the College will not assume legal responsibility for lost, stolen, or damaged property.**

At the end of the year, a student's room must be completely vacated and left clean. A fee will be assessed for any damage to rooms and for unusual cleaning of a room.

Personal items may not be stored in residence halls during the summer. Special arrangements will be made for students traveling a great distance.

Noxious Odors

Activities producing odors considered offensive to members of the residence hall community must be curtailed on request. In the event that such odors are present, the residence hall staff may check common areas and residence hall rooms for the source.

Part-Time Students

A student carrying fewer than 12 credit hours during any academic semester must have permission from the student affairs staff to live or continue to live in a residence hall.

Pets

For health and safety reasons, dogs, cats, and all other pets are prohibited in any residence hall (except service animals). Fish are permitted in a 10-gallon tank. Individuals in violation of this policy will be subject to judicial/student conduct action.

Policy for Use of Telecommunications

The use of telecommunication equipment and services is a privilege granted to students. Misuse is subject to judicial/student conduct action including the denial of access to any or all of the College's telecommunications services including cable services. Examples of misuse include making unauthorized calls; tampering with, or abusing telecommunications equipment including cable services; using another person's authorization code without that person's consent; and possession of equipment not assigned to that student's room.

Public Areas / Damage

Students are responsible for the public areas in their residence halls. **Public area damages that cannot be attributed to specific individuals will be billed on a prorated basis to the**

residents of that wing, floor, or building. The residential life staff makes every effort to determine which individuals are responsible for the damage. All residents have a responsibility to prevent damage and vandalism to College and personal property. Report all incidents of damage to your AC, RA, or to the Office of Residential Life.

If an excessive amount of debris is created, student(s) residing in that area/room will be charged for services beyond normal cleaning.

All repairs to College property must be completed by College personnel. Students are not permitted to perform repairs. Requests for repairs or other maintenance work should be filed with the RA.

Residence Hall Network, and Cable TV Services

The College provides cable television and network services in each residence hall. Typically, there is one cable television outlet per room and one network connection for each student in a room. Students must supply the television and/or computer(s) needed to make use of these services.

Students are responsible and will be charged for any damage to the cable television or network outlets while they are living in the room.

Note: Use of the campus network is governed by various policies and procedures including the Acceptable Use Policy for Computing and Communications.

Comcast Cable services are included in the room fee. This allows students access to high definition cable services on their television, phone, tablet or laptop.

If you have any questions related to these services, please see your RA, check the Office of Information Technology Office website, or call the Information Technology Solutions Center during business hours at ext. 6072.

Residence Hall Windows

For safety and security reasons, residence hall windows or screens may not be removed at any time. Failure to adhere to this policy will result in judicial/student conduct action and/or a fine. Students are not permitted to enter or exit through windows, or throw objects from windows. Occupants will be held responsible for any object thrown or dropped from the window of the room, or for any inappropriate, unacceptable verbal comments coming from the room windows. Occupants and their guests are not permitted to sit on windowsill(s), lean out room window(s), or pass through a window in order to gain access to campus roofs or overhangs. Stereo speakers may not be placed on windowsills and/or directed outside. Window air conditioners are not permitted in residential facilities.

Room Change

The experience of sharing living space with another student is part of the educational nature of residential living. Students are encouraged to develop skills for living with a roommate and to actively seek to mediate any conflict that may arise. The area coordinators and resident assistants will work with roommates who are having difficulty.

Room assignment changes can only be made with approval and authorization from the residential life staff. Failure of the student to obtain such authorization will constitute a violation of the housing agreement and judicial/student conduct action and/or a fine may be imposed.

Room changes may not be made during the first or last 14 days of any semester. Students involved in a room change must return their original keys to the residential life staff, check out of their room with their RA, and update a new Room Condition Report form.

Students in rooms with vacancies should expect to be assigned a roommate at any time.

The room must be maintained in a manner that would make it possible for another student to feel comfortable moving in. A student who has a vacancy and discourages a student from moving in will be moved or will be assessed for a single-double room.

Room Consolidation

At the end of the fall semester, in the event that a vacancy in a double room cannot be filled, students in a double without a roommate may be consolidated and relocated to another room at the discretion of Residential Life personnel.

Room Entry

The College reserves the right to enter a residence hall room in order to ensure proper maintenance; to provide for the protection, safety, and welfare of students and the College; and/or to investigate when reasonable belief exists that a violation of residential life policy or College policies, procedures, rules or regulations, or health and safety concerns has occurred or is occurring.

When students request routine maintenance repairs, authorized personnel will enter rooms during normal working hours.

Searches by Civil Authorities Pursuant with a Search Warrant: In the event a search warrant is issued by civil authorities for a residence hall or part thereof, student affairs personnel will accompany the authorities executing the search warrant solely to facilitate entry in areas.

Inspections of Student Rooms to Investigate Suspected Violations: If there is reasonable cause to believe that College policies, procedures, rules, or regulations are being violated, the vice president of student affairs and dean of students or his/her designee may authorize entry into a student's room. This may be done either verbally or in writing. Such inspections are considered a reasonable exercise of the College's responsibility to maintain discipline and an educational atmosphere. When practical, the inspection will be conducted in the presence of the occupants of the room. At least two members of the College staff will conduct the inspection and a full written report of the inspection will be given to the vice president of student affairs and dean of students. College officials with probable cause may search a residence without approval by the vice president of student affairs and dean of students, particularly when there is reason to believe that illegal drugs are being used, sold, bought, or given away in that residence or if other potentially dangerous situations are present.

Confiscation of Items or Property: During the course of any inspection, if any property is observed which is unlawful or in violation of College policies, procedures, rules, or regulations, the property may be confiscated. The decision to confiscate property is made on the basis of common sense, property value, and the likelihood of rapid disposal. All confiscated property will be given immediately to student affairs or public safety staff, and the staff member will send a full report to the vice president of student affairs and dean of students. Confiscated property will not be returned if it is deemed in violation of College policies, procedures, rules, or regulations.

Room Health and Safety Inspections

Student rooms are inspected for health and safety policy compliance once each semester. These inspections are conducted to check for fire and safety hazards and to evaluate the condition of the room and furnishings. These inspections will be announced in advance. When the College is in recess, these inspections will be conducted by a member of the College staff. Areas that are found to be substandard will be documented and residents will be given a designated time period to rectify the problems. If the problems are not resolved, the situations will be handled as a judicial/student conduct matter involving fines and other sanctions. Violations of College and residence hall policies that may be observed during the inspection are also addressed through the judicial/student conduct process.

Room Occupancy

When a vacancy occurs in a room, suite, or apartment the remaining student(s) have the opportunity to identify a student to fill the vacancy. Should the student(s) not be successful in identifying a student, staff will fill the vacancy. **The residential life staff may also consolidate vacancies and relocate students to other rooms on campus.**

Room Repairs

Request for room repairs should be directed to the resident assistant on the floor. Repairs resulting from normal wear will be fixed without charge. Repair resulting from other than normal wear will be billed to the student. Students are not permitted to replace or repair any damaged item.

Room Responsibilities

Whether present or not, occupants of a room, suite, or apartment are held responsible for any unacceptable behavior, unacceptable conditions, etc. **It is therefore the responsibility of residents to maintain a secure house, room, suite, or apartment, preventing unauthorized use and to be present in their room, suite, or apartment when visitors are present.**

Room Selection

Returning students select their rooms for the next academic year in April. Each year before room selection, resident assistant staff rooms are reserved by the director of residential life. Requests for roommates and halls are honored when possible. Housing assignments are made without regard to race, color, national origin, ancestry, religion/creed, sex, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status. In order for returning students to participate in the room selection process or be assigned room space, the student must be registered for classes for the next semester, pay a non-refundable

\$100 room deposit, and have a housing agreement on file in the Office of Residential Life.

New students receive their room assignments and the name(s) of their roommate(s) by mail in mid-July.

Smoking Policy

For health and safety reasons, smoking tobacco and vaping electronic cigarettes are prohibited in all areas of the residence halls, including rooms, public areas, rest rooms, lounges, hallways, and stairwells. All tobacco substances, synthetic tobacco substances, and electronic cigarettes are prohibited in all classrooms and College buildings. Failure to follow this policy will result in judicial/student conduct action. **Students who choose to smoke/vape should do so at least 25 feet from doorways and residential facility entrances so that passers-by are not affected by second-hand smoke.**

Special Needs Housing

The director of residential life and director of disability resources evaluate documented conditions and make reasonable housing accommodations. **Special housing accommodations will be made only in situations where the documentation clearly indicates that the reasonable accommodation is medically necessary.** Returning students should contact the Office of Residential Life prior to room sign up in March and new students should contact the office in early June. **All students requesting special housing must complete Form A or Form B on the Residential Life website.**

Storage

Summer storage areas are not available. All personal items left in any residential facility, storage rooms, or public areas after the end of spring semester will be discarded. Students will be billed for the removal of personal items.

Sports

Due to consideration for the health and safety of residents, sport activities are not permitted in common areas of the residence halls.

Stereos, Radios, Televisions

Stereos, radios, and televisions are permitted but may not be used in a manner that is annoying to others. Residents may be ordered to remove such equipment if, after complaint(s) by residents or hall staff, its use continues to disturb study and/or living conditions or is judged to be hazardous.

Antennas and other articles are not permitted on the exterior of any residence hall. Splicing into existing television cables is prohibited and constitutes a violation of the College Policy.

Study and Quiet Hours

Conduct and noise interfering with study and sleep of residents is unacceptable.

The College has established the following study and quiet hours for all residence halls: Sunday through Thursday, 10 p.m.–8 a.m., Friday and Saturday, midnight–8 a.m. Each floor may lengthen the time of the study and quiet hours but the established hours must include the above noted times.

At times other than study and quiet hours, courtesy hours are in effect. During courtesy hours, students are expected to respond positively to requests from other residents or the residential life staff for increased quiet. Students returning to the residence hall after midnight on the weekends are expected to show consideration for other residents of the hall.

Noise that disturbs others, regardless of the time of day, violates the rights of others.

Individual residents are expected to request quiet from floor mates. Study and quiet/courtesy hours are a shared responsibility, with each resident responsible for his or her own conduct and for letting others know when they are infringing on the right to a quiet living environment. Failure to observe study and quiet hours or courtesy hours may result in removal of the student from his/her floor or hall and judicial/student conduct action will result.

Noise heard outside of a student's room or within a student's room from the corridor will be considered excessive. Playing a musical instrument in the residence is prohibited.

During final exams, 24-hour quiet hours are in effect.

Substance-Free Communities

The College has declared certain residential facilities within the residence halls as substance free. All students who have requested a substance-free living community must make a commitment to refrain from use of tobacco, alcohol, incense, or luminary products in their living area and refrain from returning to the living area under the influence of drugs or alcohol. Any student requesting substance-free living will be required to live by that pledge and may face immediate removal from the community if found in violation of that pledge.

Trash/Recycling

Students are responsible for placing personal trash and recycling items directly in the appropriate containers identified for their residence hall. Personal trash and recycling items may not be placed in hallways or public areas. Failure to follow this policy will result in judicial/student conduct action.

Valuables/Personal Property

The College is not responsible for students' personal property that is lost, stolen, or damaged. Students are responsible for the care and safety of their own personal property. Students' personal belongings are not insured by the College against theft or damage. The College cannot be held liable directly or indirectly for loss of, theft of, or damage to the personal property of individuals. In some instances, homeowners' insurance companies will cover possessions of students while they are at college. Students are urged to confirm whether their personal property is covered under their parents' homeowners' insurance policy and to arrange for additional insurance coverage, if necessary. All students are encouraged to lock their doors when absent from their rooms and report all theft to public safety staff. **Students' property is the responsibility of each individual student and no reimbursement from the College can be expected for lost, stolen, or damaged property.**

COLLEGE POLICIES

Policy on Nondiscrimination and Equal Employment

Lebanon Valley College does not discriminate on the basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital/familial status, or veteran status in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and/or College policies. Lebanon Valley College prohibits discriminatory harassment and sexual harassment, including sexual violence and any type of sexual misconduct.

Lebanon Valley College is committed to a policy of equal employment opportunity for all of its employees and applicants. The College accepts the intent of the legislation referred to above to provide equitable treatment of all employees, and prohibits any form of discrimination that is in violation of any applicable federal, state, or local laws or ordinances and/or

College policies.

Policy Prohibiting Employee/Student Relationships

Lebanon Valley College employees (faculty, administrators, and staff) are prohibited from having a romantic, intimate, or sexual relationship with students. At the College, the roles of employees are multifaceted, including serving as intellectual guides, teachers, counselors, mentors and advisors; the employee's influence and authority extend far beyond the classroom or workplace. Consequently, the College believes that a romantic, intimate, or sexual relationship between an employee and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation by the faculty or staff member, is inconsistent with the proper role of the employee, and is therefore, prohibited. Entering into a romantic, intimate, or sexual relationship with any student is outside the bounds of an employee's assigned duties, and he/she may not be eligible for the College's liability insurance protection should the College and/or he/she incur civil or criminal liability as a result of his/her actions.

Policy Prohibiting Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior

1. *Prohibition on Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior*

All members of Lebanon Valley College have the right to work and study in an environment free of gender discrimination, including freedom from sexual harassment, sexual misconduct, and other sexually inappropriate behavior. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination and harassment. Sexual discrimination or harassment, sexual misconduct, and other sexually inappropriate behavior may affect the terms and conditions of employment or interfere with a student's work or academic performance and create an intimidating or hostile environment for that employee or student. Thus, Lebanon Valley College disapproves of and forbids gender discrimination and the sexual harassment of employees or students, and will not tolerate sexual assault, sexual misconduct, sexual violence, dating violence, domestic violence, stalking, or sexually inappropriate conduct in any form. Other acts can also be forms of sex or gender-based discrimination and are prohibited whether sexually based or not, including dating violence, domestic violence, and stalking. Such conduct is contrary to the values of Lebanon Valley College, violates the Student Conduct Code, and is a violation of College policy applicable to faculty, administration, and staff.

2. *Policy Definitions*

Consent

Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give Consent. Some indicators that an individual is incapacitated due to intoxication may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force or coercion is alleged, the absence of resistance does not demonstrate Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity.

Consent to engage in sexual activity may be withdrawn by either person at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute Consent. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Con-

sent (due to falling asleep or passing out into a state of unconsciousness, for example).

Coercion

The use or attempted use of pressure and/or oppressive behavior, including express or implied threats, intimidation, or physical force such that the application of pressure or oppression causes the recipient of the behavior to engage in unwanted sexual activity. Coercion includes administering or pressuring another to consume a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

Sexual Misconduct

Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent and/or arising out of or related to a current or past relationship or desired relationship without the other person's consent.

Violations of this policy include, but are not limited to:

- a) **Dating or Intimate Partner Violence**—The term “dating violence” means violence committed by a person—
 - (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship
- b) **Domestic Violence**—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Pennsylvania, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.
- c) **Indecent Exposure**—Disrobing or exposure of one's self or another person that occurs in a public area
- d) **Non-consensual Sexual Contact**—Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman on another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. Sexual misconduct is any non-consensual sexual contact, including any improper touching of intimate body parts. Sexual misconduct is the unwanted removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to, genitals, buttocks, groin, or breasts), or causing another to have indecent contact with them. It is important to note that it is illegal and a violation of College policy to administer alcohol and/or any other drug for the purpose of preventing resistance and/or inducing a mental state where the individual is incapable of appraising the nature of his/her conduct. Consent cannot be given by a sleeping or unconscious person. Silence or non-communication should not be interpreted as effective consent.
- e) **Sexual Assault**—Having or attempting to have sexual intercourse or oral sex, without Consent. Sexual intercourse means anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- f) **Sexual Exploitation**—Sexual exploitation occurs when an individual takes 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: non-consensual video or audiotaping of sexual activity; voyeurism; prostitution of self or others.

- g) **Sexual Abuse of Minors**—Sexual abuse of minors means involving a minor in sexual intercourse, masturbation, sadism, masochism, bestiality, fellatio, cunnilingus, lewd exhibition of the genitals, or nudity if such nudity is depicted for the purpose of sexual stimulation or gratification of any person who might view such depiction. It includes, but is not limited to, any sexual touching, with any object, on a minor or requiring a minor to touch you or himself/herself in a sexual manner. It includes, but is not limited to, any sexual contact with a minor, including any improper touching of the minor's intimate body parts or requiring a minor to touch you. Sexual abuse of children also includes any act of knowingly photographing, videotaping, or depicting on computer or films a minor engaging in any of the acts referred to above or in the simulation of such an act.
- h) **Sexually Inappropriate Behavior**—Conduct that is rude or obscene, or sexually suggestive gestures or communication. Public masturbation, disrobing, or exposure of one's self to another person without that person's consent is one example. This may be an isolated occurrence.
- i) **Stalking**—the term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - (i) fear for his or her safety or the safety of others; or
 - (ii) suffer substantial emotional distress.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or other gender-motivated offensive conduct constitutes sexual harassment when:

1. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or is made either explicitly or implicitly a term or condition of the student's education or academic success;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or for academic decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, or unreasonably interfering with the student's academic performance or, creating an intimidating, hostile, or offensive academic environment.

Examples of sexually harassing behavior may include, but are not limited to, the following:

- unwelcome verbal harassment or abuse of a sexual nature;
- unwelcome demands, threats, or pressure for sexual activity;
- unwelcome sexually motivated or inappropriate touching, petting, pinching, or other physical contact;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or academic status;
- unwelcome behavior or communications (verbal or written) directed at an individual because of gender;
- the use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of academic benefits, institutional climate, or educational opportunities;
- unwelcome sexually suggestive or obscene letters or notes;
- sexual rumors or name calling;
- unwelcome comments about one's body or physical characteristics;
- unwelcome salacious jokes or stories or dehumanizing graffiti;
- unwelcome displays of suggestive pictures, cartoons or objects;

- assault or attempted assault that is gender-based; and
- bullying, stalking, cyber-bullying.

Sexual harassment often takes place between persons of unequal power status. Faculty, administrators, and others who teach or supervise students (including, but not limited to, advisors, counselors, residential life staff members, and coaches) as well as all those who supervise or otherwise hold positions of authority over students, employees, or others should understand the fundamentally asymmetrical nature of the relationship that person has with students or subordinates.

However, sexual harassment can take many forms beyond what is obvious and can also occur between equals, i.e., student to student, staff-to-staff, etc. Sexual harassment can also occur between third parties and College employees and/or students. In certain circumstances, sexual harassment can also take place between people of the same gender.

Policy Prohibiting Other Unlawful Discrimination and Harassment

Discrimination and harassment based on race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, marital/familial status, or veteran status, or any other protected trait or characteristic is also prohibited under Lebanon Valley College policy. Conduct based on these bases/traits/characteristics constitutes harassment under this policy when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects the terms and conditions of employment, or affects a student's ability to participate in or benefit from an academic program or activity, or creates an intimidating, threatening, or abusive work or educational environment due to an individual's protected characteristic;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely affects an individual's employment or learning opportunities.

Examples of harassing behavior on the basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, marital/familial status, veteran status, or any other protected trait include, but are not limited to, the following:

- intimidation and implied or overt threats of physical violence motivated by any of these protected characteristics;
- physical acts of aggression or assault on another and/or damage to an individual's property that is motivated by that person's race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status, or any other protected trait;
- demeaning racial jokes, epithets, taunting, racial slurs, and derogatory racial nicknames, innuendos, or other negative or derogatory remarks of a racial nature or relating to race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, or veteran status, or any other protected trait (depending on circumstances and context);
- graffiti and/or slogans or visual displays such as cartoons or posters depicting slurs or derogatory sentiments based on race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, or veteran status, or any other protected trait (depending on circumstances and context);
- criminal offenses directed at persons because of their race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, or gender identity or expression, age, disability, genetic information, or veteran status, or any other protected trait.
- bullying, stalking, cyber-bullying

Reporting, Investigation, and Resolution of Discrimination, Harassment, and Sexual Misconduct Complaints by Students

- All complaints by students against other students or by students against third parties will

be reported and promptly, thoroughly, and impartially investigated in accordance with the provisions of the Student Conduct Code as set forth below. Complaints by students against members of the College faculty, administration, or staff will be promptly, thoroughly, and impartially investigated. Unless otherwise directed by the Title IX Coordinator, such investigations will be conducted jointly by the Human Resources Office and the associate dean of student affairs.

- In determining whether alleged conduct constitutes a violation of College policy, Lebanon Valley College will consider all relevant information and circumstances. If a policy violation is found to have occurred, immediate and appropriate action will be taken to stop the violation, prevent its recurrence, and remedy its effects on those impacted.

The College takes incidents of discrimination/harassment, sexual misconduct, and/or sexual harassment very seriously and encourages students to report all incidents. Students are free to report violations of this policy to the vice president of student affairs and dean of students, the associate dean of student affairs, residential life, or public safety staff members regardless of whether or not they choose to file a formal on campus complaint or press formal charges with law enforcement.

On Campus Resources for Reporting an Incident

Incidents should be reported to one of the following offices:

- Vice President of Student Affairs and Dean of Students: ext. 6233, 717-867-6238
- Associate Dean of Student Affairs: ext. 6233, 717-867-6863
- Residential Life: ext. 6230, 717-867-6230
- Public Safety: ext. 6111, 717-867-6111
- Human Resources: ext. 6416, 717-867-6416

Off Campus Resources

- Annville Township Police Department: 717-867-2711
- Sexual Assault Resource and Counseling Center: 717-272-5308
- Good Samaritan Hospital: 717-270-7500
- Hershey Medical Center: 717-531-8521

In the immediate aftermath of sexual misconduct or sexual assault, medical care and the collection of physical evidence are very important. The individual should not shower, bathe, or change clothes and may be taken to the hospital emergency room or health services (717-867-6232, 9 a.m.–5 p.m., Monday–Friday) as soon as possible.

College staff will treat each situation with sensitivity and, to the extent reasonably possible, confidentiality. In order for the College staff to respond effectively to an incident, it should be reported as soon as possible. The College reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct and/or sexual harassment in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements/class schedules, interim suspension from campus pending a hearing, and reporting to the local police. Prosecution by the criminal justice authorities is not a requirement for the on-campus judicial/student conduct process to be initiated.

As a result of the initial discussions between the complainant and appropriate College official, the College will conduct a prompt and thorough investigation into the matter, and will take any reasonable steps that it deems appropriate to remedy the situation. This investigation will take place regardless of whether the complainant chooses to file a formal written complaint. The College will attempt to honor a complainant's request for anonymity, unless an effective investigation cannot be conducted without disclosure of the complainant's identity. In any event, the College will make reasonable efforts to protect the complainant's right to be free from any retaliation in the classroom or anywhere on campus for having made a complaint.

For those students who are unsure about their options and would like to explore them confidentially, they should contact staff in health and counseling services. Students may decide to make a formal complaint after meeting with one of the staff members in these areas. **Discussing the situation with counseling services staff, health center staff, and the Chaplain**

does not constitute making a report as these professionals are bound by confidentiality.

The College encourages sexual misconduct and/or sexual harassment complainants to report violations of this policy to College officials, but recognizes that some complainants are hesitant to report to College officials because they fear that they themselves may be suspected of having violated College policy, such as underage drinking at the time of the incident. It is in the best interests of our community that as many complainants as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering alleged complainants amnesty from policy violations related to the incident.

If, after the initial discussions, the complainant decides to file a formal complaint, the associate dean of student affairs will instruct the complainant regarding the process for preparing a written statement.

Some violations of this policy may also be a crime. In particular, sexual misconduct such as sexual assault is a criminal offense as well as a violation of this policy and both criminal and College charges may arise from an alleged incident. The College's judicial/student conduct process is separate and distinct from the criminal process and is only making a determination regarding violation of this policy. Individuals who believe that they have been sexually assaulted are urged to contact the Annville Township Police Department or other local municipal authority and to preserve any evidence that may be necessary for proving the crime. A public safety officer or student affairs staff member can assist in the reporting process to the Annville Township Police Department. The College strongly encourages students to work with the Annville Township Police Department/other municipal authority, and will work with the local authorities to facilitate a timely investigative process. The College's judicial/student conduct process may proceed regardless of the status of the criminal justice process. The College may investigate and adjudicate reports of sexual misconduct without the permission or participation of the parties involved.

Support Services

Students seeking support services due to alleged sexual misconduct, including sexual assault, and sexual harassment are encouraged to report the incident. **There are resources both on campus and in the Lebanon County community to assist alleged complainants.**

Confidential On Campus Resources

- Health Services: 717-867-6232
- Counseling Services: 717-867-6696
- Chaplain: 717-867-6135

Confidential Off Campus Resources

- Sexual Assault Resource and Counseling Center (717-272-5308) is available to all students.

Talking to a counselor does not constitute reporting the incident; however, the counselor can help a student to report the incident if he/she chooses to do so. Talking to a counselor and/or reporting the incident can be initiated at any time. It does not have to be immediate and it does not depend on the collection of physical evidence. **Members of the health and counseling services staff and the chaplain are confidential resources** and do not investigate incidents. They do not make identifiable reports of incidents to College staff unless the student requests them to do so. Faculty, staff, and administrators outside of these three areas are not confidential resources. If a student discusses the incident with a College staff member or a faculty member (with the exception of therapists from counseling services, health services personnel, and the chaplain), the staff member or faculty member must contact student affairs or public safety staff to file a report or an Anonymous Report of Sexual Misconduct as required by the Clery Act.

Campus and Community Confidential Support Services

The decision of whether or not to report a case of sexual misconduct, sexual harassment, or sexually inappropriate behavior can be a difficult one, especially in the immediate aftermath of the incident. Talking with a trained counselor can be extremely helpful in dealing with the emotional trauma and in arriving at a decision about whether or not to report the incident. The counseling staff at Lebanon Valley College is available to help. All information will be held

in strict confidence except as otherwise permitted by law.

Title IX Advocacy Program

Lebanon Valley College has trained advocates who have been selected from our own faculty and staff. The purpose of providing an advocate to the complainant or respondent of sexual misconduct/assault is to offer support during a time of great stress. She/he may not fully be aware of what her/his options are based on her/his compromised position after the alleged misconduct/assault. The advocate can accompany the student throughout any part of the College process. A student-chosen advocate may offer support with regard to the emotional, medical, and legal ramifications after alleged sexual misconduct/assault on campus. The following individuals serve as LVC Victim Advocates:

- Alexis Baker, Administrative Assistant for Facilities, Facilities Services, 717-867-6340, abaker@lvc.edu
- Melissa Byler, Director of the LVC Sports Center, Arnold Sports Center, 717-867-6261, byler@lvc.edu
- Sarah Clark, Visiting Assistant Professor in English, Humanities 205-B, 717-867-6441, sclark@lvc.edu
- Amber Corcoran, Head Field Hockey Coach, LVC Sports Center, 717-867-6268, corcoran@lvc.edu
- Mark Costello, Assistant Football Coach, Arnold Sports Center, 717-867-6993, costello@lvc.edu
- Sean Droms, Assistant Professor of Mathematics, Lynch 283-F, 717-867-6086, droms@lvc.edu
- Jen Evans, Director of Student Activities, Center for Student Engagement, 717-867-6164, jevans@lvc.edu
- Heidi Freeland-Trail, Area Coordinator, Center for Student Engagement, 717-867-6866, freeland@lvc.edu
- Sarah Greene, Director of the Bishop Library, 717-867-6985, sgreene@lvc.edu
- Kimberlee Josephson, Assistant Professor of Business Administration, Lynch 136, 717-867-6109, josephso@lvc.edu
- Olajiwon McCadney, Assistant Director of Intercultural Affairs, Center for Student Engagement, 717-867-6239, mccadney@lvc.edu
- Justin Morell, Assistant Professor of Music, Blair 216, 717-867-6294, morell@lvc.edu
- Robin Myers, Clinical Assistant Professor of Physical Therapy, Heilman 115-A, 717-867-6851, rmyers@lvc.edu
- James F. O'Brien, Arnold Sports Center Secretary, Arnold Sports Center, 717-867-6360, obrien@lvc.edu
- Matt Sayers, Associate Professor of Religion, Humanities 307-D, 717-867-6133, sayers@lvc.edu
- Melissa Sherwood, Human Resources Assistant, Humanities 108, 717-867-6415, sherwood@lvc.edu
- Holly Wendt, Assistant Professor of English, Humanities 208-D, 717-867-6403, wendt@lvc.edu

Identity of Title IX Coordinator and Deputies and OCR Information

The following person has been designated as the College's Title IX Coordinator:

Ann C. Hayes, Director of Human Resources, Humanities 108-C, Lebanon Valley College, 101 N. College Avenue, Annville, Pa. 17003-1400, 717-867-6416, hayes@lvc.edu

The following individuals have been designated as Deputy Title IX Coordinators:

Robert L. Mikus, Associate Dean of Student Affairs, Center for Student Engagement, Mund College Center, Lebanon Valley College, 101 N. College Avenue, Annville, Pa. 17003-1400, 717-867-6863, mikus@lvc.edu

Stacey Hollinger, Associate Athletic Director/Senior Women's Administrator, Lebanon Valley College, Arnold Sports Center, 101 N. College Avenue, Annville, Pa. 17003-1400, 717-867-6891, sholling@lvc.edu

Ann E. Damiano, Senior Associate Dean of Academic Affairs, Humanities, 201-A, Lebanon Valley College, 101 North College Avenue, Annville, Pa. 17003-1400, 717-867-6077, damiano@lvc.edu

Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX coordinator or deputy coordinators identified above or to the Office for Civil Rights, United States Department of Education. Visit <https://wdcrobcopl01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

Investigation and Procedure When the Respondent is a Member of the College's Faculty, Administration, or Staff

The investigation and process when the Respondent is a member of the College's faculty, administration, or staff are handled in accordance with the College's Employee Handbook (accessible through the Office of Human Resources). All reports/complaints will be taken seriously. The Title IX coordinator will ensure that all reports/complaints are promptly, thoroughly, and impartially investigated and action taken is appropriate.

Investigation (Student Respondents)

All reports/complaints will be taken seriously. The Title IX coordinator will ensure that all reports/complaints are promptly, thoroughly, and impartially investigated. Unless otherwise directed by the Title IX coordinator, all investigations will be conducted by the Office of Student Affairs, which may involve other offices, as appropriate. The investigator(s) will inform the Respondent about the College's policy regarding such behavior, and advise the Respondent that retaliation is prohibited. In determining whether alleged conduct constitutes a violation of this policy, Lebanon Valley College will consider all relevant information and circumstances. Confidentiality will be maintained throughout the investigation to the extent practical and consistent with the College's need to undertake a full and impartial investigation.

Absent exceptional circumstances, the investigation shall be completed and a written report submitted in a prompt manner. That report will be submitted to the vice president of student affairs and dean of students or his/her designee.

- a. **Confidentiality.** The College will protect the identify of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the College will take all reasonable steps to investigate and respond to the complaint consistent with any request for confidentiality or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the request by the Complainant.

If the complainant requests anonymity or that the College not pursue an investigation, the College must balance this request in the context of its responsibility to provide as a safe environment for all College community members. In cases where the College cannot respect these wishes of the complainant, the College will consult with the complainant and keep him/her informed about the College's course of action.

If the report of misconduct discloses an immediate threat to the College campus community, where timely notice must be given to protect the health or safety of the community, the College may not be able to maintain the confidentiality of the alleged complainant or alleged respondent's identities.

The College will assess any barriers to proceeding, including retaliation, and in cases where informal or formal resolution will take place, the College will inform the Respondent that Title IX prohibits retaliation and the College will take strong responsive action to protect the Complainant.

The College designated the following individual(s) to evaluate requests for confidentiality once the College is aware of alleged sexual violence: **Ann Hayes, Title IX coordinator.**

- b. **No Retaliation.** Not only College policy but also federal and state anti-discrimination laws prohibit retaliation against anyone involved (complainant, respondent, witness, etc.)

in the investigation of a claim of harassment and/or discrimination. The College prohibits retaliation against any person who reports alleged sexual or other unlawful harassment and/or discrimination or who testifies, assists, cooperates, or participates in an investigation or other proceeding related to making a sexual or other unlawful harassment and/or discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Formal Complaints, Resolution, Sanctions, and the Appeals Process (*Student Respondents*)

Filing a Formal Complaint

Students wishing to bring a complaint of gender discrimination, sexual misconduct, sexual harassment, or sexually inappropriate behavior should contact the vice president of student affairs and dean of students, associate dean of student affairs, residential life staff, or public safety staff. The staff in each of these areas has reporting authority and will initiate the College's investigative process into an incident. This will include notification to public safety and in some cases the Annville Township Police Department. A College official will apprise the student of the College's policies and procedures in such cases, the rights of both parties, and the possible outcomes. The College official or his/her designee will request that the student complete a formal written statement.

Once a formal complaint has been filed, the alleged respondent named in the complaint will be contacted and the alleged respondent will be provided with access to the formal written statement. Every reasonable effort will be made to protect the confidentiality of all parties involved. The College official will apprise the alleged respondent of the College's policies and procedures in such cases, the rights of both parties, and the possible outcomes.

Investigations will be conducted by the associate dean of student affairs or other investigator designated by the associate dean of student affairs. Investigation by the College will begin promptly. As stated in the introduction, all reasonable efforts will be made to keep information private during the College's investigation and adjudication of a complaint.

The investigation will generally include an interview with the complainant, respondent, and anyone else deemed by the associate dean of student affairs or designee as having important information related to the incident. The complainant and respondent are permitted to have an advisor present during this interview(s) as well as during any meetings during the adjudication of charges. The role of an advisor is to support the complainant and the respondent throughout the process, but the advisor may not represent the respondent or complainant. The student and advisor may speak quietly to one another or request a short break in order to speak.

Students charged with violating this policy may be subject to an Interim Suspension or other Interim Measures (such as cease & desist/no contact directives, temporary adjustments to living arrangements, residential restrictions, restrictions from College activities and/or facilities, work or job assignment changes, adjusted class schedule, etc.) until the complaint is resolved. These actions are not a presumption of responsibility for violation of this policy. Please see the Interim Suspension policy for more information.

Adjudication of the *Policy on Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior* complaints will be conducted by the associate dean of student affairs or her/his designee or a Campus Judicial Board. The standard of proof will be the preponderance of the information standard.

Written charges will be presented to the respondent indicating the potential elements of this policy that may have been violated. The respondent will be asked to provide a written statement related to the charges.

The associate dean of student affairs or his/her designee or a Campus Judicial Board will determine by the preponderance of the information if a violation of the *Policy on Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior* occurred and, if so, also determine any necessary judicial/student conduct action.

Resolving the Complaint

The judicial/student conduct body will resolve the case as promptly and equitably as possible using the preponderance of the information as the standard of proof in order to determine whether or not the respondent has violated Lebanon Valley College's Policy on Gender Dis-

crimination, *Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior* as described in this document. The judicial/ student conduct body will make every reasonable effort to resolve the complaint of this policy in such a way as to ensure that the rights of both parties are carefully protected. All proceedings before the judicial/student conduct body are closed to the public. The hearing conducted by the judicial/student conduct body will be digitally recorded and will be made available to those College officials responsible for the sanctions and the appeal process. The digital recording will not be published or released to anyone unless deemed necessary by the College in the context of legal proceedings.

A student has the option of initiating charges through the on-campus judicial/student conduct system and/or the court system. No action of the College shall be construed to limit the complainant's right to initiate civil and/or criminal proceedings against the alleged perpetrator in a Commonwealth court. Also, in the event that the student decides to pursue redress through the College judicial/student conduct process, such action will occur regardless of the intent to pursue or the outcome of any Commonwealth action.

If charges are filed with both Lebanon Valley College and the Commonwealth Court system, the adjudication processes will remain separate and distinct. The College's adjudication of charges will proceed regardless of the criminal justice process. After consulting with College staff or agencies listed above, a complainant may decide to file charges with the Annville Township Police Department and/or to file a formal complaint with the appropriate Lebanon Valley College official.

Complainant and Respondent Initiated Resolution

In some cases, the complainant or the respondent may request that the parties attempt to reach an informal resolution of a complaint rather than proceeding with formal judicial/student conduct proceedings. If both the complainant and the respondent request to participate in this process, the associate dean of student affairs or his/her designee will meet with both parties (separately or together, as appropriate) and attempt to facilitate an appropriate resolution to the matter. If the complainant or the respondent withdraws his/her consent to participate in this process before the process is concluded, if the parties cannot agree on an appropriate resolution (including, without limitation, any sanctions to be imposed), or if the associate dean of student affairs or his/her designee determines that the resolution agreed on by the parties is not in the best interests of the College, its students and/or other members of the campus community, the case will be referred to a judicial/student conduct body. In some cases, a mediated resolution may not be appropriate even if the complainant and respondent are willing to resolve in mutual ways.

Individual Rights

During a hearing, the complainant and the respondent are afforded the following rights:

1. The right to remain silent
2. The right to make his/her statement without being in the presence of the respondent/complainant
3. The right not to have his /her past sexual history with persons other than the respondent/complainant discussed during the hearing
4. The right to report his/her account of the incident and to call witness to testify
5. The right to have access to health and counseling services
6. The right to request/select someone to serve as a support/advisor throughout the process
7. The right to be free from intimidation
8. The right to have access to written reports for review prior to the hearing
9. The right to present a written or oral impact statement
10. The right to be informed of the judicial/student conduct decision as soon as possible
11. The right to appeal

Hearing procedures and guidelines are detailed within this Student Handbook.

Sanctions

Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Be-

havior such as sexual assault are major violations of the Student Conduct Code. A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, disciplinary probation, residence reassignment, no-contact directive, College suspension or College expulsion. Not all forms of violations of this policy will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from verbal warning to dismissal, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent of violations of this policy when making determinations. Only after a student has been found responsible will previous student conduct history be considered.

The associate dean of student affairs will communicate in writing to the complainant and the respondent, the decision regarding any College policies determined to have been violated as well as a description of any sanctions to be imposed.

Some of the prohibited conduct referred to herein are criminal acts, which also subjects the alleged offender to prosecution under Pennsylvania criminal statutes.

Appeal Process (Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior)

Appeals of this policy will be heard by the vice president of student affairs and dean of students or his/her designee. If the vice president of student affairs and dean of students has been actively involved in the initial adjudication, the president and/or his or her designee will serve as the final appeal.

Reasons for Appeal

Both the respondent and complainant may appeal a decision in a case for the following reasons (severity of sanctions, due process, or new information):

1. To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found responsible;
2. To determine presence of any procedural error which substantially affected the outcome of the case; or
3. To determine if new information is discovered which was not available at the time of the investigative process and could have affected the outcome of the case.

Process for the Appeal

A student (complainant or respondent) wishing to appeal should submit their written appeal stating the reasons for such a request to the vice president of student affairs and dean of students or his/her designee within five (5) business days of receipt of the original decision. Appeals are due by 4:30 p.m. on the fifth business day following the original decision. If the respondent appeals, the complainant will be informed that an appeal has been submitted; if the complainant appeals, the respondent will be informed that an appeal has been submitted.

The decision of the appeal by the vice president of student affairs and dean of students or his/her designee is final. The respondent/complainant is entitled to only one appeal.

If the vice president of student affairs and dean of students or his/her designee becomes so involved in the investigation or adjudication of a case such that he/she feels his/her impartiality may be compromised, he/she may defer appellate responsibilities for the case in question to the president of the College or his/her designee.

Reporting Child Abuse and Emergencies

When the victim of sexual misconduct is a minor or some other person unable to give consent, it is called sexual abuse. If you have suspicion of sexual abuse or any form of child abuse at LVC, you must report it to your supervisor, department chair, and/or the Title IX coordinator or any of the deputy coordinators. If you are a supervisor or department chair who receives a report of suspected sexual or other child abuse, you must immediately inform one of the offices below. Such reports will be dealt with promptly, and confidentiality will be maintained to the greatest extent possible.

LVC Public Safety (24 hours): 717-867-6111

LVC Student Affairs: 717-867-6233

LVC Human Resources: 717-867-6415

If you witness or otherwise have direct knowledge of an incident of sexual or other child abuse at LVC, you must report it to your supervisor or department chair, and/or the Title IX coordinator or any of the deputy coordinators and to one of the offices above and, in addition, to local law enforcement authorities (see phone number below). You should take action to safeguard the victim if circumstances allow.

Annaville Township Police Department: 717-867-2711

In an Emergency, call 911

To report child abuse call **1-800-932-0313**.

If you are a mandated reporter, go to www.compass.state.pa.us/cwis. To learn more about protecting Pennsylvania's children from abuse and neglect go to www.KeepKidsSafe.pa.gov.

If you, or another individual, are in need of immediate assistance, please call the Office of Public Safety (PS) at 717-867-6111 and/or the Annville Township Police Department at 717-867-2711, or call 911. You should call PS and/or the Annville Township Police Department in the following circumstances:

- ***The health, safety, or well-being of any individual is in jeopardy;***
- ***An individual is in need of immediate medical assistance; or***
- ***Criminal or questionable activity is in progress.***

POLICY AND GUIDELINES ON PUBLIC EXPRESSION ACTIVITIES

Policy Regarding Public Expression Activities

Freedom of Public Expression

Lebanon Valley College is committed to providing an environment where issues can be publicly discussed and explored. The freedom to exchange views publicly is essential to the life of the College. In order to provide an atmosphere in which open communication can occur without disrupting the academic mission or the daily functions of the College, this policy which shall govern all forms of public expression of ideas and information, including campus demonstrations, speakers, and the distribution and/ or posting of written materials.

Lebanon Valley College affords all members of the College community (defined as currently enrolled students, currently employed members of the faculty, administration, and staff, and officially recognized student, faculty, administrative, or staff organizations) substantial privileges with respect to freedom of speech and expression. The College encourages a balanced approach in all communications and the inclusion of contrary points of view. This freedom, however, is subject to reasonable restrictions of time, place, and manner so that the activities do not intrude on or interfere with the academic mission and daily functions of the College, or with other rights of members of the College community as defined under College policy.

Basic Principles of Free Expression

Anyone choosing to engage in any form of public expression at the College must, at a minimum, adhere to and observe these basic principles of freedom of expression:

1. Groups or individuals engaged in public expression activities must take upon themselves the responsibility for seeing that reasonable order and decorum are maintained in their activities.
2. Public expression activity cannot be unlawful and must not violate or conflict with local, state, or federal laws. Such activities must not violate the College's Harassment Policy or any other College policy.
3. Public expression activity cannot jeopardize public or individual safety.
4. The public expression of views and opinions cannot prevent, impede, unduly obstruct, disturb, or interfere with the following:
 - Regular academic activities, such as academic classes, labs, study facilities, libraries, or other activities in any academic building, etc.
 - Regular business activities of the College
 - The regular functioning of the College's residence hall communities

- Pedestrian or vehicular traffic
5. In accordance with the free traditions of the College community, audiences shall be allowed to ask questions of speakers unless considerations of time, format, or the like indicate otherwise.
 6. The speaker's ability to speak and the audience's right to see and to hear a speaker may not be unreasonably impeded.
 7. It is assumed that all events will be open to those wishing to attend unless publicity indicates that the event is for members only.
 8. Non-members of the College community are not permitted to be involved in public expression on College property unless they are invited and sponsored by an academic/administrative department or a recognized student or faculty organization.

Guidelines for Public Expression Activity on Campus

To clarify expected behaviors for public expression activity, the College offers the following definitions and guidelines for such activity:

Examples of Public Expression Activities

Assemblies, demonstrations, debates, forums, rallies, protests, picketing, speakers, etc. that are held on College property and that are open to the general campus community.

Definition of Members and Non-Members of the College Community

Currently enrolled students, currently employed members of the faculty, administration, and staff, and officially recognized student, faculty, administrative, or staff organizations are within the definition of "members of the College community" as used in this policy and guidelines. In addition to individuals who do not belong to any of these identified groups, any group or organizations that include one or more persons who are not members of the College community as active participants in the planned speech/demonstration is considered a "non-members of the College community."

Definition of Sponsor

A sponsor is a recognized student or faculty organization or an academic or administrative department that invites a non-member of the College community to speak or demonstrate on campus. Individual members of the College community can serve as sponsors only through the support of their department or recognized organization.

Responsibilities of a Sponsor

The sponsor must agree to take on the following responsibilities for the on-campus activities of a non-College individual, group, or organization:

1. The sponsor is responsible for assuring that the activities of the sponsored individual or group are carried out in accordance with the expectations delineated in the College Policy on Freedom of Public Expression and these Guidelines.
2. The sponsor must be clearly identified in all publicity materials, and at the beginning of the event itself.
3. If the College determines that additional security measures are necessary to assure compliance with the Policy on Freedom of Public Expression, the sponsor must agree to such additional security and shall be responsible for the cost of these additional security measures.

Notice of Time of Public Expression

For public expression by members of the College Community—Such activities must be conducted at times such that they do not create a disruption of College work. Members of the College community are encouraged to give prior notice of their plans to the vice president of student affairs and dean of students at least 24 business hours prior to the event. This prior notice will help assure that the policy and guidelines are followed.

For public expression by individuals or groups that are not members of the College community—the sponsor (as defined herein) of public expression activity by non-members of the College community must give prior notice of its plans to the vice president of student affairs

and dean of students at least 48 working hours prior to the event. This prior notice will help assure that this policy and these guidelines are followed. (Moreover, such activities must be conducted at times such that they do not create a disruption to College activities).

Location/Place of Public Expression Activities

For public expression by members of the College community—The College reserves the right to designate the location of these events, to help assure that this policy and these guidelines are followed.

- The plaza of the Rosemary Yuhas Commons is an example of a location that meets the basic principles described in this policy and in these guidelines. Groups may be encouraged to consider the plaza of the Yuhas Commons as a primary location for public expression activities on campus.

For public expression by non-members of the College community—The College reserves the right to designate the location for these events, to help assure that this policy and these guidelines are followed.

Manner of Public Expression on Campus

Principles of Free Expression: The Principles of Free Expression as set forth in the College's Policy on Freedom of Public Expression must be followed.

College/Personal Property: Damage or destruction of property is prohibited.

Amplification Equipment: The College reserves the right to restrict the use of amplification equipment in association with any public expression activity. The use of amplification must be approved by the College in advance of the activity, and can be prohibited altogether.

Structures: The placing or erecting of structures of any size or material is prohibited.

Pamphlets: Papers, pamphlets, and similar materials may be distributed in person by members of the College community or by sponsored non-members of the College community (as defined in this policy/guidelines); however, distribution by means of accosting individuals or by hawking or shouting is prohibited. Efforts must be made to avoid litter.

The Public Distribution and Posting of Written Materials

Members of the College community are permitted to publicly distribute written materials in accordance with the Policy and Guidelines on Freedom of Public Expression.

Non-members of the College community are not permitted to publicly distribute written materials on College property unless they are invited and sponsored by an academic or administrative department or a recognized student or faculty organization.

Guidelines for the Public Posting of Written Materials

General Prohibition: Except as permitted herein, no poster, notice, handbill, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as the sides of doors or buildings, windows, the surface of walkways or roads, fountains, posts, waste receptacles, or trees.

Buildings: Postings within Campus buildings are permitted only on bulletin boards designated as "general purpose" bulletin boards.

No Other Locations: No postings may be made in any location other than those designated in these Guidelines without prior approval from the vice president of students affairs and dean of students.

Identification: Any postings must clearly and prominently identify the organization/individual responsible for the posting.

Time period for posting: All postings must be dated. The College may remove any out-of-date postings.

Chalking: Chalking is permitted on sidewalks and plazas. It is not permitted on buildings or on any brick surfaces.

Failure to comply with these guidelines: May result in removal of the posting in question.

Violation of Policy and Guidelines

The vice president of student affairs and dean of students or his/her designee will be responsible for administering this policy and the related guidelines. Violations of this policy and the related guidelines are subject to disciplinary sanctions. Charges against students will be resolved through the disciplinary process as set forth in the Student Handbook. Faculty and staff discipline will be processed according to the applicable guidelines. Non-members of the College community acting in violation of this policy and/or the related guidelines will be required to leave campus and may be referred to the Annville Township Police Department in the event of criminal conduct.

COLLEGE POLICY ON ALCOHOL

The College seeks to encourage and sustain an academic environment that respects individual freedom and promotes the health, safety, and welfare of all members of its community. The College has established the policies governing the possession, sale, and consumption of alcoholic beverages on its campus, and which conform to the laws of the Commonwealth of Pennsylvania. The College sponsors programs that promote awareness of the physical, psychological, social, and behavioral effects of alcohol consumption. The College also assists its members in finding alternatives to the use of alcoholic beverages for promoting social interaction and stress reduction, and it provides some services and resources for community members who are experiencing alcohol-related difficulties. Lebanon Valley College's alcohol policy and programs are intended to encourage its members to make responsible decisions about the use of alcoholic beverages, and to promote safe, legal, and healthy patterns of social interaction. The consumption of alcohol has potential for abuse, and the College community will not tolerate inappropriate use of alcoholic beverages, regardless of the age of the student. Students and organizations violating the following guidelines are subject to judicial/student conduct action by the College. Students and student organizations violating public law are not shielded from legal authorities, even when College judicial/student conduct action is taken with regard to College policy.

ALCOHOL POLICY GUIDELINES

1. No person under the age of 21 is permitted to possess or consume alcohol on property owned or controlled by Lebanon Valley College.
2. Students under 21 years of age may not be present where alcohol is being served or consumed except when the consumption occurs in their residence hall room/ living space and is by their roommate(s) who is 21 years of age or older. On rare occasions, students under 21 years of age may find themselves in the presence of alcohol but may not be charged with a violation of the Student Conduct Code (see Use of Breathalyzer section below).
3. Students under 21 years of age may not possess alcohol containers, whether empty or full, as decorative items or for any other reason in their residence hall room/living area.
4. Students 21 years of age or older may possess alcohol for their personal use in their own residence hall room/living space. The maximum quantity allowed is not more than two six-packs of 12 oz. beer, or one six-pack of wine coolers, or one liter of wine, or one liter of distilled alcohol per 21 year old or older resident of that particular residence hall room/living space. Any amount of alcohol beyond the above stated quantity will be considered an Excessive Amount of Alcohol and is prohibited.
5. Resident students who are 21 years of age or older may not consume alcohol in the presence of anyone under 21 years of age other than their roommate(s).
6. Students 21 years of age or older are not permitted to furnish alcohol to minors.
7. Alcoholic beverage containers must be sealed and concealed from view when transported on campus to a student's living space.
8. Alcohol may not be possessed or consumed in any common area. Common areas are defined as indoor or outdoor spaces used by the residential community. These include but are not limited to lounges, hallways, stairwells, porches, academic buildings, Mund College Center, Yuhas Commons, parking lots, and athletic facilities.
9. Activities or drinking games that encourage rapid consumption of alcohol are prohibited.
10. Four Loko, Grain alcohol, kegs of any size, beer balls, or other containers of large quantity, whether empty, partially, or completely filled, are strictly prohibited on property

owned or controlled by Lebanon Valley College.

11. Alcohol paraphernalia will be confiscated. Paraphernalia includes but is not limited to partially filled or empty containers, funnels, keg taps, and pong/drinking game tables.
12. Intoxication, regardless of age, in which a student is disruptive or whose behavior requires an intervention will not be tolerated.
13. Furnishing of alcohol to a visibly intoxicated person is prohibited. Provision must be made for the safety of such individuals by calling residential life or public safety staffs or an ambulance.
14. The host(s) of any gathering in which alcohol is present will be responsible for what occurs in their residence hall room/ living area or gathering.
15. All non-student guests are subject to College Policy. Student hosts will be held responsible for the behavior of their guest.
16. Students who violate the law off campus may also receive a College sanction.

Our main obligation is to preserve an atmosphere conducive to study and personal growth. Each student has the right to quiet conditions in a residential living area, weekends included. Students are to behave in a manner that does not disrupt the residence hall or infringe on the rights of another student to study or sleep, bring discredit upon themselves or the College, or interfere with the rights, freedoms, and safety of others.

Engaging in acts of public drunkenness, vandalism, disorderly conduct, harassment, or infringement of the rights or privacy of others is in violation of the values respected by the Lebanon Valley College community and will not be tolerated. **Each individual maintains the responsibility for his or her own decisions and actions regarding the use of alcoholic beverages and should be prepared to accept the consequences associated with any violation of College policy and federal, state, and local laws and ordinances.**

Students of any age who do not conform to the expectations of the College's alcohol policy guidelines will be subject to judicial/student conduct action and confiscation of alcoholic beverages and alcoholic beverage containers (if applicable) by the residential life staff and public safety personnel and referral to the associate dean of student affairs and/or cited by law enforcement officers. Activities which take place within a student's room, suite, or apartment which cause or lead to disturbances or damage will not be tolerated, and disruptive students will be referred to the associate dean of student affairs or his/her designee. Moreover, students who are intoxicated/under the influence of alcohol and/or disorderly, whether in possession of alcohol or not, will also be referred to the associate dean of student affairs. Intoxication will not be an excuse for misbehavior; indeed, misbehavior while intoxicated may be dealt with more strongly than simple misbehavior. Depending on the nature and severity of the offense, the associate dean of student affairs will impose sanctions consistent with College policy. **Sanctions are included in the *Student Handbook*.**

The College expects each student to comply with federal, state, and local laws concerning alcoholic beverages, and further stresses that any student who illegally uses alcoholic beverages is subject to the jurisdiction of the civil authorities. The College defines its relationship with students in this area as non-custodial and stresses that there is no "special relationship" created by their status as students as it pertains to the law. The College will take no responsibility for any actions taken by students who have been drinking, on or off campus.

A student whose level of intoxication is such that it is potentially life threatening, requires medical attention, involves injury, or results in property damage may be required to have counseling services and/or an alcohol assessment and be required to follow the recommendations of the assessment.

Students who violate AOD (Alcohol and Other Drugs) laws off campus may also face College judicial/student conduct sanctions. More specifically, if a student is arrested for DUI, controlled substance, marijuana and/or paraphernalia, and/or violence related to AOD issues, College charges will be filed. In cases of open containers and underage possession, the College reserves the right to bring charges; however, repeated offenses of this nature will result in College charges.

Guidelines for Enforcement

Student affairs and public safety personnel have responsibilities for enforcing the College's rules and regulations concerning the possession and consumption of alcoholic beverages on campus. These rules and regulations have been developed to comply with the laws of the Commonwealth of Pennsylvania and to maintain a standard of conduct consistent with the mission of Lebanon Valley College.

The primary means of enforcing the College's alcohol policy will be the Lebanon Valley College Judicial/Student Conduct System, which provides for either administrative action or action by a Judicial/Student Conduct Body when students or student groups and organizations are charged with violating College policy. However, if the College considers the incident to be particularly serious, criminal procedures, in addition to action through the Student Conduct Code, may result. The following principles shall apply in enforcing the College's alcohol policy:

Any student, whether of legal age or not, who commits a criminal act against a person or property while intoxicated on College property faces the possibility of criminal action in addition to on-campus judicial/student conduct action.

The use of legal substances for unintended purposes (intoxication) may subject the user, regardless of age, to judicial/student conduct action if behaviors impact the individual or campus community.

Use of Breathalyzers/BAC testing: College policies prohibit the use of ANY amount of alcohol by those students under the age of 21. On occasion, underage students may be found "in the presence of alcohol," a violation of the Student Conduct Code. This may occur while visiting in other students' rooms, common areas, or other campus properties. In order to evaluate if an underage person has violated the legal drinking age and/or may be a health and safety risk due to the amount of alcohol used, public safety staff have portable Breathalyzer units. On campus, a test may be administered by public safety at the discretion of the officer addressing the situation. Residential life staff will NOT administer Breathalyzer tests. Public safety **may** ask students to take a voluntary Breathalyzer test in order to demonstrate that they have not been drinking alcohol. They **may** also ask students to take a Breathalyzer test to help assess the need for medical treatment. It is not public safety's responsibility to offer any individual a Breathalyzer test. Staff may offer one as a courtesy, but it is the responsibility of each individual to request a Breathalyzer test. Students have the right to refuse to take a Breathalyzer test. However, if you do not take a Breathalyzer test and are charged with "*in the presence of alcohol*" your student conduct hearing officer has no other way of knowing that you were not drinking. Student conduct hearing officers use a preponderance of information standard to determine responsibility for a policy violation. Students who consent/request a Breathalyzer test will not be charged **IF** they are found not to have consumed alcohol, per test (.00) results. Public safety maintains a complete policy on the use of the Breathalyzer unit(s) as part of their policy/protocols manual. Note that Breathalyzer test results **WILL NOT** be shared with local police. Non-students/guests will NOT be tested.

Information on Pennsylvania Crimes Code

All persons, while in the Commonwealth of Pennsylvania, are subject to the Pennsylvania Liquor Code and the Pennsylvania Crimes Code. The College expects students to know and comply with these laws and provisions and will not condone violation of them nor impede legitimate efforts of the state or township to enforce them.

1. The minimum age in Pennsylvania for the purchase, consumption, possession, or transportation of alcoholic beverages is 21 years.
2. It is illegal to furnish or serve alcoholic beverages to any person under the age of 21.
3. Pennsylvania law provides that any person less than 21 years of age who attempts to purchase, purchases, possesses, consumes, or transports any alcoholic beverages within Pennsylvania is subject to a fine of up to \$500 and will lose his/her driver's license for a minimum of 90 days. In addition, any person 21 years of age or older who gives any alcoholic beverages to any person under 21 years of age commits a misdemeanor of the third degree. Such persons are subject to a fine of not less than \$1,000 for the first viola-

- tion, and a fine of \$2,500 for each subsequent violation, and may also face imprisonment.
4. Local ordinance prohibits carrying or consuming of alcoholic beverages in open containers out-of-doors on public property, regardless of a person's age.
 5. It is illegal to use false identification or to misrepresent one's age for the purpose of obtaining or consuming alcoholic beverages.
 6. No group which is not licensed by the Liquor Control Board may sell alcoholic beverages.
 7. Driving under the influence of alcohol (blood alcohol level of 0.08 percent or greater) is illegal.

All students should be aware of the following sections of the 1986 revision of the Pennsylvania Crimes Code, Title 18 Act 31: Liquor Law Violations and Penalties.

Section 6307 Misrepresentation of Age: A person being under the age of 21, knowingly and falsely represents himself to be 21 years of age or older... for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages... **FIRST OFFENSE:** Summary violation, not more than \$500 fine and suspension of driver's license for 90 days. **SUBSEQUENT OFFENSE(S):** Misdemeanor III, pay a fine of not more than \$500, suspension of license for one-two year(s). **MANDATORY SENTENCING.**

Section 6308 (a) Purchase, Consumption, Possession or Transportation of Liquor or Malt or Brewed Beverages: A person... less than 21 years of age, attempts to purchase, purchases, consumes, or possesses, or knowingly and intentionally transports any liquor... parents notified of arrest. **FIRST OFFENSE:** not more than \$500 fine, suspension of license for 90 days. **SUBSEQUENT OFFENSE(S):** fine up to \$1,000, suspension of license for one-two year(s).

Section 6308 (f) Exception for Person Seeking Medical Attention for Another:

A person shall be immune from prosecution for consumption or possession under subsection (a) if he can establish the following:

- (1) The only way law enforcement officers became aware of the person's violation of subsection (a) is because the person placed a 911 call, or a call to campus safety, police, or emergency services, in good faith, based on a reasonable belief and reported that another person was in need of immediate medical attention to prevent death or serious injury.
- (2) The person reasonably believed he was the first person to make a 911 call or a call to campus safety, police, or emergency services, and report that a person needed immediate medical attention to prevent death or serious injury.
- (3) The person provided his own name to the 911 operator or equivalent campus safety, police, or emergency officer.
- (4) The person remained with the person needing medical assistance until emergency health care providers arrived and the need for his presence had ended.

Section 6310 Inducement of Minors to Buy Liquor: ... misdemeanor of the third degree if he hires or requests or induces any minor to purchase, or offer to purchase liquor... from a... licensed dealer for any purpose. **PENALTY:** **MANDATORY SENTENCING** and a fine of not less than \$300.

Section 6310.1 Selling or Furnishing to Minors: A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or... furnishes, or purchases with the intent to sell or furnish, any liquor... to a person... (under the age of 21). **FIRST OFFENSE:** fine of not less than \$1,000, possible imprisonment, or both. **SUBSEQUENT:** \$2,500 fine, possible imprisonment.

The word "furnish" as detailed within this Pennsylvania Crimes Code section is defined as "to supply, give or provide to, or allow minor to possess on premises or property owned or controlled by the person charged."

COLLEGE POLICY ON DRUGS

Lebanon Valley College intends to provide and maintain a drug-free environment for all stu-

dents and employees of the College. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on any Lebanon Valley College property. A controlled substance is a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act, 21 U.S.C. Section 812 and as further defined by regulation or amendment. Examples of controlled substances include, but are not limited to, opiates, such as heroin, morphine, and codeine; cocaine; cannabinoids, such as marijuana and hashish; amphetamines; barbiturates; valium or Librium, phencyclidine (PCP), methaqualone (Quaalude), and peyote (LSD); and substances not sold as prescription drugs or medicines but which are used for mind and/or behavior altering effect.

Possession and use of such drugs and materials that is in violation of Federal and/or state laws subjects students and employees to the claims of those laws. The College fully supports the laws of the Commonwealth and acknowledges the rights of civil authorities in enforcing these laws.

Additionally, violations of this policy will render a student liable to on-campus judicial/student action in accord with the Student Conduct Code. Also, the possession of paraphernalia associated with the dispensing or use of alcohol or illegal drugs is a violation of the Student Conduct Code.

Due to the danger of such substances as synthetic marijuana or K2-type products, these substances are prohibited on property owned by Lebanon Valley College.

Health Risks

The policies regarding alcohol and drugs are couched largely in terms of their relationship to federal and state laws and to operational and judicial/student conduct procedures at the College. The policies exist, however, not simply because there are laws governing their use or because the abuse of such substances is often related to behavioral problems which often violate the character of the community, but because the use and abuse of such substances represents a health risk about which any educational institution has responsibility to warn its students.

Substance abuse can affect the physiological processes of body organs and systems, and mental and emotional health. Health risks associated with substance abuse are: damage to the central nervous system causing impairment of brain functions and marked instability in mood; damage to the cardiovascular and digestive systems; and damage to the liver. Recent research indicates that substance abuse can affect the reproductive system causing increased risk of infertility and breast cancer in women, of sterility and impotence in men, and deformities in the fetus.

Perhaps the most harmful potential effect of alcohol abuse is chemical dependency, estimated to affect 10 percent of the population. The College encourages you to seek help if you suspect that drinking is harming you or a person close to you.

There are extensive risks to mental and physical health associated with the use or abuse of mind-altering drugs. Sedative drugs have a high overdose potential and are physically addictive. Stimulant drugs are psychologically addictive and frequently induce psychotic states in the abuser. Cocaine is perhaps the most psychologically addictive drug known. Hallucinogens distort reality and can affect memory. Opiates are very physically addictive and have a high overdose potential. The abuse of virtually any drug interferes with memory and learning. Dependency is possible with almost any drug and causes complete disruption of the person's life.

Treatment

Referrals for counseling and treatment of drug and alcohol problems are made through the College's Office of Counseling Services; Certified Alcohol & Drug Counselors (local private practices); the Caron Foundation (in patient facility in Wernersville, Pa.); and Alcoholics Anonymous on the campus of Lebanon Valley College.

Education

Through special programs and events the College attempts to educate its students and employees on the legal, social, and medical effects related to substance use and abuse. The annual Alcohol Awareness Week is a substantial campus-wide effort to publicize and dramatize the effects of substance abuse. Additionally we make available to all students and employees educational materials through the Shroyer Health Center.

ANTI-HAZING POLICY

In accordance with the 1987 Commonwealth of Pennsylvania House Bill #749, the College is unequivocally opposed to any activity that does not contribute to the positive development and welfare of its students. Activities detrimental to the physical, emotional, educational, or moral welfare of students cannot be tolerated. Therefore, hazing is strictly prohibited.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into an organization recognized by an institution of higher education.

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual. Hazing shall additionally include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, exclusion from social contact, conduct that could result in embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described above that may be required for affiliation with or continued membership in an organization is presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Prohibited activities and behaviors are also identified in Lebanon Valley College Pledging/New Member Program Practices and Regulations.

In Pennsylvania, any person who causes or participates in hazing commits a misdemeanor of the third degree.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. More information about the Family Educational Rights and Privacy Act (FERPA) is available at www.lvc.edu/registrar/ferpa.aspx.

Student Consumer Information

LVC makes available a wealth of consumer information to current and prospective students and their families in accordance with the 2008 Higher Education Opportunity Act (HEOA) and the Student Right-to-Know Act. Visit our student consumer information website for a list of the materials available, including graduation rates and outcomes, financial and loan information, health and safety information, and more at www.lvc.edu/about-lvc/consumer-information.aspx.

Detailed information on student retention and graduation rates is available in the Office of the Registrar.

STUDENT SOCIAL MEDIA POLICY

The College will not tolerate social media content that is in violation of College policies and procedures, or of any applicable state, federal, or local laws or regulations. The College reserves the right to deactivate social media sites and/or remove content at its discretion. While College representatives monitor *College-approved* sites that they manage to ensure that posts are properly moderated, conform to College policies and procedures, and do not contain inappropriate content, the College cannot and does not monitor sites that are not College-approved. However, if the College is made aware of content on such sites that violate College policies and procedures, or of any applicable state, federal, or local laws or regulations, it will take appropriate action.

Social media communication is public and visible, and posting inappropriate texts, statements, pictures, videos, or images could provoke institutional or legal ramifications for the student or student group/organization. Students are responsible for the content, activity, and subject matter they post publicly. References to individuals, groups, or any other entity, whether in jest or not, reflect on the College. Accountability and responsibility come with any social media activities. Good judgment and character are values expected of the College and

its community members, whether in person or online via social media outlets.

The following list, while not exhaustive, demonstrates the type of content and social media activity that is prohibited. The College will not tolerate:

- Content that contains copyrighted information used without consent (including College name, logo, trademarks, etc.)
- Content or activity that is in violation of any College policies, procedures, and guidelines
- Content or activity that may be considered profane, obscene, or pornographic
- Content or activity that is reasonably likely to harass, intimidate, threaten, embarrass, humiliate, or degrade other individuals
- Content or activity that targets an individual or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading, or discriminating on basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or other protected trait
- Content or activity that contains defamatory or disparaging references or depictions of other groups, organizations, institutions, or individuals
- Content or activity that is malicious or meant to intentionally harm someone's reputation
- Content or activity that could compromise public safety
- Content or activity that compromises or violates the confidentiality of College or student records

College representatives will take appropriate action in dealing with student misuse/misconduct related to/emanating from social media sites whether College-owned or otherwise. Such action may include judicial/student conduct action, as well as involvement of appropriate law enforcement personnel. While the College does not monitor non-College related sites, the College will respond appropriately when it determines that content/activity violates this policy.

ACCEPTABLE USE POLICY FOR COLLEGE COMPUTING AND COMMUNICATIONS

In general, the College's computing facilities and services are meant for College-related, non-commercial use. These facilities and services include the central systems and network used for academic and administrative computing, along with their associated software and files; communications facilities and network access; other College-owned computers including those in departments, classrooms and labs; and College-provided supplies and other materials.

The use of the College's computing facilities and services is a privilege, not a right, granted by the College to its users. By using the facilities to store information, the user acknowledges the College's right to access any file (including electronic mail files) on its systems as a part of responsible system management.

Most of the software provided by the College for use in its facilities and on its computer systems is governed by licensing agreements. By using such software, the user agrees to abide by the terms of those agreements as well as applicable local, state, and federal laws. Unauthorized copying or removal of such College-supplied software is specifically prohibited.

Furthermore, users may not use or attempt to use the College's computing facilities and services in any way that deliberately interferes with the reasonable and private use of these facilities and services by others. The College reserves the right to revoke a user's privilege to use any or all of the College's computing facilities and services. Further action may be taken by the College should the user violate any of these policies. Such violations may also result in legal action should they involve such things as copyright laws and licensing agreements

JUDICIAL/STUDENT CONDUCT SYSTEM

JURISDICTION

In addition to providing a sound educational environment for intellectual pursuits, the College

is concerned with developing socially responsible citizens. The educational and community living goals at the College require a concern for the quality of student conduct. Membership in the College community is a privilege, which may be rescinded with cause. Students have a responsibility to respect the rights of the individual and the collective rights of others. In order to guarantee the welfare and freedom of members of the community, the College has adopted rules and behavioral standards, which it considers necessary for the protection of individual rights and the preservation of the academic community. The Student Conduct Code reflects the College's concern that high standards be maintained by students and student organizations. The judicial/student conduct system exists to protect the rights of all of the members of the Lebanon Valley College community. It seeks to develop a sense of responsibility in students, and to teach students about desired behavior.

Lebanon Valley College expects its students to conduct themselves in all places and times in such a manner as to bring credit to themselves and to the College. College rules apply on all College premises and at all College activities, whether on or off campus. More broadly, the College specifically reserves the right to apply their rules to any student behavior even when off campus and unconnected to a school activity if the alleged conduct adversely impacts the College community or its objectives. **The College reserves the right to review the conduct, including off-campus behaviors, of all student(s) from the date of enrollment to the date of graduation.** The College also reserves the right to dismiss any student(s) whose conduct is detrimental to its welfare or whose attitude is antagonistic to its mission. Inappropriate student conduct on or off campus may result in College judicial/student conduct action.

The Student Conduct Code identifies specific student behavior that is subject to judicial/student conduct action. The Student Conduct Code addresses student behavior that violates the rights, privileges, or safety of person or property and the College's pursuit of its educational goals. The Code is not a criminal code, therefore the general rules of criminal law and criminal procedures do not apply. Students are considered adults who are expected to assume personal responsibility for their actions and are responsible for observing the regulations of the larger community. Violation of civil or criminal law either on or off campus may result in the College's review of a student's conduct. **Generally, an individual's actions off campus are subject to the actions of civil authorities. The College reserves the right, however, to take action for such off-campus behavior independently of civil authority when the interests of the College are involved.** An action involving a student in a legal proceeding in a civil or criminal court does not free a student of responsibility for his or her conduct in a College hearing. If a student is charged in both jurisdictions, the College will proceed with its internal review according to its own schedule.

All LVC students are required to report arrests/convictions that occur off campus. This includes, but is not limited to, situations that occur over breaks and summer months. Reports should be made to the vice president of student affairs and dean of students.

Groups or organizations formally approved by the College are subject to the same regulations as individual students. Any group or organization may be held accountable for the actions of any of its members if the misconduct is in anyway related to the living group or organization. Group misconduct may not officially be sanctioned by the entire membership in order to be considered grounds for judicial/student conduct action against the group. There is no minimum number of group members who must be involved in an incident before judicial/student conduct action may be taken against the entire group. A group may be held accountable if it is likely that the individual(s) would not have been involved in the incident if they were not member(s) of the group, or if, by group action, the incident might have been prevented. Individuals may also be held accountable for their actions when the group faces charges for a violation.

All students are responsible for being knowledgeable about living within College policy and the Student Conduct Code. Students involved in disciplinary difficulty are counseled on an individual basis and, when necessary, administrative or official judicial/student conduct action is taken.

Any member of the College community (student, staff, and faculty) may bring a charge under this code against a student or student group.

JUDICIAL/STUDENT CONDUCT AUTHORITY

The associate dean of student affairs shall determine the composition of judicial/student conduct and appeals bodies, and determine which judicial/student conduct body, judicial/student conduct officer, and appeals body shall be authorized to hear each case. The associate dean of student affairs may also serve as a judicial/student conduct body, judicial/student conduct officer, and appellate person. In most cases, the associate dean of student affairs adjudicates student violations of College policy.

Decisions made by a judicial/student conduct body and/or judicial/student conduct officer shall be final, pending the normal appeal process.

A judicial/student conduct body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Conduct Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

Definitions

- The term "*College*" means Lebanon Valley College.
- The term "*student*" includes all persons taking courses at the College, both full time and part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students."
- The term "*College official*" includes any person employed by the College performing assigned administrative or professional responsibilities.
- The term "*member of the College community*" includes any person who is a student, faculty member, College official, or any other person employed by the College.
- The term "*faculty member*" means any person hired by the College to conduct classroom activities.
- The term "*College premises*" includes all land, buildings, facilities, and other property in the possession of, or owned, leased, used, or controlled by the College.
- The term "*organization*" means any number of persons who have complied with the formal requirements for College recognition. A College organization is any fraternity, sorority, athletic team, or student organization/club.
- The term "*judicial/student conduct body*" means any person or persons authorized by the vice president of student affairs and dean of students or designee to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions resulting from Student Conduct Code violations.
- The term "*judicial/student conduct officer*" means a College official authorized on a case-by-case basis by the associate dean of student affairs to investigate complaints and to impose sanctions on students found to have violated the Student Conduct Code. Judicial/student conduct officers include, but are not limited to, vice president of student affairs and dean of students, associate dean of student affairs, director of residential life, members of the residential life staff, and/or other student affairs personnel as deemed appropriate. Judicial/student conduct officers will follow campus judicial/student conduct board procedures to the extent applicable. The associate dean of student affairs may authorize a judicial/student conduct officer to serve simultaneously as a judicial/student conduct officer and the sole member or one of the members of a judicial/student conduct body. The associate dean of student affairs may authorize the same judicial/student conduct officer to impose sanctions in all cases.
- The term "*Campus Judicial Board*" is a judicial/student conduct body composed of students, faculty, and administrators that hear violations of the Student Conduct Code involving individual students and College organizations.
- The term "*appellate person*" means any person or persons authorized by the vice president of student affairs and dean of students or designee to consider an appeal from a judicial/student conduct body's determination that a student has violated the Student Conduct Code or from the sanctions imposed by the judicial/student conduct body.

- Vice president of student affairs and dean of students is that person designated by the College to be responsible for the administration of the Student Conduct Code.
- The term “*policy*” is defined as the written regulations of the College as found in, but not limited to, the Housing Agreement, the Student Handbook, and the College Catalog.
- The term “*respondent*” means the student or organization charged with a violation of the Student Conduct Code. The president and one other officer represent the respondent in cases involving an organization.
- The term “*complainant*” means any person who submits a judicial/student conduct complaint alleging that a student violated the Student Conduct Code.
- The term “*advisor*” means a chosen representative (often a member of the College community) who serves as a support person for the respondent or complaint before and during a hearing; he/she may not speak during the hearing.
- The term “*preponderance of evidence*” is the amount of evidence needed at Lebanon Valley College to find the respondent responsible; when the evidence persuades the judicial/ student conduct body that the alleged violation more likely took place than did not.
- The term “*Student Conduct Code*” is the set of standards, rules, and regulations that define community expectations and prohibited conduct for Lebanon Valley College students.
- The term “*shall*” is used in the imperative sense.
- The term “*may*” is used in the permissive sense.

STUDENT CONDUCT CODE

A. Offenses Related to the College Judicial/Student Conduct System

An offense related to the College Student Judicial/Student Conduct System is committed when a student:

1. Refuses to respond to the official summons of a judicial/student conduct body or judicial/student conduct official.
2. Deliberately falsifies or misrepresents information before any judicial/student conduct body or official.
3. Deliberately makes a charge without proper cause against a student for violating the Student Conduct Code.
4. Tries to influence the impartiality of a member or members of a judicial/student conduct body before or during the course of any judicial/student conduct hearing, interferes with the orderly conduct of the hearing, or interferes with any investigative process that may lead to a formal judicial/student conduct hearing.
5. Makes an effort to intimidate or influence a person by any means whatsoever in an effort to discourage or prevent his or her bringing charges before or participating in any judicial/student conduct proceeding.
6. Fails to comply with the sanction imposed under the Student Conduct Code.

B. Offenses Related to Persons

An offense related to a person or persons is committed when a student:

1. Physically abuses, verbally abuses, threatens, intimidates, harasses, coerces, and/or otherwise threatens or endangers the health or safety of another person. Physical abuse includes assault and fighting. All persons engaging in a fight are subject to judicial/student conduct action regardless of who started the fight.
2. Participates in activity that recklessly or intentionally endangers the safety of oneself or others.
3. Participates in gender discrimination (see *Policy Prohibiting Employee and Student Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior*).

4. Participates in sexual harassment (see *Policy Prohibiting Employee and Student Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior*).
5. Participates in sexual misconduct, sexual assault and/or sexually inappropriate behavior (see *Policy Prohibiting Employee and Student Gender Discrimination, Sexual Misconduct, Sexual Harassment, and Sexually Inappropriate Behavior*).
6. Harasses, stalks, or intimidates another person.
7. Creates, participates in a disturbance, is present during a disturbance, or engages in disorderly conduct.
8. Participates in lewd or indecent conduct that includes indecent exposure.
9. Participates in any unauthorized use of electronic or other devices to make an audio or video recording and/or to broadcast live streaming of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording/streaming is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person.
10. Fails to assure proper conduct of guest.
11. Assists another student, student organization, or guest to violate College policy; aiding, abetting, conspiring, or being an accessory to any act prohibited by this Student Conduct Code.
12. Disrupts or obstructs classes, teaching, research, labs, seminars, administration, judicial/ student conduct proceedings, and other college activities, including the College's functions on or off campus.
13. Participates in 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. The expressed or implied consent of the student will not be a defense. Any violation of the Pennsylvania anti-hazing law or the College's Pledging/New Member Program Practices and Regulations shall also be a violation.
14. Participates in computer abuse or any violation of the acceptable use policy for computing and communications.
15. Violates the student social media policy.
16. Violates College policies, rules, or regulations published in hard copy or available electronically on the College website. This includes, but is not limited to, residential life, dining services, library, information technology, alcohol, drug, and parking policies.

C. Offenses Related to Property

An offense related to property is committed when a student:

1. Purposefully and without the consent or authorization of the owner removes or has in his/her possession any property of the College or of another person.
2. Enters or uses facilities or property of the College or another person without authorization from the appropriate College official or person.
3. Intentionally or negligently destroys or damages property owned by the College or another person.
4. Uses computing facilities and resources to send obscene or abusive messages/recordings/live streaming.

D. Offenses Related to Health, Safety, and Welfare

An offense related to health, safety, and welfare is committed when a student:

1. Misuses, removes, tampers with, or damages fire or other life safety equipment.
2. Uses, possesses, or stores any firearms, explosives (including firecrackers), pellet

guns, or other projectile impelling device or substances potentially injurious to persons or property.

3. Engages in unauthorized games of chance for money or other gain on campus.
4. Violates the College's alcohol policy.
5. Possesses, uses, distributes, sells, or is under the influence of marijuana, heroin, narcotics, hallucinogens, dangerous drugs, or controlled substances except as permitted by law.
6. Possesses paraphernalia related to manufacturing, dispensing, distribution, or using of alcohol or illegal drugs.
7. Possesses synthetic marijuana or K2-type products or other substances.
8. Misuses, shares, sells, and/or distributes prescription medication whether prescribed for self or others.
9. Misuses student organization funds or property.
10. Falsely reports an emergency.
11. Fails to leave a building during emergency evacuation and drills or refuses to vacate any College facility.
12. Violates any federal, state, or local laws on College premises or at any College-sponsored activity.
13. Off-campus violations of federal, state, or local laws.

E. Offenses Related to the Operation of the College

An offense related to the operation of the College is committed when a student:

1. Falsifies information verbally or on records submitted to a College official or office.
2. Forges, alters, takes possession of, duplicates, or uses documents, records, keys, or identification without consent or authorization of appropriate College officials.
3. Fails to comply with the request of or to show respect to the residential life staff, public safety staff, or any member of the College community acting in the performance of his or her duties and authority.
4. Fails to identify, or falsely identifies, oneself when requested by a member of the College community acting in the performance of his or her duty and authority.
5. Falsifies or misrepresents information to a College official.
6. Refuses to respond to a legitimate oral or written request (whether hardcopy or electronic) to report to a College official.
7. Intentionally obstructs the administrative or academic operation and functions of the College.
8. Obstructs or interferes with the reprimand, discipline, or apprehension of another person who is involved in committing an offense under the Student Conduct Code or other College regulations and rules, or withholds relevant information from College officials under circumstances when it is reasonable to expect a student to offer information, even if it is not specifically requested.
9. Enters or attempts to enter any College building during the academic year or College breaks/vacation periods without proper authorization.
10. Visits in an individual's residence hall at times and under conditions that are prohibited by College policy and/or administrative mandate.
11. Fails to leave a building during emergency evacuation and drills.
12. Misuses telecommunications/information technology equipment, services, or files.
13. Grants access to and/or keeps pets in College buildings or on College grounds without prior approval by the associate dean of student affairs and/or his/her designee.

Note: The list of acts of misconduct that constitute violations of the Student Conduct Code is not all-inclusive.

VIOLATION OF LAW AND THE STUDENT CONDUCT CODE

Generally, College judicial/student conduct jurisdiction shall apply to conduct that occurs on College premises or which, if it occurs off the College premises, adversely affects the College community or the pursuit of its objectives.

Violations of College policy, whether violations of the law or not, which occur off campus are subject to College judicial/student conduct action. The College may pursue judicial/student conduct action against a student at the same time the student is facing criminal charges even if the criminal prosecution is pending, has been dismissed, or the charges have been reduced. In some cases, students will receive an interim suspension and/or other interim measures until criminal proceedings are resolved.

Students who violate laws off campus may also face College judicial/student conduct action. More specifically, if a student is arrested for DUI, controlled substance, marijuana, and/or drug paraphernalia, and/or violence related to alcohol or drug issues, College charges will be filed. In cases of open containers and underage possession, the College reserves the right to bring charges; however, repeated offenses of this nature will result in College charges.

Entry of the arrest of a student into a police blotter and/or notification by local law enforcement/criminal justice agencies is considered sufficient documentation to refer the student to the College judicial/student conduct system. First-time minor offenses may result in a letter of censure/warning rather than referral to the College judicial/student conduct system.

Students in College-sanctioned activities must follow the same policies of conduct and possible judicial/student conduct actions if on campus.

Filing Charges

1. Any member of the campus community may file a charge by completing an incident report and judicial/student conduct complaint form and submitting them to the vice president of student affairs and dean of students or designee.
2. No time limit for submitting a charge is mandated unless it is otherwise specified. Charges should be submitted as soon as possible after the incident.
3. All charges shall be presented to the respondent in written form. A time shall be set for a hearing that gives all parties sufficient time to prepare for a hearing, but not more than 15 class days after the student has been notified. Maximum and/or minimum time limits for scheduling of hearings may be extended at the discretion of the vice president of student affairs and dean of students or designee.
4. Charges may be filed individually or jointly with another representative of the College.

The College reserves the right to pursue charges on its own if sufficient witnesses can document the occurrence of a violation.

Judicial/Student Conduct Bodies

Judicial/student conduct body means any person or persons authorized by the College to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions to the vice president of student affairs and dean of students or designee when a violation has been committed. In most cases, area coordinators (lower level cases) and/or the associate dean of student affairs will resolve alleged violations of College policy.

Duties of Members

It is the duty of all members of a judicial/student conduct body to keep all proceedings confidential. It is the responsibility of members to disqualify themselves whenever they feel they cannot in good faith and with an open mind hear the dispute impartially and without pre-judgment of the specific case before the judicial/student conduct body. If a member refuses to disqualify himself or herself and a party objects, the vice president of student affairs and dean of students or designee shall determine whether or not the member must withdraw. A written rationale must be presented to the vice president of student affairs and dean of students or designee at least 48 hours prior to the hearing.

A student member of a judicial/student conduct body found responsible of a violation while serving on a judicial/student conduct body may be dismissed or suspended from the board for

a period of time.

Responsibilities and Ethical Standards of Judicial/Student Conduct Bodies

1. The judicial/student conduct record of a student or group, the nature or status of any judicial/student conduct situation, and any information elicited during a hearing shall not be discussed or disclosed outside the hearing.
2. An objective attitude must be maintained throughout the proceedings. Members have an obligation to disqualify themselves from a hearing when they feel that they cannot be impartial in reaching a decision.
3. Any decision reached by the judicial/student conduct body must be based solely on the evidence presented. During a hearing, members are to refrain from making accusations or statements of any kind that cannot be supported.
4. In all hearings, the vote of each member is confidential and must not be shared outside the hearing. Once a decision has been reached, the decision must be upheld by all members of the board, even though there might be dissenting opinions.
5. No decision should be based on an outside influence. Members approached by any person whose intent is to influence the deliberation should report the incident to the vice president of student affairs and dean of students or designee.
6. The dignity of the respondent and the complainant must be respected by the judicial/student conduct body at all times.

Administrative Review

As the Judicial Affairs/Student Conduct Officer for the College, the vice president of student affairs and dean of students or designee is responsible for coordinating all aspects of the College judicial/student conduct system. The associate dean of student affairs receives all judicial/student conduct complaint forms, hears or refers cases to the appropriate judicial/student conduct body, investigates or appoints an investigator, and maintains all the necessary forms and judicial/student conduct records.

The vice president of student affairs and dean of students or designee may hear or create a campus judicial/student conduct board to hear cases of a sensitive nature or cases that may result in suspension or expulsion. Before the campus judicial/student conduct board's decision is announced, the chair will convey the decision, rationale, and recommended sanction, if any, to the vice president of student affairs and dean of students or designee.

Investigation

An alleged violation of the Student Conduct Code will be reported to the vice president of student affairs and dean of students or designee, who may investigate or assign the case to a member of the College community for investigation. The Office of Public Safety will also be party to investigations of alleged violations of College policy. The purpose of the investigation is to gather information about the alleged violation and determine whether or not there is enough evidence to present charges. The investigator (judicial/student conduct officer) has the authority to question parties and request written statements. If a student does not provide a statement, the investigator's notes from any conversation may be used. After the investigation is complete, the vice president of student affairs and dean of students or designee will notify the respondent of the status of his or her case. If there is not enough evidence for charges to be presented to the student, the vice president of student affairs and dean of students or designee may close the case or may leave the case open if waiting for additional information. If there is sufficient evidence, charges will be presented to the student.

The vice president of student affairs and dean of students or designee or judicial/student conduct officer may later serve in the same manner as the judicial/student conduct body or a member thereof.

Resolution of Student Conduct Code Changes

After being presented with the charges, the respondent shall be informed that:

1. The student may admit the alleged violation and the vice president of student affairs and dean of students or designee will take appropriate action.

2. The student may deny the alleged violations (in which instance there may be a hearing) and the case may be referred to the associate dean of student affairs or designee, or the campus judicial/student conduct board. The decision to refer a case to a campus judicial/student conduct board will be made by the associate dean of student affairs.

Whenever a hearing is required, the vice president of student affairs and dean of students or designee shall contact the appropriate individuals and inform them of the time and place of the hearing. Normally, the hearing will be scheduled within 15 class days after receiving notification from the vice president of student affairs and dean of students or designee. In cases where an investigation is required, a hearing will be scheduled within 15 class days after the completion of the investigation. The judicial/student conduct officer or the chair of a campus judicial/student conduct board shall transmit to the vice president of student affairs and dean of students or designee the record of the proceedings and resulting recommendations of each hearing. The records shall consist of all written materials related to the case and the digital recording of the hearing. All records shall be the property of the College.

Conflict Mediation

In some instances, interpersonal conflicts may arise where mediation may prove to be an alternative to a formal hearing. The purpose of the mediation process is to promote reconciliation, or bring together parties who have a conflict for the purpose of resolving that conflict and effecting an agreement. This process also affords the opportunity for discussion of varying points of view, and encourages individuals to come forward to seek means for informal conflict resolution and the prevention of inappropriate behavior. Mediation will involve resolution of the incident, including sanctioning when needed.

If mediation is to be implemented, all parties in conflict must agree to the process as an option to resolving their dispute. Mediation, when chosen as a means to settle conflict, must precede the judicial/student conduct process. The judicial/student conduct process, however, remains an option should mediation prove unsuccessful.

Once an agreement has been finalized and signed, the option of bringing a charge through the judicial/student conduct process is open to either party who becomes convinced that a term of the agreement has been breached by a participant in that agreement. In order to proceed, however, individuals must be continuing students.

Student Rights

Student and student organization judicial/student conduct rights include:

1. To receive written notice of the charges.
2. To be presumed not responsible until proven responsible.
3. To challenge the objectivity of any member of a judicial/student conduct body.
4. To present evidence and witnesses relevant to the charge.
5. To hear/review all evidence.
6. To be assisted by any advisor they choose (generally a member of the College community). The complainant and/or the respondent is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial/student conduct body.
7. To remain silent with no conclusions being drawn from the silence.
8. To decline to appear at the hearing with the understanding that the case will be considered in his/her absence.
9. To be given notification of decision and findings of the hearing.
10. To request an appeal.

Hearing Guidelines

The goal of a College proceeding is to arrive at a fair and impartial decision that ensures the rights, freedoms, and safety of all members of the Lebanon Valley College community while protecting the special educational interests of the College.

The procedures of the judicial/student conduct hearing do not include the rules enforced in the

criminal or civil court. Testimony is not given under oath. The technical rules of evidence are not followed. Hearings shall be conducted in private.

1. Both the respondent and the complainant shall submit the names of all witnesses who shall appear, along with signed statements from these witnesses of the testimony they will provide, and other evidence both intended to introduce to the vice president of student affairs and dean of students or designee no less than 48 hours (excluding weekends) prior to the hearing. The opposing parties shall receive this information prior to the hearing. The judicial/student conduct body may limit the number of witnesses for such reasons as redundancy and relevancy.
2. The respondent and the complainant are responsible for ensuring their witnesses appear at the appropriate date, time, and place of the hearing. Failure to appear on official request to give testimony before a judicial/student conduct body of the College, or failure to give testimony or truthful testimony before such a body is a violation of the Student Conduct Code and may result in judicial/student conduct action.
3. The complainant, the respondent, and their advisors, if any, shall be allowed to attend the entire hearing at which information is presented (excluding deliberations). Witnesses will provide information to and answer questions relevant to the incident from the judicial/student conduct body.
4. The complainant and the respondent have the right to be assisted by any advisor they choose (generally a member of the College community). The complainant and/or the respondent is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial/student conduct body.
5. All procedural questions are subject to the final decision of the chairperson of the judicial/student conduct body.
6. Pertinent records, exhibits, and written and audio statements/files may be accepted as evidence for consideration by a judicial/student conduct body at the discretion of the chairperson.
7. Except in the case of a student charged with failing to obey summons of a judicial/student conduct body or College official, no student may be found to have violated the Student Conduct Code solely because the student failed to appear before a judicial/student conduct body. In all cases the evidence in support of the charges shall be presented and considered.
8. There shall be a record of hearings before a judicial/student conduct body. The record shall be the property of the College. The record may be an audio recording which will be the property of the College.
9. After the hearing, the judicial/student conduct body shall determine (by majority vote if the judicial/student conduct body consists of more than one person) whether the student has violated each section of the Student Conduct Code that the student is charged with violating.
10. The judicial/student conduct body's decision shall be made on the basis of whether it is more likely than not that the respondent violated the Student Conduct Code. The burden of proof will be preponderance of the information. The judicial/student conduct body is expected to use its best judgment in preserving the rights of the student in our College community, to weigh evidence, establish responsibility or not, and recommend appropriate sanctions. In the event that the charge(s) is/are declared true, before the sanction is determined, there shall be a review of the respondent's judicial/student conduct record by the judicial/student conduct body. The recommended sanctions will then be referred to the associate dean of student affairs or designee for approval and/or modification.
11. The respondent will be given notification of the decision and findings of the hearing. If applicable, the complainant will be notified of the outcome in writing.
12. In hearings involving more than one respondent, the judicial/student conduct body may permit the hearings concerning each student to be conducted separately or jointly.
13. If a student charged with alleged violations of the Student Conduct Code officially with-

draws from the College before the final determination of the case by the judicial/student conduct body, his/her permanent transcript will reflect the withdrawal from courses.

Hearing Procedure

If the investigation verifies that an infraction of the Student Conduct Code may have occurred, the following hearing procedures will be invoked:

1. The judicial/student conduct body is introduced.
2. All persons are reminded of confidentiality, and informed that the hearing may be recorded.
3. Charges are presented to the respondent by the judicial/student conduct body.
4. The respondent responds to the charges.
5. Complainant makes introductory remarks.
6. The complainant presents information and is questioned by the judicial/student conduct body.
7. Witness in support of the charges presents information and is questioned by the judicial/student conduct body.
8. Respondent makes introductory remarks.
9. The respondent presents information and is questioned by the judicial/student conduct body.
10. Witness in support of respondent presents information and is questioned by the judicial/student conduct body.
11. If, in the opinion of the vice president of student affairs and dean of students or designee, the presence of the respondent during the testimony of a particular witness would cause unusual embarrassment or emotional distress to the witness, the judicial/student conduct body may excuse the respondent from the room during the taking of the witness' testimony. However, in such an instance, participation by telephone, videotape/videoconference, or audio recording is permitted. If testimony is not shared via telephone/video conferencing, the recording of the testimony will be played back to the respondent at the conclusion of the witness' testimony and the respondent will be given a chance to respond to it.
12. During the course of the hearing, the judicial/student conduct body may determine that the information presented at the hearing warrants an additional charge or change from the charges originally presented. The respondent will be notified of the change in charges or additional charges. The respondent will be given the opportunity to continue or reschedule the hearing.

The judicial/student conduct body recalls anyone it deems necessary.
13. The complainant is offered the opportunity to make any final statement.
14. The respondent is offered the opportunity to make any final statement.
15. The judicial/student conduct body deliberates with all others excluded.
16. The judicial/student conduct body renders its recommended action/sanction.
17. The judicial/student conduct body, if the charge is upheld, recommends sanctions to the vice president of student affairs and dean of students or designee that is commensurate for the nature of the offense and the current judicial/student conduct record of the respondent. The associate dean of student affairs shall receive the final judicial/student conduct hearing results and will take the actions he or she deems to be appropriate.
18. The respective parties in some situations are informed of the decision.
19. The right to appeal is presented to the respondent and the complainant.
20. All sanctions will remain in effect during the appeals process.
21. All written notes/documents and audio recordings of a hearing are the property of the College. The object of these procedures is to create a fair process, providing the College with a reasonable opportunity to obtain the facts. A hearing is not a trial, and these procedures should not be followed mechanically without consideration of the circumstances. Failure to follow these procedures will not change a judicial/student conduct decision un-

less it resulted in prejudice to the individual(s) involved. In unusual circumstances, the vice president of student affairs and dean of students or designee has the authority to specify alternative procedures for deciding matters of a judicial/student conduct nature.

Determination of Sanctions

Students who receive a sanction should realize that the following principles apply in the determination of sanctions:

1. Sanctions ordinarily are increased for subsequent offenses although the most severe sanction can be applied even in the case of the first offense if such sanction is warranted by the seriousness of the circumstances.
2. The person's past judicial/student conduct record is reviewed in determining a sanction.
3. The readiness of the person to consider and abide by the Student Conduct Code is taken into consideration.

The College recognizes the impossibility of anticipating every circumstance under which the judicial/student conduct authority of this College must be exercised. The College also recognizes the possibility that compelling circumstances may require that certain procedures normally afforded students may be suspended. To facilitate the prompt adjudication of a campus judicial/student conduct matter under such circumstances, the vice president of student affairs and dean of students or designee shall hold an administrative hearing. The student's procedural rights shall remain in effect and an appeal resulting from the administrative hearing shall be handled by the vice president of student affairs and dean of students or designee.

Good Samaritan/Medical Amnesty Policy:

In cases of excessive alcohol consumption or intoxication, the primary concern is for the health and safety of the individual(s) at risk. Individuals are strongly encouraged to call for medical assistance for themselves or for a friend/acquaintance who is dangerously intoxicated or injured. A student seeking assistance from College personnel or medical treatment for another student will receive medical amnesty (will not be subject to judicial/student conduct action for alcohol violations) unless they are found to have contributed to that student's condition (e.g., purchasing or furnishing alcohol to that student). Students are reminded that, in a community setting, all are expected to take responsibility for the well-being of others.

To receive medical amnesty, a student who has consumed alcohol, and seeks assistance for another in need of medical emergency care must:

- Be the first person to contact residential life or public safety to report that a person needs medical assistance due to alcohol consumption.
- Provide his/her own name to residential life or public safety when they call.
- Remain with the person needing medical assistance until residential life or public safety staff arrive and the need for their presence has ended.

A student who engages in drinking practices or activities that seriously threaten one's health and safety who

- 1) seeks help from a member of the residential life or public safety staffs or
- 2) has a friend seek help for him/her will be considered for a one time medical amnesty. However, the student will be required to participate in counseling sessions.

Sanctions

More than one of the following sanctions listed may be imposed on any student found to have violated the Student Conduct Code:

Disciplinary Warning

A written statement to the student expressing disapproval of conduct.

Disciplinary Reprimand

A written statement to the student, expressing vigorous disapproval of conduct and that continuation or repetition of similar misconduct may be cause for more severe sanctions. Special conditions may be part of this sanction to assist the student in corrective action. In some cases, parent(s) or guardian(s) will be notified.

Disciplinary Probation

A written statement to the student indicating that he/she will retain conditional status for a specific period of time because his or her behavior is in flagrant or repeated violation of College standards. Probation is for a designated period of time and may include the probability of suspension or expulsion from the College if the student is found to be violating any College policy during the probationary period. Loss of privileges may be included with this sanction, such as participation in co-curricular activities, i.e., clubs, organizations, athletic activities. Parent(s) or guardians will be notified of this sanction.

Loss of Privileges

Denial of specific privileges for a designated period of time. Denial of privileges may include, for example, denial of the right to represent the College in any way, denial of the use of facilities, denial of parking privileges, denial of participation in co-curricular activities and College employment, denial to hold a leadership position, loss of financial aid for a designated period of time, suspension from an athletic team or performing group, loss of housing lottery privileges, loss of housing privileges, or loss of pledging privileges.

Cease and Desist Order

A cease and desist order can be imposed for an interim period pending hearing by the associate dean of student affairs or his/her designee as a measure to de-escalate a potentially volatile situation between a student and any other party. Imposing a cease and desist order carries with it the expectation that formal charges have been or will be filed or deemed in the best interest of the student(s) or College. Continuation of a cease and desist order may be included as part of a judicial/student conduct sanction.

Restitution

A written directive to replace or make specified compensation for property of the College or of another person that was damaged, destroyed, or misused.

Fines

The College reserves the right to levy fines in addition to taking judicial/student conduct action.

Community Service/Discretionary Sanctions

Community service involves service projects within Lebanon Valley College or the greater community, work assignments or other discretionary assignments approved by the judicial/student conduct body.

Counseling/Assessment

To assist the student in developing better problem-solving skills and coping mechanisms, counseling may be required. This sanction typically addresses issues involving anger management, domestic violence, relationships, or alcohol and other drugs. A student whose level of intoxication is such that it is potentially life threatening, requires medical attention, involves injury, or results in property damage may be required to pay for private, off campus assessment and be required to follow the recommendations of the assessments. Failure to attend mandatory counseling sessions, or to participate in good faith in counseling sessions, may result in imposition of additional sanctions.

Residence Hall Probation

Residence Hall Probation is a warning that further violations of the Student Conduct Code may result in suspension or expulsion of housing privileges, loss of residence hall choice, loss of housing lottery privileges, or loss of off-campus privileges. A student may be reassigned to another room or residence hall while on residence hall probation. The student may also be placed on weekend residence hall suspension. (The student is not allowed on campus or allowed to participate in College events from 5 p.m. on Friday until 5 p.m. on Sunday.)

Residence Hall Suspension

This sanction involves separation of the student from the residence halls for a definite period of time. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during the period of suspension may also be involved. Conditions for readmission may be specific. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Residence Hall Expulsion

Permanent separation of the student from the residence halls results from Residence Hall Expulsion. Specific restrictions on access to residence halls may be involved. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Suspension

This sanction results in separation of the student from the College for a definite or indefinite period of time, after which the student may be eligible to return. Readmission is subject to approval and conditions for readmission may be specified. Such separation prohibits the student from being on campus or other College-owned property and attendance at any classes, social events, and activities for a specified period of time. The student will be withdrawn from courses. Any consideration of monetary refund is subject to the College's Title IV refund policy. The student will not be permitted on campus or other College-owned property. A copy of the written sanction will be sent to the parent(s) or guardian(s).

Disciplinary Expulsion

Disciplinary Expulsion is the permanent dismissal and separation of the student from the College that includes complete and irrevocable termination of the student's registration. The student will not be allowed to return to the College if he/she applies for readmission. The student will be withdrawn from courses and *Permanent Disciplinary Dismissal* is recorded on the student's transcript. Any consideration of monetary refund is subject to the College's Title IV refund policy. Parent(s) or guardian(s) will be notified.

Interim Suspension

In certain circumstances, the vice president of student affairs and dean of students or designee may impose a College or residence hall suspension prior to the hearing before a judicial/student conduct body.

Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; (c) if the student poses a definite threat of disruption or interference with the normal operations of the College; (d) if the student has been charged with a serious crime.

During the interim suspension, students shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the vice president of student affairs and dean of students or his/her designee may determine to be appropriate. A hearing will be scheduled as soon thereafter as practical. In situations where a student is charged with a serious crime, a hearing may be delayed until disposition of the charges by public authority.

Carryover Cases

In the event that a hearing cannot be held at the end of the academic year, the case may be carried over to the following Fall Term if the student is not graduating. End-of-year violations by graduating seniors must have a hearing and disposition prior to the student being able to officially graduate. The College will make reasonable efforts, but is not obligated to schedule and conduct a hearing for graduating seniors prior to commencement ceremonies.

Judicial/Student Conduct Records

Student judicial/student conduct files are kept in the Office of Student Affairs until the student graduates or officially withdraws from the College. If a student is suspended or expelled, the file may be kept for a longer period of time.

Notification of Judicial/Student Conduct Decisions

The vice president of student affairs and dean of students or his/her designee sends written notification of student violations, sanctions, and recommendations to appropriate College officials who might provide counseling or assistance to the student, and to other College officials having legitimate educational interests. In cases of residence hall probation, disciplinary probation, removal from College housing, suspension or expulsion, a letter is sent to the parents or guardians of the student. The College will notify parents of violations of alcohol

and/or drug policies by students under age 21. Notification of suspension or expulsion is filed with the Registrar's Office. In cases of suspension, the student's transcript indicates withdrawal from courses. In cases of expulsion, the student will be withdrawn from courses and *Permanent Disciplinary Dismissal* will be recorded on the transcript.

Non-Compliance with Sanctions

In cases of non-compliance with sanctions or remedies issued by any campus judicial/student conduct body, the student may be charged with failure to comply or may be suspended until he/she has complied.

Revocation of Admission

Lebanon Valley College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrollment at Lebanon Valley College. The vice president of enrollment management along with the vice president of student affairs and dean of students will handle situations of this type.

Student Status Pending Final Action

Pending action on the judicial/student conduct charges, the status of a student or his/her right to be present on campus and to attend classes should not be altered except when interim measures or interim suspension are issued by the College.

Student Withdrawal

If a student withdraws from the College prior to the adjudication of the alleged violations of College Policy, those charges must be adjudicated prior to the student returning to the College. In addition, the student is prohibited from being on campus.

Withholding of Diploma Policy

The College may withhold a student's diploma for a specified period of time if that student has judicial/student conduct charges pending, or the student was found responsible for violating policy and the judicial/student conduct body or the vice president of student affairs and dean of students or designee assigns this as a sanction. The student may also be denied participation in graduation while charges are pending or as a sanction. In addition, the College may withhold a student's transcript if the student has judicial/student conduct charges pending, or if the student was found responsible for violating policy and the judicial/student conduct body or the vice president of student affairs and dean of students or designee assigns this as a sanction.

ORGANIZATION VIOLATORS OF THE STUDENT CONDUCT CODE

All College organizations are expected to:

1. Support the mission and goals of the College
2. Insure that the policies, practices, and actions of the organization uphold the rights and dignity of its members
3. Insure that the organization activities provide a healthy and safe environment that complements the mission of the College
4. Adhere to all federal, state, and local laws, and the Lebanon Valley College Student Conduct Code
5. Actively and adequately support the College's internal policies and educational programs related to alcohol and other drugs, gender discrimination, sexual misconduct, sexual harassment, sexually inappropriate behavior, and other forms of discrimination and harassment

Any member of the College community may file a charge that members of a group, acting in concert, have violated a College regulation, or that the group provided the impetus or probable cause for such behavior. The judicial/student conduct procedures and the rights of the respondent in an alleged group violation of College conduct regulations are the same as those specified for charges relating to the individual violators of the Student Conduct Code. The respondent group, through its president or chief officer, will be entitled to exercise all of the rights of an individual who is alleged to have violated a College conduct regulation. Fraternity/sorority violations of the College's pledging regulations will be heard by the associate dean

of student affairs and appeals will be made only to the vice president of student affairs and dean of students, whose decision is final.

DISCIPLINARY SANCTIONS RELATING TO ORGANIZATIONS

Recognized student organizations, including Greek organizations, will be subject to one or more of the judicial/student conduct sanctions listed below when members of the organization, acting in concert, engage in unacceptable behavior, or when it can be shown that the organization provided the impetus or probable cause for such behavior.

Individuals who join together to share common interests and purposes also collectively share a common responsibility. They must ensure that individual members, alumni, and guests or groups of members reflect favorably upon their organization. A group cannot ignore or escape its responsibility for the action of its members. The committing of any offenses by a group or a failure of an organizing group to exercise preventative measures relative to violation of the Student Conduct Code by their members shall constitute a group offense. Any group may be held accountable for the action of its members if such activities are related in any way to the group. Individuals may also be held accountable for their actions when their group faces charges for a violation. Moreover, it must be understood that while special interest groups are viewed as worthwhile components of the educational experience, the College will encourage and recognize such groups only so long as the actions of their members are consistent with the College's mission and expectations.

In addition to the sanctions already listed, the sanctions listed below may also be used as organizational sanctions. More than one of these sanctions may be imposed for any single violation. Any violation of the Student Conduct Code by members of a student organization may result in both the organization and members involved in the behavior to be subject to judicial/student conduct action.

Fines

The College reserves the right to levy fines in addition to taking judicial/student conduct action according to the sanctions listed below.

Community Service

Community service involves service projects within the College or the greater community.

Restitution

A written directive to replace or make specific compensation for property of the College or any person that was damaged, destroyed, or misused.

Warning

An organization will be placed "On Warning" for a specified period of time with the understanding that subsequent misconduct will result in additional judicial/student conduct action.

Probation

Probation requires that the organization display exemplary conduct during the probationary period. Any further violation during the time of probation may result in termination of the College recognition as a student organization.

Loss of Privileges

A student organization may lose any or all privileges of a College-recognized student organization for a period of time. Loss of privileges includes, but is not limited to:

- Lounges
- Housing
- Use of College's or organizational resources, facilities, or services.
- Participation of organization in campus events
- Intramural sports
- Recruitment of members

Suspension

The organization will not be permitted to function on the College campus for a specified period of time. The organization may not function IN ANY MANNER as an organization during the period of suspension.

Loss of Recognition

The group's status as a recognized student organization will be withdrawn. It will cease to exist and function on the College campus permanently. In the case of fraternities and sororities, the organization's invitation to affiliate with the College will be revoked. The organization may not use the College's name or its facilities, campus publications, or any of its services.

Any duplicitous action or behavior shall be considered a violation of the sanction and could result in the dismissal of any/or all members of the organization from the College.

Appeals Process

Reasons for Appeal

The respondent may appeal a decision in a case for the following reasons (severity of sanctions, due process, or new information):

- a. To determine whether the sanction(s) imposed were appropriate for the violation of policy for which the student was found responsible;
- b. To determine presence of any procedural error which substantially affected the outcome of the case; or
- c. To determine if new information that is discovered which was not available at the time of the investigative process could have affected the outcome of the case.

Process for Appealing

A student wishing to appeal should submit their written appeal stating the reasons for such a request to the vice president of student affairs and dean of students within five (5) business days of receipt of the original decision. Appeals are due by 4:30 p.m. on the fifth business day following the original decision. **Sanctions are in effect while a case is under appeal.**

The decision of the appeal by the vice president of student affairs and dean of students and/or designee is final. The student is entitled to only one appeal.

If the vice president of student affairs and dean of students becomes so involved in the investigation or adjudication of a case such that he/she feels his/her impartiality may be compromised, he/she may defer appellate responsibilities for the case in question to the president of the College or his/her designee.

Lebanon Valley College reserves the right to amend any administrative policy and academic or judicial/student conduct regulations described in the Student Handbook, without giving prior notice to persons who might be affected. The provisions of this handbook are not to be regarded as an irrevocable contract between the College and the students or between the College and the parents of the students. During the academic year, the College reserves the right to change the services, policies, and procedures that are set forth in the handbook as they become necessary. At the date of publication, the information provided in the handbook was as complete and accurate as possible.

FINAL EXAM SCHEDULES

Final examination schedules for the Fall and Spring semesters are accessible through the Registrar's Office at www.lvc.edu/registrar/final-exam-schedule.aspx.