

Residence Life Office Staff

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WELCOME TO THE COMMUNITY

Having a sense of community is key to insuring success and satisfaction in a residence hall. Along with a sense of belonging, elements of community include:

- Friendship and trust
- Cooperation and respect of each others' rights
- Respect and care for the physical environment
- Conflict resolution
- Participation in planned programming and activities

You can contribute to the development of community in your dorm by:

- Working with your Dorm Representatives to plan and encourage social programs
- Establishing honest, open relationships with your roommates
- Participating in community activities
- Respecting the needs, likes and dislikes of others
- Participating in maintenance of a clean, comfortable and safe living arrangement

ROOMMATE RELATIONSHIPS

The relationship between roommates often influences a resident's satisfaction with college life. Some components of a positive roommate relationship include each resident's ability to express concern for the rights, needs, recognition and respect for another's unique needs and lifestyles and the willingness to resolve conflict positively with the help of the Director or other college staff members.

Residents are expected to take primary responsibility for insuring the development and maintenance of a positive roommate relationship. Students are strongly encouraged to invest themselves fully in working together with roommates to resolve differences by speaking directly to roommates, sharing concerns, expressing feelings in an honest manner and jointly negotiating resolution to conflict.

On occasion, a resident will attempt to solve problems by talking to a roommate who is unresponsive. In other cases, a student may find it difficult to approach the roommate. In either situation, the student should seek the help of his/her Resident Director. Residence hall staff members can assist student's express themselves to their roommates or assist in negotiating a living agreement.

ROOM CHANGES

Room assignment changes may be requested during the third full week of each semester and between the fall and spring semesters. A Room Change Request Form can be obtained from the Director of Housing and Residence Life, who must grant final approval. In extreme circumstances, a student will be permitted to make a room change outside of the room change periods. Residents may apply in November to be reassigned for the spring semester. These requests are filed in the Housing and Residence Life Office.

A room change is generally not considered as the means to resolve roommate conflict. Changes will be considered only after residents have made a genuine attempt to resolve a conflict.

PERSONAL SAFETY

Lackawanna College promotes campus safety and security in various ways:

- Through student education programs
- Residence hall staffing
- State-of-the-art security system

- Entrance doors to all residence halls are locked at all times for the security of the residents. Residents' Student ID Cards serve as a swipe card for entry into the doors of the resident halls. Propping the door or tampering with the door or its locking system is an offense that can lead to residence hall expulsion.

In addition to these efforts, you must promote your own safety and the safety of others through your daily behavior. Specifically, you should:

- Lock your door at night and whenever you leave your room, even if only for a short time
- Not lend your room key to anyone!
- If you lose your room key, report to a staff member as soon as possible
- Report any unusual happenings to your Resident Director or a campus public safety officer
- Do not answer your room door without first identifying the person who is knocking
- Report vandals or vandalism to your Resident Director or campus public safety officer
- Remember that the Residence Hall is your home and treat it as such

To Prevent Theft:

- Never leave possessions such as laundry, books, etc. unattended
- If you have a car, keep it locked and store valuables out of sight
- Inform friends and family **NOT** to send you cash through the mail
- Keep your room locked at all times
- The college has supplied each resident with a lockable security box for important items such as credit cards, checkbooks, and phone cards. The use of any other locking security box is prohibited

LOSS OR DAMAGE: THE COLLEGE IS NOT RESPONSIBLE FOR STUDENT'S PROPERTY AND ENCOURAGES ALL STUDENTS TO CARRY APPROPRIATE PROPERTY INSURANCE. UNDER NO CIRCUMSTANCES SHALL THE COLLEGE BE LIABLE FOR ANY DAMAGE, THEFT OR LOSS OF THE PERSONAL PROPERTY OF A STUDENT.

FIRE SAFETY

Before a fire:

- Know the location of all fire alarm pull stations and the fire safety equipment on the floor
- Know the location of all exits throughout the building

Upon discovering Smoke or Flames:

- Notify your Resident Director or a public safety officer
- Vacate your room immediately; close the door (lock it if time permits)
- Vacate the building as quickly and safely as possible by the nearest exit. Keep fire doors closed and do not use elevators. Stay as low to the floor as possible. Move as far away from the building as possible.
- If you cannot leave your room, go to your window, pull up the shade and get the attention of the firemen, call 911 or shout for help.

FALSE FIRE ALARMS:

Pulling a false alarm:

- Is a criminal offense – a second-degree misdemeanor punishable by two years in prison and/or a \$5,000 fine and will lead to College disciplinary action as well.
- Discharging a fire extinguisher is a third degree misdemeanor punishable by one year in prison and/or a \$2,500 fine and will lead to College disciplinary action as well
- Causes building occupants to ignore genuine alarms
- May lead to fatalities

FIRE AND EMERGENCY EVACUATION

All students, visitors, faculty members, administrators and classified personnel must consider the ringing of the fire alarm as a bona fide emergency signal and react accordingly. Upon the sounding of the fire alarm, all rooms in the dormitory building will be vacated in an orderly fashion and as rapidly as possible. When exiting your room or common space, close the door to your room or common space. **NO ONE IS ALLOWED TO REMAIN IN THE BUILDING EXCEPT ESSENTIAL PERSONNEL. DO NOT RETURN TO THE AREA FOR ANY ITEMS LEFT BEHIND UNTIL YOU ARE GIVEN PERMISSION TO RETURN TO THE AREA BY AN ADMINISTRATOR OF THE COLLEGE.**

1. Orderly and rapid movement of people is imperative.
2. Use the nearest exit.
3. Avoid panic.

4. **McKinnie Hall**
 - a. Go by the most direct route to the parking area across the street from the dormitory on the corner of Vine and Wyoming Avenue.
 - b. Please **DO NOT** remain near the doors to the building.
 - c. When exiting, use **EXTREME CAUTION**. Cross Vine Street to the parking commons and wait there to document your presence when approached by College or fire personnel.

5. **SeeleyHall**
 - a. Go by the most direct route to the parking lot of the Academic Building, located directly across the street on North Washington.

After the emergency is over or the drill is completed, an administrator will give the signal to return to your residence. If it is not possible to occupy the building, notification of the action to follow will be given by an administrator.

Fire Safety Violations:

Students are forbidden to tamper with windows, smoke detectors, sprinklers, ceiling light fixtures, ceiling tile grids, fire extinguishers, baffles or vents, locks, door closers, or any other equipment installed to maintain the safety, health and/or welfare of the resident students. Tampering includes, but is not limited to, removing the safety devices in the windows, locks or door closures, taping the inside of the smoke detectors, covering same or otherwise causing them to be inoperable, defacing fire station covers, discharging (unless there is a fire emergency) or disarming fire extinguishers, hanging anything from the ceiling grids (to include clothing, sheets, drapes or any other type curtain or screen limiting visibility anywhere within the confines of said room), covering or blocking air vents or baffles as well as placing furniture in walkways or doorways inside the room.

All students residing in any room found to have fire or life safety violations will be subject to disciplinary action to include, but not limited to, fines, probation and/or dismissal from the College. Assessment of fines or other disciplinary measures will be attributed to EVERY student residing in the living area in which the infractions occur. There will be NO EXCEPTIONS.

PROHIBITED ITEMS: The following items are prohibited in the residence halls. Any items discovered at any time, e.g. during room inspections, will be confiscated and the resident/residents will be subject to disciplinary action.

- Appliances with open coils or burners, such as, but not limited to, broilers, toaster ovens, toasters electric skillets, hot plates, hot pots, electric woks, microwaves, hot dog and hamburger cookers, deep fryers, immersion coils or grills of any type to include, but not limited to George Foreman grills
- Explosive or flammable substances, including fireworks, smoke bombs, sparklers, etc.
- Refrigerators larger than 4.3 cubic feet
- Any type of room heating device
- Incense, candles and open flame potpourri burners
- Octopus type plugs
- Halogen lights
- Live Christmas trees or flammable holiday decorations
- Weapons, paint guns, firearms or explosive devices
- Cinder blocks
- Empty alcohol containers
- Alcohol posters, advertisements, lights or signs
- Furniture without fire retardant material
- Nails, hooks, double faced adhesive tape or other items that will damage the walls
- Pets
- Power cords without a multi-plug power strip with an internal circuit breaker
- Waterbeds
- Lofts

GENERAL POLICIES, PROCEDURES AND INFORMATION

STUDENT BEHAVIOR AND DISCIPLINE POLICY STUDENT GRIEVANCE POLICY/PROCEDURE

Lackawanna College has established a process for students to register complaints and share concerns and questions with appropriate College officials. The Student Affairs staff can advise students about the appropriate procedures to follow in resolving a general complaint or concern. Within three working days, the staff member to whom the complaint or concern is brought will respond to the student making the grievance. Each case will be handled individually and solutions can include, but are not limited to, solving the problem through informal channels up to and including filing formal charges.

Discrimination: Matters concerning alleged discrimination, especially in regard to race, color, sex, religion, ancestry, national origin, age or handicap, should be brought to the immediate attention of the College's Affirmative Action Officers, Gene Biadas and/or Gail Scaramuzzo.

Sexual Harassment: Sexual harassment is unwanted sexual or gender-based behavior that creates an environment that would reasonably be perceived, and is perceived by the victim, as hostile or abusive. It is the policy of Lackawanna College that sexual harassment is unacceptable and will not be tolerated. Students are encouraged to bring questions about sexual harassment to the attention of the Affirmative Action Officers, Gene Baidas and/or Gail Scaramuzzo.

Resolution of Student Complaints: The student should direct concerns to the staff member responsible for the area of concern. Students in doubt as to the appropriate staff member should seek the advice of a counselor or staff member. Depending on the nature

of the concern, students can resolve problems by following the successive levels of review as indicated below. Students not satisfied with results at one level should go on to the next level.

If a situation concerns alleged discrimination where steps other than the normal level-to-level ones are required, department heads/directors will be contacted immediately by an Affirmative Action Officer.

STEPS FOR RESOLVING STUDENT COMPLAINTS:

Concerns with policy, regulation and/or procedure problems

Student meets with staff member. If not satisfied, student meets with staff member's supervisor. If still not satisfied, student meets with supervisor's Department head. If still not satisfied, students meet with the President of the College*.

Concerns about teaching faculty

Student meets with the faculty member if feasible. If not satisfied, student meets with the Division Chairperson. If still not satisfied, student meets with the Academic Vice President. Finally, if still not satisfied, student meets with the President of the College* whose decision is considered definitive.

Concerns in other non-teaching areas

Student meets with the staff member if feasible. If not satisfied, student meets with the staff member's supervisor. If still not satisfied student meets with the supervisor's Department Head/Director. If still not satisfied, student meets with the President of the College*.

*** Final level of review. Should the Lackawanna President be absent/unavailable, the Executive Vice President will serve in this capacity.**

Concerns regarding Perkins-funded Personnel (Academic Support Lab personnel, Math Lab Coordinator, Computer Lab Assistant, Retention Coordinator, and Career Coordinator) follow the same procedures as above, with the final level of review: the Deputy Secretary of Post-Secondary Education, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126.

SEXUAL DISCRIMINATION POLICY

The College endorses and enforces Title IX of the Educational Amendments of 1972 that prohibits sex discrimination against any participant in an educational program or activity that receives federal funds.

HARASSMENT POLICY

Lackawanna College is committed to providing an educational and work environment that is free from discrimination in the form of harassment. In keeping with this policy, Lackawanna College will not tolerate any type of harassment related to race, color, sex, religion, national origin, age, sexual preference, or physical or mental disability. For these purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes and other verbal, graphic or physical conduct relating to an individual's race, color, religion, sex, national origin, age or physical or mental disability. Violation of this policy by any student, faculty or staff member shall subject that person to disciplinary action up to and including discharge or expulsion. Harassment is a form of illegal discrimination and violates *The Civil Rights Act of 1964, as amended, The Civil Rights Act of 1991 and The Pennsylvania Human Relations Act. An individual copy of the Harassment Policy and Complaint Filing Procedure Brochure is provided for each student at Orientation.*

DISCRIMINATION OR SEXUAL HARASSMENT

Student files allegations with the Affirmative Action Officers, Gene Baidas and/Gail Scaramuzzo.

Lackawanna College is an equal employment and educational opportunity institution conforming to all applicable legislation which prohibits discrimination. The College does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, or applicable handicap in its educational programs, activities, admissions or employment practices as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to: Ms. Sharon Ebert, Director of Human Resources ext. 7860 and/or the Affirmative Action Officers, Gene Biadas, ext. 7825 and/or Gail Scaramuzzo. Ext. 7848.

AIDS POLICY

Present medical knowledge indicates that those suffering from the Acquired Immune Deficiency Syndrome (AIDS), as well as those individuals with a positive antibody test do not pose a health risk to the academic community. It has been clearly demonstrated through extensive research that there is no known risk during casual interpersonal contact with an infected person, including but not limited to, eating food handled by an infected person, being coughed or sneezed upon by an infected person, casual kissing, or swimming in a pool with an infected person.

Based on current information relative to AIDS, Lackawanna College has adopted the following guidelines in relation to students, faculty and staff:

Consideration of the existence of AIDS or a positive HIV antibody test should not be a part of our open admissions procedure for student applicants.

Lackawanna College will not undertake programs of screening newly admitted or continuing students.

The presence of AIDS or a positive HIV antibody test should not preclude access to College facilities and classes. Students having the AIDS virus may participate in campus activities as their condition allows.

The primary responsibility of Lackawanna College with regard to AIDS is education. Current educational information about AIDS will be made available to all members of the Lackawanna College community through Student Affairs.

Lackawanna College is committed to the implementation of appropriate procedures to prevent the accidental transmission of HIV. The precautions outlined by the United States Public Health Service (Universal Precautions) will be undertaken for any occupational activities or programs of instruction, research or training in which there is a potential for exposure of individuals to the HIV virus.

If a known immuno-compromised employee or student engages in activities which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action.

INFECTIOUS DISEASE POLICY

Lackawanna College recognizes that individuals employed or studying at our College may come into contact with an infectious disease, and therefore, realizes that policies and procedures are required in relation to infectious diseases. Infectious diseases include, but are not limited to, AIDS, meningitis (in all forms), hepatitis (in all forms), legionnaire's disease (*Legionella*), Methicillin-resistant *Staphylococcus aureus* (MRSA), tuberculosis and many diseases of childhood.

To help prevent the spread of infectious disease on our campus, Lackawanna College would like to encourage all prospective students to avail themselves of vaccination against several infectious diseases that can occur in the college environment. We recommend vaccination for several of the diseases since there has been an increase in the transmission of these diseases, particularly on college campuses nationwide, throughout the past several years. It is our policy to assist in the education of our prospective students in order to protect the interests of our faculty, staff and students and make our environment as congenial, safe and equitable as possible. All College personnel will be educated regarding the utilization of "Universal Precautions" whenever these are deemed necessary.

Some of the vaccinations and immunizations available are those against several forms of hepatitis, meningitis and diseases considered diseases of childhood. (chicken pox, measles, mumps, and rubella).

Lackawanna College has a duty to provide and maintain a healthy and safe environment for all students, staff and others working at or visiting our sites. We have an obligation to minimize the risk to anyone in the College community of contracting an infectious disease. We are also committed to supporting and protecting our students, faculty and staff and others who have an infectious disease from discrimination and/or harassment. If, however, a known immuno-compromised employee or student engages in activities which, in the judgment of the College, appear to place others at risk, the College reserves the right to take corrective action.

Lackawanna College recognizes that individuals have the right to privacy and confidentiality regarding their personal information. The College will ensure that processes are in place to protect this privacy.

STUDENT CODE OF CONDUCT

The following behaviors will result in disciplinary action not excluding dismissal from the College:

1. Any action indicating a lack of respect or concern for the welfare or safety of others or conduct which may discredit the College;
2. Any violation of published College policies, rules, and regulations;
3. Violation of federal, state, or local laws on or off campus while enrolled as a student;
4. Any action intended to intimidate another person because of race, color, religious or national origin, disability, or sexual orientation;
5. Non-compliance with College policies and state and federal laws relative to drugs, alcoholic beverages, and smoking.
6. Illegal or unauthorized use, possession or distribution of firearms, explosives, or other weapons (including BB, pellet, and air guns) or chemicals of any type on College premises;
7. Obscene, lewd, or vulgar conduct, including public profanity;
8. Actions which demean a person's sexual freedom, gender, or sexual preference;
9. The display of sexually demeaning written or visual materials in any area of the College, including classrooms and labs;
10. The deliberate creation on the part of an individual student or a group of students of a hostile (or potentially hostile) environment;

11. Hateful acts or statements, expressions, or gestures that are abusive and/or intended to insult and/or stigmatize an individual;
12. Hostile conduct or behavior that might incite immediate violence;
13. Physical or verbal abuse or harassment/stalking of any person on College property, at College-sponsored functions, or between members of the College community off campus. This includes incidents of sexual assault and sexual harassment.
14. Theft, destruction, misuse or abuse of College property or property of any member of the College community;
15. Tampering with, removal of, activation of, or damage to the equipment or alarm system at the College when no apparent fire or immediate danger exists;
16. Unauthorized possession or use of keys to any College door or facility or unauthorized entry to or use of College facilities;
17. Any form of gambling on College property;
18. Intentional disruption or obstruction of teaching, administration, student appeal hearings, or other College activities;
19. Failure to comply with a request of authorized College officials (including all residence hall staff) acting in performance of their duties and/or failure to identify oneself when requested to do so;
20. Furnishing false information to the College;
21. Forgery, alteration, or misuse of College documents, records, or student identification cards;
22. Any violation of the Academic Integrity Policy;
23. Theft or other abuse of computer time, including but not limited to:
 - Unauthorized entry into a file, to use, read, change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized use of another individual's ID or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or College official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with the normal operations of the College's computing systems.
24. Any verbal, physical, or mental harassment and/or intimidation of any member of the College Judicial Board or Student Appeal Committee, prior to, during and/or after an appeal hearing.
25. Any violation of the Residence Hall Regulations.
26. Any violation of the published Athletic Rules and Regulations.
27. Impersonating or in any way falsely representing oneself as a College official or acting on behalf of the College.
28. Failing to disclose prior or current felony or misdemeanor convictions to the appropriate college office(s).
29. Behaving in a disrespectful manner toward any College official.

NOTE: The College reserves the right to alert civil authorities to problems on or off-campus. Concerns likely to be reported are those involving physical endangerment, illegal substances, or those resulting in complaints from the local community.

SANCTIONS

Disciplinary action is based on the seriousness of the offense and the best interests of the College community. The sanction can include one or more of the following:

Warning: Oral or written statement that the student has violated the Student Code of Conduct and any imposed discipline.

Fines: Fines are penalty fees paid to the College. The amount is dependent upon the degree of policy infraction and is set by the College administration. Fines are not subject to negotiation and can be levied in addition to other sanctions and/or restitution.

Probation: Probation is a sanction that includes a period during which the student must demonstrate the ability to comply with the College's rules and regulations, as well as any imposed sanctions. Length of the probationary period can vary from one year to the balance of the student's tenure at the College, depending on the severity of the offense(s). While on probation, any further violation of College policy may result in dismissal from the College.

Housing Suspension: Exclusion from the resident housing and the general grounds or parking lots surrounding the resident housing, including activities sponsored or supervised by the housing staff.

Suspension from class: Permanent removal from class, without privilege of withdrawal from course.

College Dismissal: Indicates permanent dismissal from Lackawanna College. Student will be withdrawn from all enrolled courses by the College. The student will not be allowed to re-enroll at a future time. In accordance with federal and state regulations, all room and board payments will be forfeited.

Restitution: Restitution is reimbursement to the College for damage, destruction or misappropriation of property on College premises. When imposed, restitution will be made in addition to any previously defined sanctions. Restitution to other students can also be imposed.

Any disciplinary action may include additional stipulations (e.g. fines, community service, and/or rehabilitative procedures such as counseling).

Disciplinary records are confidential and are not released to anyone outside the College without written approval of the student involved. No information regarding disciplinary action is included on a student's academic transcript. The Dean of Students may, at his/her discretion, release information on a student's status to other College administrators when necessary for discharge of their duties. Copies of dismissal letters will be included in the student's academic file.

CLASSROOM BEHAVIOR

All classes at Lackawanna College must be conducted in an atmosphere characterized by courtesy, respect, attentive interest and the decorum that prevails in well-organized professional or business meetings. Instructors are obliged to interact with their students in a manner appropriate to such settings. Therefore, profanity, crude humor, intentionally intimidating, sexist or racially offensive assertions, personally degrading remarks directed at individual students or any other violation of the Student Code of Conduct as published in the Student Handbook are strictly prohibited in or out of class. Likewise, students are expected to extend every courtesy and consideration to their instructor and classmates. They should remain seated and attentive throughout each class, should not speak unless recognized, should refrain from sleeping or using cell phones in the classroom, should bring no food or beverages to their classrooms and should refrain from

raising any issue not directly relevant to the subject matter of the particular course they are studying.

If a student violates these norms or any part of the Student Code of Conduct in such a way as to invite reprimand, an instructor will proceed according to the policy guidelines outlined below. By gradually escalating his/her warnings and actions, as suggested in this process, an instructor may bring about a desired behavioral change with minimum difficulty.

DISMISSAL FROM CLASS

Step 1: Verbal Warning - The instructor provides a verbal warning to the student. The warning shall identify the undesirable behavior and describe acceptable behavior. Verbal warnings will be documented electronically in the College's administrative computing system and the student is required to meet with the Dean of Students before being allowed to return to class.

Step 2: Written Warning - The instructor provides a written warning to the student, with reference to the previous verbal warning. A copy of the correspondence will be sent to the Vice President of Academic Affairs and the Dean of Students. The student will be required to meet with the VP for Academic Affairs before being allowed to return to class.

Step 3: Request for Dismissal - The instructor provides a written request to the Vice President for Academic Affairs for the student's dismissal from class. A copy will be sent to the student and the Dean of Students. The Dean of Students will respond within three business days.

Step 4: Dismissal - the Dean will have a letter delivered to the student notifying the student of the dismissal from class within three business day of notification. The dismissal will be effective the date the correspondence or announcement is issued. The letter will include an invitation to the student to appear before the "Judicial Board for Academic Affairs," (The Board) and will advise the student of the potential effect that a dismissal may have on his/her financial aid. A copy of the letter will be sent to the instructor and the Vice President for Academic Affairs.

Step 5: Student Appeal - The student may appeal his/her dismissal before the Judicial Board for Academic Affairs, which is comprised of the Dean of Students, the Division Chair for the course in question, selected faculty and staff members and an officer of Student Government. The Dean of Students will serve as chairperson of the Board but will not participate in the decision of the Board.

1. Students wishing to appeal the dismissal decision must submit a written letter to the Dean of Students within three calendar days of the notice of dismissal. This letter must be delivered personally to the Dean.
2. Upon receipt of the written request for a hearing, the Dean will notify the members of the Judicial Board for Academic Affairs that a formal hearing must convene within three business days.
3. The student will be notified of the date, time and location of the hearing at least 48 hours in advance.

4. Two thirds of the Board must be available for a hearing to occur and a simple majority is necessary for the Board to make a decision. In the absence of Student Government Officers, other student leaders may be called upon.
5. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges.
6. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may attend a Judicial Hearing.
7. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.
8. Any party may present witnesses subject to the Board members' determination of the witness's relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
9. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.

The Board Chair will notify the student of its judgment after a decision is reached. If the Board upholds the dismissal, the student will be assigned a failing grade and will not be permitted to withdraw. Notification of the results of the hearing will be sent in writing to the instructor, Registrar, financial aid, athletics, the Vice President for Academic Affairs, and all committee members.

The Decision of the Board is Final and not subject to appeal except for circumstances of executive review

DISMISSAL FROM COLLEGE

COLLEGE DISCIPLINE / DISMISSAL POLICY

The Dean of Students is responsible for administering the Student Code of Conduct and for assessing all serious offenses and appeals in non-academic matters.

Any member of the College staff or administration may file a report against any student, student group, or student organization for alleged violation of the student code of conduct, residence hall regulations, drug and alcohol policy, firearms policy, or any other written College policy on behavior. On-campus reports should be filed with the College Public Safety Office.

1. The person making the charge(s) will provide the following in writing:
 - a. Date of the incident;
 - b. Name of the student(s) involved;

- c. Specific College policy or regulation the student(s) allegedly violated.
 - d. A statement of the circumstances;
 - e. Name(s) of witnesses;
2. For routine offenses in the residence hall, College Public Safety Officers or Residence Life Staff may issue a citation at the time of the offense, outlining the violation(s). A fine letter will follow, by mail, from the Dean of Students. Fines cannot be altered or appealed, except by new evidence presented by the public safety department or residence hall staff.

For more serious offenses, especially those that may require disciplinary action beyond fines, the following will apply:

1. Upon receipt of an incident report, The Dean of Students or his/her designee will review the results of the investigation with the Vice President for Academic Affairs, the Director of Public Safety, and the Housing Staff. In situations where dismissal may be an option, that decision is made by the Executive Vice-President of the College.
2. A written notice of dismissal action by the Dean of Students will be issued to the student by a Public Safety Officer, along with a member of the Housing staff in the case of a resident student dismissal. Dismissal is effective immediately upon receipt of written notice.
3. Students dismissed from college for disciplinary reasons must vacate the dormitory by noon on the day the dismissal letter is received. If the dismissal is overturned through the appeal process, the student will be allowed to return to the dormitory. If the dismissal is upheld by the Judicial Board, the student is required to remove his/her belongings immediately.

DISMISSAL APPEAL PROCESS

Students have the right to a formal judicial hearing before a designated judicial board to appeal dismissal. Students may waive this right when guilt is admitted or when they choose to accept dismissal as determined by the Executive Vice-President of the College.

1. Students wishing to appeal the dismissal decision must submit a written letter to the Dean of Students within three calendar days of the notice of dismissal. This letter must be delivered personally to the Dean.
2. Upon receipt of the written request for a hearing, the Dean will notify the members of the College Judicial Board that a formal hearing must convene within three business days.
3. The student will be notified of the date, time and location of the hearing at least 48 hours in advance.
4. The membership of the Board will be as follows:
 - one officer from the Student Government Association, based on availability, prioritized from highest to lowest officer;
 - one Affirmative Action Officer;

- Director of Public Safety or designee;
 - one representative from the Financial Aid Office;
 - one representative from the Business Office.
5. Two thirds of the Board must be available for a hearing to occur and a simple majority is necessary for the Board to make a decision. In the absence of Student Government Officers, other student leaders may be called upon.
 6. The Dean of Students will serve as Chairperson of the Board but will not participate in the decision of the Board. The Dean will present the charges and evidence on behalf of the College or the individual making the charges.
 7. The accused is entitled to be accompanied by a College faculty member, administrator, or fellow student whose role will be advisory in nature. No one outside of the College community may attend a Judicial Hearing.
 8. A formal hearing includes opening and closing statements from the accused. Neither cell phones nor other electronic devices may be brought to the hearing. A student who attempts to utilize such phones or devices surreptitiously during an appeal hearing immediately forfeits his/her appeal rights.
 9. Any party may present witnesses subject to the Board members' determination of the witness's relevance to the case. The members of the Board may ask questions of anyone involved in the proceedings.
 10. If, for lack of sufficient reason as determined by the Board, an accused student fails to appear at the hearing, the Chair may conduct the hearing without the presence of the accused. If the absence is unexcused, the accused forfeits any right to appeal. No recommendation or imposition of sanction will be based solely on the failure of the accused to appear.
 11. If the Board upholds the decision of the Executive Vice President, the accused will be notified of the decision immediately. He/she will be required to turn in all keys and ID and leave campus immediately. **If the student is unable to remove his/her belongings at that time, the room will be inventoried and the belongings placed in storage. However, all belongings must be removed from college property within 5 business days of the appeal hearing. After that time, everything will be discarded. Arrangements must be made with the Office of Public Safety for pick-up during normal business hours.**
 12. The Chair will submit a written record of the Board's decision to the Executive Vice President, Vice President for Academic Affairs, and all affected College offices.
 13. If the Board votes to overturn the Executive Vice President's decision of dismissal, the College President has the right to modify or reverse the decision of the Board. In this event, if the President is available, he will make his decision immediately and the student will be informed of the outcome. Otherwise, the student will be notified of the outcome within 24 hours of the termination of the hearing.

14. If a student is dismissed from the College for a weapons possession offense, for use, positive testing for or possession of Phencyclidine (PCP), or because of circumstances where the safety of students is at stake, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designee.

The decision of the Board is final and not subject to appeal except for circumstances of executive review.

MEDICAL / PSYCHOLOGICAL SUSPENSION POLICY

The College Administration reserves the right to suspend/administratively withdraw a student from the College for medical/psychological reasons: Such reasons include:

- The student is deemed a potential threat to self or other persons, either within or outside the College community.
- The student has a contagious disease which, in the opinion of medical personnel, can transmit or inflict the illness to others on campus through normal daily contact.
- The student's psychological state hinders his/her ability to achieve academic goals, interferes with the learning environment of others, or prevents living in an appropriate manner in campus housing.

The student may not re-enroll until documentation is received in the Student Affairs office concerning the student's readiness to return. In all cases, this documentation must come from a professional involved in the treatment and care of the student, and must indicate that the student is able to become an active participant in the learning environment.

Further, it should be understood that, although the College will make an effort to provide a reasonable accommodation in appropriate circumstances, the College cannot care for students with serious psychological or medical conditions and therefore reserves the right to decide, in certain circumstances, that it cannot provide educational services or housing.

DRUG, ALCOHOL AND TOBACCO POLICY

No student, regardless of age, is permitted to consume and/or possess alcoholic beverages, tobacco or controlled substances on College premises or at College sponsored events. This is to include possession of alcoholic beverages, tobacco, or controlled substances by the student in the Resident Hall or elsewhere. Any and all items of this nature found in the possession of a student will be confiscated and destruction will be overseen by the Lackawanna College Public Safety department. In all cases, the College will pursue a course of action designed to promote the well-being of the student, protect the welfare of the college community, and demonstrate respect for federal and state laws. Behavior or misconduct resulting from the use or abuse of alcohol or illegal drugs by a student or group of students on or off campus is also a violation of the College's Alcohol and Drug Policy and may be subject to judicial action as well as the applicable

LACKAWANNA COLLEGE DRUG TESTING POLICY

Lackawanna College is dedicated to the health, welfare and safety of each student it serves. To this end, the College is committed to providing each of its resident students and student-athletes with a drug free environment in which to live, study and socialize.

From a safety perspective, the use of drugs and/or alcohol may impair the well-being of these students and interfere with the resident's living condition.

Therefore, since the College is responsible for the welfare of each student and specifically responsible to provide a residence environment free of hazards that would impede the resident student's academic progress, the Lackawanna College Drug Testing Program has been implemented to provide a safe and healthful environment for all our students who live on campus.

For the purposes of this Drug Testing Policy, Controlled Substance shall be those substances prohibited by Pennsylvania's Controlled Substance, Drug, device and Cosmetic Act, 35 P.S. §780-101, et seq. and particular Section 4 of the Act (35 P.S. §780-104) and Drug Paraphernalia shall be those products, materials, and equipment as defined in Section 2 of the Act (35 P.S. §780-102).

Every student making application for resident housing must sign a drug consent form prior to taking up residence on campus. A copy of the drug testing policy and procedure, as well as a testing consent form, is included in the packet of materials sent to prospective resident students. This form will stand for the student's entire time of enrollment at the College. Drug testing is performed randomly on a year-round basis. Students will be tested at random intervals and for cause which may either be announced or unannounced. The testing will be required at the sole discretion of the College. There are no exceptions to this policy. All resident students will be required to comply. The student will be required to provide breath, blood, and saliva and/or urine specimens for the purpose of analysis. If the student is less than 18 years of age, the parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the College prior to the student's arrival.

Each prospective resident student will be provided with a copy of the drug testing policy and procedure and a consent form. These materials are included in the packet of materials sent to prospective resident students and completion of the consent form is part of the required admission procedure. Applications for admission to the dormitory space cannot be processed without the signed consent form.

Students who refuse to submit to drug testing, when requested by appropriate college administrators, will be expelled from the residence hall and the College, without benefit of appeal. Failure to produce a specimen within the standard collection time, as established by the collection agent, will be considered a refusal, as will leaving the facility at any time before providing the specimen.

PENALTIES FOR POSITIVE DRUG TEST RESULTS:

First Positive Test: The student will be suspended from any and all extra-curricular activities (including but not limited to athletic participation) and will be required to participate in a substance abuse treatment program through the Drug and Alcohol Treatment Service (DATS) during the suspended period. A \$50 fine will also be levied against the student. The length of the treatment program will be determined by DATS, based on an assessment of the student. The Dean will be informed of the expected completion date, and whether or not said student has successfully completed the substance abuse treatment program. The Student will be responsible for all costs associated with the counseling and treatment programs. Referral requirements, further

discipline to include but not limited to medical leave of absence, probation and/or dismissal may occur.

A Negative follow-up test will be required prior to the resident student's return and participation in any extracurricular activity. Students will be required to submit to random, follow-up drug testing during the rest of their enrollment period.

A Second Positive Test will result in dismissal from any and all extracurricular activities and forfeiture of any and all scholarship monies. A \$100 fine will also be levied against the student. A second positive test could result in further discipline to include but not limited to medical leave of absence and/or probation and/or dismissal, to be determined by the Dean.

A Third Positive Test would be seen by the College Administration as cause to dismiss said student from the College.

Failure to comply with the imposed penalties assigned in response to a positive test within a three week window from notification will also constitute refusal and will result in dismissal without appeal.

If a student is found to be in possessions of a Controlled Substance or Drug Paraphernalia, that student must follow the same policies as a student who has had a positive drug test result. **HOWEVER, IF THE AMOUNT OF CONTROLLED SUSTANCE IN THE POSSESSION OF THE STUDENT EVIDENCES INTENT TO SELL AND/ OR DELIVER TO THIRD PARTIES, THAT STUDENT SHALL BE IMMEDIATELY DISMISSED FROM THE RESIDENCE HALL AND THE COLLEGE.** All protocols must be followed and all treatments must be completed before that student will be allowed to participate in any extra-curricular activities. The progressive steps outlined above will also be required if a student is found to be in possession of non-prescribed, controlled substance or illegal substances a second time.

A program of education on drug use and abuse will be provided to the students residing in each residence hall and will include, but not be limited to, discussion of the drug testing policy and distribution of educational materials concerning the abuse of illegal drugs and alcohol.

The College will include the policy and procedure for Drug Testing in the College catalog, the student handbook, Residence Life Handbooks and other pertinent College publications to ensure adequate notice and distribution. As stated previously, a copy of the policy and procedure will be mailed to each applicant at the time of application.

It must be understood that the College cannot protect an offender against any penalties of law. Law enforcement officers, when armed with proper documents, have a legal right to search any and all buildings and personal space on campus without prior notice.

EXCEPTION TO THIS POLICY – any student testing positive for Phencyclidine (PCP) will be subject to dismissal from the College without appeal, regardless of the stage of testing.

ALCOHOL POLICY

Lackawanna College does not condone the use of alcohol and prohibits the use or possession of alcohol on campus. Possession, use or consumption of alcohol or public

drunkenness on any College property is strictly prohibited and can lead to disciplinary action, including separation from the College. **Being present where an alcohol violation is occurring is treated as possession.** Open canisters or empty containers apply as well, and will be treated as alcohol violations.

If a student is found to be in violation of the Alcoholic Beverage Policy, the minimum sanctions include:

1st Offense

- \$50 Fine
- Parental notification
- Written warning and a meeting with the Dean
- For student athletes, suspension for one week from all activity.

2nd Offense

- \$100 Fine
- Parental notification
- Mandatory participation in an alcohol education program at Drug and Alcohol Treatment Service (DATS). The Dean must be notified of the expected completion date and whether or not said student has successfully completed the program.
- Student athletes will be suspended from participation in all athletic activity until the program is completed.
- Probation

3rd Offense

- Dismissal from the College
- Parental notification

Please note that all sanctions must be completed within a three week time period or the sanction will be elevated to the next level of offense.

CONTROLLED SUBSTANCES POLICY

Lackawanna College does not condone the use, possession, or distribution of any type of illegal drugs. The behavior and attitudes associated with the use of illegal drugs are detrimental to the individual student and the student body, and contrary to the mission and philosophy of the College. Students charged with possession, use, or intent to distribute illegal drugs are subject to College disciplinary action, including dismissal from the College, independent of any external legal actions. In addition, eligibility for Federal Financial Aid may be subject to suspension or termination. **Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid.**

While in the Commonwealth of Pennsylvania, all students are subject to Commonwealth law regarding possession and/or use of illegal drugs:

- Possession of any amount of marijuana is a misdemeanor - subject to a fine, possible imprisonment and a permanent arrest record.

- Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. – Subject to one-year imprisonment and/or \$5,000 fine and a permanent arrest record.
- Possession with intent to sell – subject to three to five years' imprisonment and/or \$10,000 to \$1,000,000 fine and a permanent arrest record.

Students experiencing problems related to drug and/or alcohol use should do one of the following:

- Seek out a college counselor for referral to an appropriate local agency for assistance.
- Contact Drug and Alcohol Hotline at 961-1234.
- Contact Drug and Alcohol Treatment Service at 961-1997.
- Contact Alcoholics Anonymous at 347-1183.

SMOKING POLICY

The Surgeon General of the United States has determined that smoking is the largest preventable cause of illness and premature death in the country. Smoking is associated with the unnecessary death of More than 350,000 Americans a year. Moreover, a research finding now indicates that exposure to Environmental Tobacco Smoke (ETS), also known as second-hand smoke, is linked to a variety of negative health consequences and is responsible for approximately 3,000 lung cancer deaths annually among non-smokers in the US.

Smoking and the use of any tobacco products are prohibited inside all facilities or vehicles owned, leased, or operated by Lackawanna College. Smoking is prohibited inside all Lackawanna College buildings.

There are no designated smoking areas on campus. All members of the Lackawanna community are encouraged to refrain from smoking while on .campus. Smokeless tobacco usage is also prohibited. Violators will be fined \$25.00 for each offense.

NOTIFICATION OF PARENT OR GUARDIAN

The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student's parent or guardian for the benefits of the student's well being or educational progress. They are:

- The student, due to an illness, is not able to make a decision regarding contacting his/her parents.
- The student is a potential threat to self or others.
- The student is admitted to a hospital or treatment center.
- The student is placed on disciplinary probation or is dismissed from the College.
- The student is being detained by the local or state authorities.
- The student is found in violation of the College alcohol or drug policy.

The decision to notify a parent or guardian will be at the discretion of the Dean of Student Affairs or the Director of Resident's Life.

FIREARMS POLICY

Weapons of any kind are prohibited on campus. This includes, but is not limited to, firearms, paint ball guns, BB guns dart guns, black or smokeless powder ammunition, knives, pen knives, swords, daggers and bayonets, martial arts weapons of any description and fireworks. Any item of any kind found in possession of a student anywhere on school property will be confiscated and turned over to the proper authorities as evidence following the protocol stated above. Possession of a weapon will lead to discipline including, but not limited to fines, probation and/or immediate dismissal from the College. If a student is dismissed from the College for a weapons possession offense, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designee.

Fire Escapes

No one is allowed on residence hall fire escapes except in times of emergency. Further, clothing and/or signs are not allowed to be hung from any fire escape. Violators are liable for immediate dismissal from the College.

Fire/Smoke detectors

Tampering with smoke detectors in any manner is strictly forbidden and will result in dismissal from the College.

Hanging items from smoke detectors, sprinklers, or any fire safety equipment is prohibited. Violators are subject to fines and sanctions up to and including dismissal from the College.

Anyone present in a room where any of these violations are occurring is subject to the same level of sanction.

Security Cameras

Tampering with security cameras in any manner is strictly forbidden. First violations will result in probation and a fine. Any further violation will result in dismissal from the College. Any costs accrued by the College due to damage to cameras will be charged to the student as well.

GAMBLING

Gambling is prohibited. Raffles, fund raising and sales must be cleared through the Student Affairs office and may not include alcoholic prizes. Violations will result in disciplinary action.

GOOD SAMARITAN POLICY

In the event of a situation that is life-threatening or a danger to the community, students can report the incident without the fear of reprisal for the situation in which the student gives assistance. This refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate College policy.

COLLEGE POLICY ON PHOTO/VIDEOTAPING POLICY

The Lackawanna College administration reserves the right to authorize persons to photograph/videotape activities and events on campus, at off-campus extension centers and places where College functions take place, providing such photographing/taping is performed and utilized without malice to any individuals.

Individuals desiring to be omitted from such photos/taping should make this request known to the College Public Relations Department in writing. By allowing inclusion of oneself in an authorized photograph/videotape, the individual consents without restriction to such use of the photo/videotape as the College deems appropriate.

RESIDENCE HALL REGULATIONS POLICY

Highlighted below are regulations of particular concern to resident students. Violation of any of these policies can result in expulsion from the dormitory and/or the College.

This is not an all-inclusive list of rules and regulations! Additional regulations will be published as promulgated.

A. WEAPONS: The College prohibits explosives (including but not limited to fireworks), knives to include, but not limited to pen knives and pocket knives, swords, daggers and bayonets, firearms, paint ball guns, dart guns, black or smokeless powder ammunition and/or weapons of any type (to include, but not limited to sling shots, bows, arrows, etc.) by the student in the residence hall or elsewhere. **Any item in violation of this provision found in possession of a student will be confiscated and turned over to the proper authorities as evidence following the protocol stated above. Possession of a weapon will lead to discipline including, but not limited to fines, probation and or immediate dismissal from the college. If a student is dismissed from the College for a weapons possession offense, there will be no appeal unless granted, on a case-by-case basis, by the President of the College or his/her designate.**

B. COMBUSTIBLES: The College prohibits combustibles to include, but not limited to, incense, candles, matches lighters, sparklers, fireworks or other flammable items. **Any items in violation of this provision found in possession of a student will be confiscated and destroyed following the protocol stated above. Fines will also be imposed.**

C. QUIET HOURS: To maintain conditions conducive to academic achievement, established QUIET HOURS in the residence hall will be observed by all students. Disturbing noises during these hours will not be tolerated, and will subject the offender to a fine and/or discipline.

D. LOSS OR DAMAGE: The College is not responsible for student's property and encourages all students to carry appropriate property insurance. Under no circumstances shall the college be liable for any damage, theft, or loss of the personal property of a student.

E. CARE OF ROOMS: Students are expected to keep their rooms clean and to cooperate in keeping hallways and bath areas in satisfactory condition. **Mattresses must remain on the bed frame which, in turn, must remain on floor.** College furniture or equipment is not to be removed or added to rooms without permission of the Director of Housing and Residence Life. Rooms not meeting required health and safety standards will be corrected by the College and billed to the student. Waste of any sort, i.e. trash, food, papers, must be removed from each dormitory room on a daily basis. Trash bins and dumpsters are provided for this purpose. At no time should there be open containers of food left unattended in dormitory rooms. All food stored in dormitory rooms must be kept in sealed containers. Designated Lackawanna College staff will conduct inspections at random to ascertain compliance. Disposal of debris and/or food will occur if non-compliance is found. The student/resident found to be non-compliant

will be fined and/or disciplined. All charges incurred to clean area will be levied against the student found to be in breach of this policy.

Any objects such as decals, pictures, stickers, etc. that are fastened to the walls, doors, woodwork or ceilings of rooms or hallways must be removable without damage to paint or furnished surfaces of the room. No decals, pictures, signs, posters, or other items visible from outside shall be attached or placed next to windows. Contact paper is forbidden, as are cellophane, tape and heavy packaging tape. Writing instruments must not be used on any building surfaces. In addition, students must not decorate their rooms with combustible materials, or be in possession of incense, candles, or other flammable items.

Personal refrigerators not to exceed 4.3 cu ft. are allowed in the dormitory rooms. All other appliances, including microwave ovens, toasters, toaster ovens, grills, hot plates, or any other cooking device are expressly forbidden in dormitory rooms. Microwave ovens for student use are available in the commons area.

Confiscation Policy: Any appliance in violation of this provision, found in possession of a student, shall be confiscated and held until the end of the current semester by the College. The appliance will be returned to the student at the end of the semester upon payment of a levied fine, on the condition that the appliance be immediately removed from the premises. Any appliances in violation of this provision found in possession of a student a second time will be confiscated and not returned. Fines will also be imposed.

F. INSPECTIONS: Room Inspections will be conducted as needed for health, safety and maintenance reasons. The right is reserved for designated College employees to enter any room at any time for any reasonable purpose. Included in this, a College Official may enter a student room any time the official has reason to believe that a violation of any College rule or regulation is occurring or has occurred. Random health and safety inspections will be conducted at the discretion of the College. If a room is found to be in substandard condition, the student(s)/resident(s) will be given 24 hours to rectify the deficiencies. If this has not occurred, the College reserves the right to correct any and all deficiencies and charge the student(s)/resident(s) for all costs associated with the cleaning and/or repair. If the room cannot be brought up to standard during the then current semester, the responsible student will be evicted from the Residence Hall with no refund for unused fees, to include, but not limited to room charges, security deposit and, or mandatory meal plan payments

G. ASSESSMENT FOR DAMAGE: Residents will be held responsible for any damage done to their rooms or any part of the residence hall and its equipment. Any damage other than normal wear and tear will be billed to all residents of a particular living area at the time that it occurs. The cost will be equally divided among all residents in that area.

H. RESIDENCE HALL DOORS: The main entrance doors to the residence halls are to be locked at all times for the security of the residents, as are all individual room doors and quad doors. Propping doors or tampering with doors or locking systems is an offense that can lead to residence hall expulsion and/or fines.

I. ROOM CHANGES: Room assignment changes may be made only with the prior written permission of the Director of Housing and Residence Life.

J. VISITATION: Visiting hours will be posted and stringently enforced. Visitors under the age of 18 will not be allowed access to dormitory rooms. Common areas are available for visitation purposes.

K. HEALTH RECORDS: Students will not be permitted to receive a housing assignment until a completed health record is on file in the office of the Director of Housing and Residence Life. Forms must be completed by the student's primary health care provider.

L. MANDATORY MEAL PLAN PARTICIPATION: Students will not be permitted to receive a housing assignment until participation in the Mandatory meal plan is documented. All meal plan payments or documented financial aid for meals must be in place with the business office prior to provision of a housing assignment.

M. FALSE ALARMS: Any student who, in the College Dormitory, through smoking, use of prohibited items, or deliberate malice or neglect causes the alarms to sound and the fire company to be dispatched to the residence hall will be responsible for the fee levied by the fire department for the visit to the dormitory. Deliberately causing a fire alarm, with malicious intent, is a criminal offense, and the responsible student may be dismissed from the College. (The fine levied by the Fire Department for a false alarm is presently \$250.00 and is subject to change without notice.)

N. CODE OF CONDUCT VIOLATIONS: The College's Code of Conduct and Discipline and Dismissal Policy are published in the Student Handbook and in the Residence Life Handbook. The resident student is expected to be familiar with all policies, as well as the sanctions, listed in the handbooks, that can be imposed for violations. Signing this contract indicates this awareness.

O. RESIDENCE LIFE SAFETY ISSUES: Students are forbidden to tamper with windows, smoke detectors, sprinklers, ceiling light fixtures, ceiling tile grids, fire extinguishers, baffles or vents, locks, door closers or any other equipment installed to maintain the safety, health and/or welfare of the resident students. Tampering includes, but is not limited to, removing the safety devices in the windows, locks or door closers, taping the inside of the smoke detectors, covering same, or otherwise causing them to be inoperable, defacing fire station covers, discharging (unless there is a fire emergency) or disarming fire extinguishers, hanging anything from the ceiling grids, to include clothing, sheets, drapes or any other type curtain or screen limiting visibility anywhere within the confines of said room, covering or blocking air vents or baffles, as well as placing furniture in walkways or doorways inside the room.

All students residing in any room found to have life safety violations will be subject to disciplinary action to include, but not limited to, fines, suspension and/or dismissal from college. Assessment of fines or other disciplinary measures will be attributed to EVERY student residing in the living area in which the infractions occur. There will be NO EXCEPTIONS.

P. SECURITY DEPOSIT: Payment of a security deposit (amount to be determined annually by the Business Office) is required to reserve a room in any College dormitory.

Each semester, the student is required, if the deposit amount is reduced due to fines and/or damage charges, to return the deposit to the mandated amount before student can return to the dormitory.

Q. IMMUNIZATION POLICY

Lackawanna College is committed to maintaining and protecting the wellness of its students. Below is a listing of required and recommended immunizations for the student's reference and that of his/her health care provider. Evidence of required immunizations must be included with the student's health records. Please note that the meningitis vaccine, although recommended for everyone, is only required for resident students.

REQUIRED:

Two Measles-Mumps-Rubella (MMR) immunizations

Polio Vaccine

Mantoux test for tuberculosis

Meningitis

HIGHLY RECOMMENDED:

Tetanus-diphtheria (within past 10 years)

Hepatitis B (a three-shot series)

Varicella (if Chicken Pox has not been contracted)

STUDENT RESIDENT POLICY

All full time students attending the Scranton campus who do not commute daily from the home of their parent(s), legal guardian(s) or spouse must reside in campus housing when they are actively enrolled in college courses. Commuting distance is defined as 30 miles from campus or less. This policy applies to any time of enrollment, including summer sessions and Intersession.

Exceptions to this policy can only be made by the Dean of Student Affairs, and only under extreme circumstances. The decision of the Dean is final. To apply for an exception, the parent, legal guardian, or spouse needs to provide a notarized letter documenting that the student will in fact meet the criteria stated in the policy and lives within a reasonable commuting distance (defined as within 30 miles of the campus of attendance).

If the college is able to verify that a student is in fact violating the policy as stated or the conditions set forth in an approved exception, the student is subject to dismissal from the college and/or full charge for residence hall costs.

Deposit: \$250.

Cost: \$2400 per semester, which includes basic cable TV services.

Utilities included.

Video security and keyless entry.

On-site parking, laundry facilities, community room

Central air-conditioning.

Available in-room computer port for each resident.

PROCEDURES

CHECK IN/CHECK OUT PROCEDURE

Check-in: Before a student moves in to his/her assigned room, he/she must be cleared through the Business Office located within the main building, room 113.

Check-out: Any resident student leaving for the semester, or leaving permanently during the year must complete the following tasks:

- Remove all personal items and clean the room. If the room is vacated and there is an excessive mess, the student(s) will be billed for clean-up.
- Have the room inspected by a member of the Residence Life Staff and complete and sign proper check-out paperwork. Charges may apply for improper check-out
- All keys are returned to a member of the Residence Life Staff or the Public Safety Officer on duty. If keys are not returned charges will be applied to student(s) account.
- All personal belongings are removed. Daily storage fees will be applied if anything is left in the room. Other charges will then be applied (disposal costs) after the time allotted.
- If any College property is removed and must be replaced, charges will be applied.

DORM NETWORK SETUP PROCEDURES

All resident students are provided with access to a high-speed Internet connection. Connection to this network is done at the students' own risk. The College is not responsible for material viewed or downloaded by users. Lackawanna College is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access or abuse while making it accessible for authorized and legitimate users. By using any of Lackawanna College's electronic and technology resources, users consent to assume personal responsibility for their appropriate use and agree to adhere to all applicable college policies, local, state, federal, and international laws and regulations.

Equipment Needed:

Equipment needed for connection to the dorm network includes a Network Interface Card (NIC), and a Category 5 patch cable. Both items are available at the Campus Bookstore, though students may obtain these items elsewhere. Installation of the NIC is completely the responsibility of the student. The College does not have the resources to provide a card and cable to every resident or the resources to install the cards in individual students' computers. Check your owner's manual before you purchase a NIC. Most computers already have a factory installed NIC. A modem will not work with the dorm high-speed network. Modems must be connected to the standard telephone lines provided in student rooms.

Connecting to the Internet:

Before starting your machine, connect the patch cable from the NIC card jack on the back of your computer to the network jack in your room.

Turn on the computer. Network cards usually have LED light indicators showing the connection to the network. When your machine starts, you will see these indicators glow to show you have an active connection.

To connect to the World Wide Web, start Internet Explorer, click on Tools, then Internet Options. When the Internet Options window opens, click on the Connections tab. Look to the bottom left of the Internet Options/Connections dialog box, and click on LAN Settings. In the Local Area Network (LAN) Settings box, Proxy server section check Use a proxy server, and type the following text in the address box: *proxysrv (Mckinnie Hall) or ressrv01 (Seeley Hall)*. Then type *8080* in the Port box.

You are now ready to use the World Wide Web.

Security:

Users are responsible for maintaining the integrity of personal equipment connecting to the College's network. Users are expected to purchase and maintain anti-virus software, such as Norton Anti-Virus, McAfee, Panda, Sophos and others. AVG offers a free anti-virus program for personal use (<http://free-avg.com>). Installing anti-virus software and keeping your virus definitions up to date will protect your PC from damage and loss of valuable data.

Users are strongly encouraged to update and patch their Windows computers regularly on the Microsoft Windows update site. Microsoft "Patch Tuesday" is the second Tuesday of each month. Go to <http://windowsupdate.microsoft.com> for patch and update downloads. You will most likely need to restart your computer every time you install updates from Microsoft.

The high speed access to the World Wide Web is behind a Firewall server, and has been filtered to only allow connection through TCP/IP ports 80 and 443, which are the ports for standard and secure web access. All other TCP/IP ports have been blocked for your safety and protection. Viruses and hackers can and do use other TCP/IP ports to gain access to your computer, or to spread viruses. Another reason is to block the use of Peer to Peer file sharing networks (LimeWire, Gnutella, BitTorrent, Bearshare, Grokster, Morpheus, iMesh, etc...) that can and are used to share copyrighted material such as music and movies in violation of the Federal Digital Millennium Copyright Act. Since the sharing of such copyrighted material is illegal, students are blocked and prohibited from using file sharing networks. In addition, the No Electronic Theft (NET) Act criminalizes sound recording copyright infringements regardless of whether there is financial gain from such infringements. You should also be aware that law enforcement agencies, the Recording Industry Association of America (RIAA), and other copyright holders of digital media are actively monitoring the Internet for users who are distributing copyrighted material. The recording, film and software industries are very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars, and they have hired hi-tech firms to develop and maintain software which is able to search the Internet and identify unauthorized distribution of their protected titles. This active monitoring is specifically designed to search for distribution of materials using the above listed software packages. For more information on the laws regarding file sharing, see <http://www.campusdownloading.com>.

Network users are responsible for all traffic originating from their network. In addition, network traffic is considered private, thus, any attempts to read or monitor network information of others ("sniffing") is a violation of the privacy act. Repeat violations will result in the College disconnecting the device from the network. We reserve the right to monitor all network activity, incoming or outgoing, on the dorm network and on all

computers internally tied to it. All Web usage is logged by default and can be traced to the machine.

Attempts by individuals to reconfigure the network infrastructure can result in damage to the infrastructure or severe network problems. Examples of this are extending the network with hubs/switches/repeaters, daisy chaining of wiring and the use of non-standard electronics and wiring. The connection and use of individual wireless “Wi-Fi” routers is strictly prohibited. Where damage is found to be caused by an individual, repair costs will be billed accordingly. When a user is encountering problems related to non-adherence to industry and/or Lackawanna College network standards by installing their own wiring and/or electronics, the user risks being removed from the network.

Remember, dorm network access is a privilege, not a right. Please use the privilege in a responsible manner, and you will be able to surf the Web with ease.

Support:

If you are experiencing any difficulties with your connection, contact support at support@lackawanna.edu, or call 570.504.1585 or 570.961.7822.

COLLEGE MEAL PLAN

A Residential Meal Plan is an essential part of the dormitory life experience at Lackawanna College. Its implementation alleviates one of the concerns most students face while living away from home. This allows the student to concentrate solely on his or her studies and other activities associated with College life. Therefore, it is necessary to integrate this service into the requirements for all students living in our residence halls.

The cost of the meal plan is \$1,100.00 per semester (This charge is adjusted periodically.) This is an estimated cost which would allow the average student to purchase either breakfast or lunch and a dinner meal each weekday and either breakfast or lunch on Saturday and Sunday. When meal service is not available, a take-out lunch or dinner may be purchased from the cafeteria for future consumption or students may choose to eat at the many reasonably priced restaurants within walking distance of the Lackawanna College residence halls.

The meal plan money is deposited into a declining balance account held by the Food Service Provider. Each time a student purchases food from the cafeteria, the amount will be tallied and deducted from that individual student’s account. In order to purchase food in the cafeteria on the meal plan, the student ***MUST*** present his/her Lackawanna College photo identification card each time a purchase is made. The food service staff will provide information regarding each student’s balance upon request.

If a student meal plan account becomes depleted prior to the end of a semester, deposits in increments of \$100 can be made to the meal plan account.

All meal plan dollars must be used by the end of the designated period and will not be refunded.

THE COLLEGE REQUIRES ALL PAYMENT OF COLLEGE EXPENSES (to include, but not be limited to tuition, residence hall fees, meal plan payments, etc.) TO BE PAID IN FULL AND DOCUMENTED ON THE STUDENT’S ACCOUNT PRIOR TO THE FIRST DAY OF EACH SEMESTER. (Exceptions may be made on a case-by-case basis and are at the sole held and keep the student from moving into

the residence hall and utilizing the meal plan. ***Failure to make scheduled payments as established by the college will result in the suspension of access to the meal plan until payment is received.*** Please note, the college reserves the right to dismiss any student who fails to make any payment as required under the payment plan. **discretion of the business office**). Failure to make payments will cause the student's schedule to be

FOOD SERVICE HOURS OF OPERATION*

Monday through Friday	7:30 AM to 7:30 PM
Saturday	11:00 AM to 2:00 PM (brunch)
Sunday	11:00 AM to 2:00 PM (brunch)

* Hours are subject to change based on student usage.

There will be no food service on holidays or any scheduled closings of the College. In the event of College closings due to weather conditions, food service will follow weekend hours.

INFORMATION

ACTIVITIES: A variety of social and educational activities are planned for each residence hall. Educational programs may be offered in a variety of areas. Examples of topics that might be covered include relationship issues, sexuality, alcohol use and abuse, acquaintance rape, religion, diversity issues and other topics of interest and importance to college students. Social and community development programs may include athletic events and intramural competition, holiday celebrations, and community service projects. The Resident Committee, a student governance organization, also plans programs for students. Residents are encouraged to become involved in creating and presenting programs of their own in cooperation with their Dorm Representatives.

RECREATIONAL ACTIVITIES: For reasons of personal safety, and in order to prevent structural damage, students and their guests may not participate in sports games in the residence halls. This includes, but is not limited to, baseball, basketball, soccer, lacrosse, football, hockey, and frisbee.

COURTESY AND QUIET HOURS: All residents have the right to live in an environment that provides reasonable conditions for study and sleep. Mandatory courtesy and quiet hours have been established and will be posted. Courtesy hours are in effect twenty-four hours a day, seven days a week, while quiet hours cover specific evening hours.

During courtesy hours students are expected to be considerate of the needs of others at all times and to comply with requests for maintaining a reasonable level of quiet. Quiet hours require that noise be reduced so that nothing can be heard from within the rooms when the doors are closed. Congregation of more than two residents in a hallway at any given time will be interpreted as violating this policy, and the violators will be subject to disciplinary action. Quiet hours will be posted in the residence halls.

A twenty-four-hour quiet period is in effect prior to and during final exams. Disturbing noises during these hours will not be tolerated, and will subject the offender to discipline. These policies help make residence hall rooms suitable places to study. Other good places for studying include the Lackawanna College Library and Scranton Public Library (located across the street from the main academic building).

In addition to being considerate of fellow residents in the dorm, resident students must also maintain reasonable behavior in relation to the surrounding neighbors. To that end, the following

behaviors are prohibited based on their inherent disruptive nature, and will be subject to fines and or disciplinary action:

- Stereo speakers set in or near windows in order to amplify sound to the outdoors, or setup of stereo equipment outside of the dormitory.
- Screaming or yelling in hallways, stairwells, outside windows, etc.
- Congregating on surrounding walls of the dormitory and behaving in a loud, disruptive manner.

DAMAGES: Residents are responsible for their rooms and the furnishings therein, and the cost of any repair and replacement beyond ordinary wear. In the common area lounges, hallways, laundry room, etc, when direct responsibility cannot be placed, the cost of repair and replacement of damaged items is shared by all students living in and using these areas. The cost of damages will be deducted from the student’s security deposit. If cost exceeds the available deposit funds, the student will be billed for the balance.

The following is a guide and should not be interpreted as an all inclusive list of repairs and replacement costs. Prices may not reflect any changes to actual cost, which may have occurred since the publication of this rate schedule.

<u>Damage</u>	<u>Charge</u>
Ceiling Tile	\$20.00
Ceramic Wall Tile Small	\$5.00 per tile
Ceramic Wall Tile Large	\$8.00 per tile
Room Door	\$250.00
Door Jam	\$75.00
Door Exterior solid	\$550.00
Door Exterior Glass	\$495.00
Door Hardware	\$495.00
Door Lock Set	\$85.00
Door Key Lost	\$85.00
Emergency Light Fixture	\$75.00
Exit Signs	\$75.00
Fire Alarm Pull	\$100.00
Smoke Detector	\$125.00
Fire Extinguisher Case	\$45.00
Fire Extinguisher Recharge	\$45.00
Fire Extinguisher Clean up	\$100.00
Fire Extinguisher Replace	\$210.00
Access Card Reader	\$650.00
Tables	\$250.00
Toilet Paper Holder	\$45.00
Soap Dispenser	\$20.00
Mirror	\$250.00
Shower Curtain	\$25.00
Shower Wall Divider	\$150.00
Shower Spray Head	\$65.00
Sink	\$100.00
Toilet	\$250.00
Toilet Seat	\$35.00
Toilet Room Walls	\$225.00
Toilet Room Door	\$250.00
Hardware	\$45.00

Urinals	\$350.00
Water Fountain Repair	\$250.00
Water Fountain Replace	\$500.00
Window Re-secure	\$35.00
Window Replacement Room	\$475.00
Two Door Armoire	\$550.00
Door Repair	\$175.00
Shelf	\$50.00
Rod	\$25.00
Captain Bed 2 Drawer	\$550.00
Drawer	\$125.00
Mattress	\$200.00
Desk	\$300.00
Chairs	\$50.00
Desk Repair	\$125.00
Washer	\$500.00
Dryer	\$400.00
Repair- wash or Dry	\$150.00 min.
Lock Box	\$250.00
Tote Box	\$25.00
Outlet/Switch Covers	\$10.00
Computer Jacks	\$25.00
Blinds	\$35.00
Cleaning (excess Dirt)	\$150.00
Graffiti	\$500.00
Wall Repair	\$100.00

(Actual cost depends on the size of the hole)

The Housekeeping Department provides housekeeping service in the common areas only. This service is seven days a week. Our Maintenance Staff does routine repairs to items as needed, any problems or concerns should be reported to the Housing Directors as soon as they occur. Students are responsible for cleaning their own rooms.

Any items that are left outside of the assigned dorm room will be discarded without notice and the cost of discarded items will be at user's expense. No Items should be stored/ left in the stairwells (THESE ARE FIRE EXIT) any items found there will be discarded at user's expense.

Common Area Damages

Replacement cost for the following items will be charged to residents who accept responsibility or to an entire floor or building. If items are missing or damaged and no student accepts responsibility for the loss, a Community Area Violation notice will be posted for Common Area damages. When damages occur in a common area, the entire floor/building will be charged at the end of the semester in which the damage took place. Costs will vary based upon severity and in which Residence Hall they occur.

Note: Housing and Maintenance reserves the right to close all common areas due to vandalism or misuse without notice.

A room entry/search may be authorized under the following circumstances:

- Emergency repair or maintenance work;

- Clear indication that routine health or safety regulations are being violated;
- Apparent danger to the room occupants or other residents exists; and,
- Probable cause to believe residents or their guests are violating federal, state, or local laws and/or university regulations.
- Occupant cannot be located for an extended period of time.
- It's necessary to inspect a vacant/unoccupied portion of a room/apartment in order to prepare for occupancy.

Lounge furniture is **NOT** to be taken from the lounges. When lounge furniture is noted as missing, a fine will be levied. Students found with lounge furniture in their rooms will face appropriate disciplinary action.

Student ID Cards

All students are issued a student ID card at student orientation. This card is your official college identification, and must be carried at all times. Report a lost, damaged, or stolen card immediately to the Office of Public Safety to prevent unauthorized use of the card. Replacement fees are charged on an escalating fee schedule as follows:

- First replacement: \$25
- Second replacement: \$35
- Third and subsequent Replacements: \$50

Failure to present a student ID when requested by a college official will result in disciplinary action starting with a fine and graduating based on occurrence.

Lending this card or possession/use of someone else's ID will result in probation on the first offense. Using another's ID to obtain goods and services at the College or to provide false identification will result in immediate probation or dismissal, depending on the level of offense.

HEALTH RECORDS: Students will not be permitted to receive a housing assignment until a completed health record is on file in the office of the Director of Housing and Residence Life. Forms must be completed by the student's primary health care provider.

HEALTH SERVICE: Although the College does not provide health services, we are located within two miles of the three major hospitals in the city. Available facilities are as follows:

- ❑ Community Medical Center
1800 Mulberry Street
Scranton, PA 18510 (570) 969-8000
- ❑ Mercy Hospital
746 Jefferson Avenue
Scranton, PA 18501 (570) 348-7100
- ❑ Moses Taylor Hospital
700 Quincy Avenue
Scranton, PA 18510 (570) 340-2100
- ❑ Redi-Care Medical Center
648 N. Main Street
Taylor, PA 18517 (570) 348-1101

Mental Health Service

- Scranton Counseling Center
326 Adams Avenue
Scranton, PA 18510
- (570) 348-6100

IMMUNIZATION POLICY

Lackawanna College is committed to maintaining and protecting the wellness of its students. Below is a listing of required and recommended immunizations for the student's reference and that of his/her health care provider. Evidence of required immunizations must be included with the student's health records. Please note that the meningitis vaccine, although recommended for everyone, is only required for resident students.

REQUIRED:

- ✓ Two Measles-Mumps-Rubella (MMR) immunizations
- ✓ Polio Vaccine
- ✓ Mantoux test for tuberculosis
- ✓ Meningitis

HIGHLY RECOMMENDED:

- ✓ Tetanus-diphtheria (within past 10 years)
- ✓ Hepatitis B (a three-shot series)
- ✓ Varicella (if Chicken Pox has not been contracted)

KEYS: For the safety of students, lost keys should be reported immediately to the Resident Director for replacement. There will be a \$85 fee for replacement room key, and a \$25 fee for a replacement mailbox key. Failure to return assigned keys at check out will result in a replacement fee, which can be deducted from the security deposit. Keys must be returned to the appropriate Resident Director at final check-out.

*****Residence hall keys ARE NOT to be duplicated or loaned. Residents found in violation will be sanctioned accordingly. Also there is to be NO loaning of swipe cards to enter dorms.**

MAINTENANCE/HOUSEKEEPING: Everyone is responsible for upkeep of the residence hall. It will be your home away from home during your academic career at Lackawanna College and should be treated as such. Common areas of the building will be maintained on a daily basis by College staff. The maintenance of an individual's room is the responsibility of the resident. College personnel will conduct periodic safety and health checks of a rooms. Any violation of College health or safety policy must be immediately corrected. Failure to comply may result in disciplinary action.

**THE CAFETERIA WILL BE CLOSED ON THE
FOLLOWING DAYS:**

- Monday-September 7, 2009 in observance of Labor Day
- Monday-October 12, 2009 in observance of Columbus Day
- Monday-November 11, 2009 in observance of Veteran's Day
- Wednesday, Thursday & Friday-November 25, 26, 27 2009 in observance of Thanksgiving
- Friday through Friday, Monday-December 18-25, 28-31, 2009 in observance of Christmas
- Thursday & Friday-January 1, 2010 in observance of the New Year's Holiday
- Monday-January 18, 2010 in observance of Martin Luther King Day
- Monday-February 15, 2010 in observance of Presidents' Day
- Friday & Monday- April 2 & 5 2010 for Spring Recess
- Monday-May 31, 2010 in observance of Memorial Day

MAIL SERVICE: Each resident will be assigned a mailbox. The United Postal Service will not deliver to dormitories. All student mail will be received by the College Mail Room and distributed to the student boxes daily Monday through Friday. There is no mail service on Saturday or Sunday. If a resident receives a package that does not fit in their mailbox a notice will be placed in their box notifying them of the delivery. The student may pick-up the package from their respective Resident Director.

Mailing Address for all resident students:

Student's Name
Students Mailbox Number
Lackawanna College
501 Vine Street
Scranton, PA 18509

PARKING REGULATIONS

Operation and parking of a motor vehicle in the campus lots is a privilege.

All motor vehicles (including, but not limited to motorcycles) parked in the campus lots are required to have a current, valid parking permit displayed. These may be obtained from the Public Safety Officer on duty. Permits are issued for each semester. There is no charge for parking permits.

Lackawanna College assumes no responsibility for vehicles parked on College property. Students, faculty and staff are solely responsible for vehicles (to include parking citations and/or towing) while their vehicle is located on College property.

All permits must be affixed to the mirror of the vehicle in order to be plainly visible for inspection. Handicapped permits must be displayed per state statute. No one will be permitted to utilize another handicapped individual's parking placard. The penalty for improper use of a handicapped placard will be revocation of parking privileges.

Parking spaces are designed for faculty, staff, student, handicapped, visitors and reserved. Please park in designated spaces only. Parking is allowed only in marked spaces, within the lines.

Vehicles parked inappropriately in spaces or unmarked areas or causing any properly parked vehicle to be blocked from ingress or egress will be subject to fine and/or towing immediately. There will be no notice given.

Parking is prohibited in drives, driveways, walkways and seeded areas.

Parking lot definitions:

1. Vine Street Entrance: Designated for staff, faculty, handicapped staff and faculty, visitor and reserved VIP parking.
2. North Washington Avenue Entrance: Designated for student, handicapped student and vendor parking.
3. Wyoming Avenue and Vine Street: Designated for overflow parking, students and staff alike except for reserved spaces.
4. Wyoming Avenue and Vine Streets – Dormitory Parking: Designated for Director of Student Housing and resident students ONLY. All others will be subject to fine and/or towing immediately. There will be no notice given.

***** All vehicles parked in any College parking area MUST have a parking permit clearly visible on the rear view mirror. Any vehicle without a tag will be towed without notice.**

***** Overnight parking is prohibited with the exception of resident students and only in designated areas. All others will be booted or towed at owners expense.**

SPEED LIMIT IN THE PARKING LOT AREA IS 5 MPH.

Any vehicle with a valid parking permit displayed that is parked in the campus lot illegally will have a notice attached to the windshield for the first infraction unless the vehicle is blocking ingress or egress. This notice will be documented. Anyone having an outstanding parking citation will be subject to having his or her vehicle towed without further notice. Any vehicle without a valid parking permit displayed on the rearview mirror will be subject to being towed without notice. Driver/owner is solely responsible for all towing and storage fees incurred. Parking privileges in the campus lots will be revoked for repeated offenses.

*****Fines are as follows and are subject to change without notice:**

Removal of boot..... \$25.00
Release of towed vehicle.....\$80.00

All fines must be paid prior to release of vehicle. There will be no exceptions.

PAYMENT OF DORMITORY CHARGES: Any balance owed to the school, whether for tuition or housing that is not covered by financial aid is due in full prior to move-in date. Students checking in to the dorm must have proof that their accounts are settled with the Business Office. Returning students that have had authorized charges deducted from their security deposit must replenish their security deposit to the \$250 mark before each semester. Lackawanna College accepts cash, checks or money orders (payable to Lackawanna College), and credit cards. Send payments to:

Lackawanna College
Attn: Arlene Shaw, Business Office
501 Vine Street
Scranton, PA 18509

DORM REPRESENTATIVES: Dorm Reps are a part of Lackawanna College's Student Government. Dorm Reps will select to represent each dorm. Dorm Reps will schedule dorm meetings to discuss issues and concerns specific to residence life. To be eligible to run for the position of Dorm Representative a resident student must have completed at least twelve (12) credits at Lackawanna College and be in good standing with the Dean of Student Affairs.

RESIDENT COMMITTEE: All residents are encouraged to get involved with the Resident Committee in the residence hall. Regular meetings will be scheduled by the Dorm Representatives and posted in the common areas. The Resident Committee acts in the interest of hall residents and makes recommendations for programming and residence hall living improvements. The committee will sponsor a number of activities in the residence hall.

ROOM CARE AND DECORATIONS: Students are expected to keep their rooms clean and to cooperate in keeping hallways and bath areas in satisfactory condition. Nothing can be removed or added to rooms without permission of the Residence Director

The following restrictions also apply:

- Any objects such as decals, pictures, stickers, etc. that are fastened to the walls, doors, woodwork or ceilings of rooms or hallways must be removable without damage to paint or furnished surfaces of the room.
- No decals, pictures, signs, posters, or other items visible from outside shall be attached or placed next to windows. Contact paper is forbidden, as are cellophane, tape and heavy packaging tape.
- Writing instruments must not be used on any building surfaces.
- Students must not decorate their rooms with combustible materials, or be in possession of incense, candles, or other flammable items

ROOM ENTRY AND INSPECTION: A room entry/search may be authorized under the following circumstances:

- Emergency repair or maintenance work
- Clear indication that routine health or safety regulations are being violated
- Apparent danger to the room occupants or other residents exists
- Probable cause to believe residents or their guests are violating federal, state, or local laws and/or university regulations.
- Occupant cannot be located for an extended period of time.
- It's necessary to inspect a vacant/unoccupied portion of a room/apartment in order to prepare for occupancy.

CABLE TELEVISION: Basic service is provided at no additional cost to residents. Students must bring their own coaxial cables for connection Premium channels are not available.

COMPUTERS: Each student is provided with a computer port and access to an Internet provider is included for no additional charge. Students will need to contract for an individual e-mail account, as this is not provided by the college.

COLLEGE FITNESS CENTER: A state-of-the-art fitness center, located in the Student and Athletic Center, is available for use to enrolled Lackawanna College Students. The center includes cardiovascular and weight training equipment. A current student ID card is required for access to the center. Hours of operation will be posted each semester. However, when the college is closed, the center is closed as well. Scheduled hours will be posted and are subject to change without notice.

BABYSITTING: Lackawanna College students are **not allowed** to baby-sit in any campus building.

PETS: Pets of any kind are prohibited in the residence hall.

VISITATION: All visitors must be registered at the front desk by a resident. Visitors must provide appropriate identification which will consist of a picture ID that contains the birth date of the visitor. Family visitors under 18 years of age are not allowed in residence hall rooms, and are restricted to the common areas.

Visitors under 18 years of age who are not family members are restricted from entering the building. Residents are responsible for the actions of their guests.

All underage individuals will be escorted from the dormitory. Refusal to leave will cause the College to seek charges of trespassing. Residents responsible for inviting underage guests into the building will be subject to fines and/or dismissal from the College.

Residents must meet their guests at the Public Safety station and sign them in. Guests are to be escorted at all times by the resident who signed them in and are expected to adhere to all of Lackawanna College's regulations and policies. Unescorted guests will be escorted from the building. Visitors who fail to follow college procedure will lose visitation privileges and will be considered trespassers on private property.

Overnight visitors are not allowed. All visitors must vacate the facility by the close of posted visiting hours. **This policy will be strictly enforced, and residents violating any part of this policy are subject to disciplinary action, including but not limited to fines or community service.** Repeated violations will result in escalated disciplinary action, including but not limited to loss of visitation privileges and/or dismissal from College.

Visitation hours are as follows:

Monday through Thursday	Noon to Midnight
Friday	Noon to 2:00 AM
Saturday	Noon to 2:00 AM
Sunday	Noon to Midnight

Please note – these hours are subject to change without prior notice.

2009-2010 ACADEMIC CALENDAR

FALL 2009

August 27, 28	Freshman Orientation
August 31	Fall Semester begins
September 7	Labor Day Observed/College
October 12	Columbus Day/College Closed
October 26	Academic Advising begins
November 10	Last day for Withdrawal without Academic Penalty
November 11	Veterans' Day Observed/College Closed
November 16-19	Returning Student Registration
November 25	Thanksgiving break begins
November 30	Classes resume
December 11	Fall 2009 Semester ends

INTERSESSION 2010

January 4	Interession begins
January 8	Last day for Withdrawal without Academic Penalty
January 15	Interession ends
January 18	Martin Luther King Day Observed/College Closed

SPRING 2010

January 21	Spring Semester begins
February 15	Presidents' Day Observed/College Closed
March 15-19	Spring break
March 25	Academic Advising begins
April 1	Last day for withdrawal without Academic Penalty
April 2-5	Holiday/College Closed
April 12-15	Student Registration
May 7	Spring 2010 Semester ends
May 16	Graduation

SUMMER 2010

June 2	Summer Semester begins
July 2	Last day for Withdrawal without Academic Penalty
July 5	Holiday/College Closed
July 16	Summer Semester ends

RESIDENCE HALL OPENING / CLOSING DATES AND BREAKS

2009-2010 Academic Year

- **Football Team residents** arrive for football camp –Thursday, August 13, 2009 9 AM to 4 PM. Football camp is BY INVITATION ONLY
- **Soccer, Volleyball, and Cross-Country residents** check-in – Thursday, August 13, 2009 9AM to 4 PM. By invitation only.
- **All other residents** – dorm check-in - Wednesday, August 26, 2009 9 AM to 4 PM
- **Dormitory Orientation**-Thursday, August 27, 2009, 6:00 PM, Lyceum, Student Union Building
- **Freshman Orientation**-all new freshman - mandatory program – Thursday, August 27th and Friday, August 28, 2009 10:00AM Mellow Theater
- **Fall Semester begins August 31, 2009**
- **Thanksgiving Break:** Closing – 11 PM November 24, 2009, opening 12 noon November 29, 2009
- **Christmas Break/Fall 2009 Closing:** - 11 PM December 11, 2009 or 24 hours after last final, whichever comes sooner.
- **Intersession 2010 Opening:** January 3, 2010 Noon to 4 PM (for students registered for the Intersession only)
- **Intersession begins January 4, 2010**
- **New resident check-in for Spring 2010 semester** – January 19, 2010, 9 AM to 4 PM
- **Orientation for new students** - January 20, 2010 10:00 AM
- **Spring semester begins January 21, 2010**
- **Spring Break:** Closing – 11 PM March 12, 2010, Opening March 21, 2010, Noon
- **Spring 2010 Closing:** 11 PM May 7, 2010, or 24 hours after the last final, whichever comes sooner.
- **Summer I 2010 Opening:** Noon to 4 PM May 23, 2010 (for students registered for summer session only)
- **Summer 2010 Closing:** 11 PM July 1, 2010

*** Dates and times are subject to change during the academic year.**

COMPRESSED SCHEDULE

The following schedule will go into effect whenever
a weather delay is announced:

MONDAY, WEDNESDAY, FRIDAY				
REGULAR SCHEDULE			COMPRESSED SCHEDULE	
1st Period	8:00-8:50		1st Period	9:30-10:10
2nd Period	9:00-9:50		2nd Period	10:20-11:00
3rd Period	10:00-10:50		3rd Period	11:10-11:50
4th Period	11:00-11:50		4th Period	12:00-12:40
5th Period	12:00-12:50		5th Period	12:50-1:30
6th Period	1:00-1:50		6th Period	1:40-2:20
7th Period	2:00-3:15		7th Period	2:30-3:20
8th Period	3:30-4:45		8th Period	3:30- 4:20
9th Period	4:30-5:45		9th Period	4:30-5:20
TUESDAY, THURSDAY				
REGULAR SCHEDULE			COMPRESSED SCHEDULE	
1st Period	8:30-9:15		1st Period	9:50-10:40
2nd Period	9:30-10:45		2nd Period	10:50-11:40
3rd Period	11:00-12:15		3rd Period	12:00-12:50
BREAK	12:15-1:00		BREAK	CANCELLED
4th Period	1:00-2:15		4th Period	1:00-1:50
5th Period	2:30-3:45		5th Period	2:00-2:50
6th Period	4:00 – 5:15		6th Period	3:00-3:50

**SNOW PHONE: CALL 570-504-7935 FOR
 CANCELLATION/DELAY MESSAGE
 FALL 2009 FINAL EXAM SCHEDULES
 December 7-11, 2009**

Closing: If the College must be closed, all the exams for the affected day or evening will be given on Friday of Exam Week. Exactly the same schedule should be followed on Friday as was published for the lost day.

Compressed Schedule: If we are forced to announce a compressed schedule for any morning during Exam Week, the following adjustments will be made:

MONDAY	Exam Date and Time
8:00 am Class	Monday, 8:00am – 10:00 am
10:00 am Class	Monday, 10:10 am – 12:10 pm
12:00 pm Class	Monday, 12:20 pm – 2:20 pm
2:00 pm Class	Monday, 2:30 pm – 4:30 pm
6:00 pm Class	Monday, 6:00pm – 8:00 pm
TUESDAY	Exam Date and Time
8:00 am Class	Tuesday, 8:00 am – 10:00 am
11:00 am Class	Tuesday, 10:10 am – 12:10 pm
2:30 pm Class	Tuesday, 12:20 pm – 2:20 pm
5:30 pm Class	Tuesday, 5:30 pm – 7:30 pm
WEDNESDAY	Exam Date and Time
8:00 am Class	Wednesday, 8:00 am – 10:00 am
11:00 am Class	Wednesday, 10:10 am – 12:10pm
1:00 pm Class	Wednesday, 12:20 pm – 2:20 pm
3:30 pm Class	Wednesday, 2:30 pm – 4:30 pm
6:00 pm Class	Wednesday 6:00pm – 8:00 pm
THURSDAY	Exam Date and Time
9:30 am Class	Thursday, 8:00 am – 10:00 am
1:00 pm Class	Thursday, 10:10 am – 12:10 pm
4:00 pm Class	Thursday, 12:20 pm – 2:20 pm
7:00 pm Class	Thursday, 7:00 pm – 9:00 pm
FRIDAY	Exam Date and Time
Make-up Day or Evening	Friday, December 11, Only for students who miss finals for legitimate reasons (faculty member's discretion)

If your regular class time is :	Compressed Schedule Final Exam will be:
MONDAY	MONDAY
8:00 am class	9:30 am – 11:30 am
10:00 am class	11:40 am – 1:40 pm
12:00 pm class	1:50 pm – 3:50 pm
2:00 pm class	4:00 pm - 6:00 pm
4:30pm class	6:10 pm – 8:10 pm

TUESDAY	TUESDAY
8:30 am class	9:50 am – 11: 50 am
1:00 pm class	12:00 pm – 2:00 pm
4:00 pm class	2:10 pm – 4:10 pm
WEDNESDAY	WEDNESDAY
9:00 am Class	9:30 am – 11:30 am
11:00 am Class	11:40 am – 1:40 pm
1:00 pm Class	1:50 pm - 3:50 pm
3:00 pm Class	4:00 pm- 6:00 pm
THURSDAY	THURSDAY
10:00 am Class	9:50 am – 11:50 am
2:30 pm Class	12:00 pm – 2:00 pm

LACKAWANNA COLLEGE
SPRING 2010 FINAL EXAM SCHEDULE May 3 - 7, 2010

MONDAY	
8:00 AM Class	Monday, May 3rd, 8:00AM to 10:00 AM
10:00 AM Class	Monday, May 3rd, 10:10AM to 12:10 PM
12:00 PM Class	Monday, May 3rd, 12:20PM to 2:20PM
2:00 PM Class	Monday, May 3rd, 2:30PM to 4:30 PM
6:00 PM Class	Monday, May 3rd, 6:00 PM to 8:00 PM
TUESDAY	
8:00 AM Class	Tuesday, May 4th, 8:00 AM to 10:00 AM
11:00 AM Class	Tuesday, May 4th, 10:10 AM to 12:10 PM
2:30 PM Class	Tuesday, May 4th, 12:20 PM to 2:20 PM
5:30 PM Class	Tuesday, May 4th, 5:30 PM to 7:30 PM
WEDNESDAY	
9:00 AM Class	Wednesday, May 5th, 8:00 AM to 10:00 AM
11:00 AM Class	Wednesday, May 5th, 10:10 AM to 12:10 PM
1:00 PM Class	Wednesday, May 5th, 12:20 PM to 2:20 PM
3:30 PM Class	Wednesday, May 5th 2:30 PM to 4:30 PM
6:00 PM Class	Wednesday, May 5th, 6:00 PM to 8:00 PM
THURSDAY	
9:30 AM Class	Thursday, May 6th, 8:00 AM to 10:00 AM
1:00 PM Class	Thursday, May 6th, 10:10 AM to 12:10 PM
4:00 PM Class	Thursday, May 6th, 12:20 PM to 2:20 PM

5:30 PM Class	Thursday, May 6th 5:30 PM to 7:30 PM
FRIDAY Make-up Day	7th - Only for students who miss finals for legitimate reasons (at faculty member's discretion and appointment made)

Because adverse weather conditions may cause the College either to delay opening or to close entirely on any given day during Final Exam Week, the following contingencies may go into effect:

Closing If the College must be closed, all the exams for the affected day or evening will be given on Friday of Exam Week. Exactly the same schedule should be followed on Friday as was published for the lost day.

Compressed Schedule: If we are forced to announce a compressed schedule for any morning during Exam Week, the following adjustments will be made:

If your regular class time is:

Compressed Schedule Final Exam will be:

Monday

8:00 AM Class
10:00 AM Class
12:00 PM Class
2:00 PM Class

Monday

9:30 AM – 11:30 AM
11:40 AM – 1:40 PM
1:50 PM – 3:50 PM
4:00 PM – 6:00 PM

Tuesday

8:00 AM Class
11:00 AM Class
2:30 PM Class

Tuesday

9:50 AM – 11:50 AM
12:00 PM – 2:00 PM
2:10 PM – 4:10 PM

Wednesday

9:00 AM Class
11:00 AM Class
1:00 PM Class
3:30 PM Class

Wednesday

9:30 AM – 11:30 AM
11:40 AM – 1:40 PM
1:50 PM – 3:50 PM
4:00 PM – 6:00 PM

Thursday

9:30 AM Class
1:00 PM Class
4:00 PM Class

Thursday

9:50 AM – 11:50 AM
12:00 PM – 2:00 PM
2:10 PM – 4:10 PM

Updated: July 2009