RESIDENCE LIFE OFFICE STAFF

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PUBLIC SAFETY DEPARTMENT

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WELCOME TO THE COMMUNITY

Having, developing and maintaining 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, tolerance and respect of each others’ rights, possessions and cultural beliefs.
- 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

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.

Lackawanna College Resident Code of Conduct

The Housing and Residence Life Department of Lackawanna College seeks to advance knowledge, both formal and informal, and create an environment that will allow all resident students to obtain their intellectual and personal goals.

In order to ensure these opportunities for all resident students, Lackawanna College will publish and enforce appropriate rules, regulations and policies and take action when violations of such rules, regulations and policies occur.

Residence Life strongly believes that students are adults that voluntarily become a member of the resident community and take personal responsibility for their actions and decisions. Therefore, Lackawanna College has determined that the following behaviors and activities constitute a violation of College norms and/or regulations which are subject to sanctions, up to and including dismissal from the college, depending on the violation. This list is not exhaustive and may be amended as the College deems necessary.

1. Any violation of the Student Code of Conduct
2. Any violation of the published Athletic Rules and Regulations
3. Failure to exit any College building during an activated fire alarm
4. Causing a fire alarm activation through negligence or misuse
5. Any tampering with or covering of smoke detectors
6. Hanging items from smoke detectors, sprinklers or fire safety equipment
7. Using resident hall fire escapes except in times of an emergency
8. Having prohibited items, as listed in the residence life handbook, in residence halls
9. Using, or permitting the use of any area of the Resident Halls for any illegal purpose or activity
10. Use, consumption, or possession of any illegal drug or implement for the purpose of illegal drug use
11. Possession and/or use of tobacco products in college dorms or on dorm property.
12. Use or possession of alcohol and alcohol related items
13. Compromising the privacy of an individual
14. Housing, entertaining, or allowing any dismissed and/or banned person(s) to remain in any area of the Residence Halls
15. Vandalism or other willful or reckless destruction of property
16. Tampering with or inappropriate use of any Residence Hall equipment or property
17. Misuse of alarmed doors
18. Propping of doors
19. Failure to return common areas to a clean and reasonable condition after use
20. Cooking in rooms
21. Creating or permitting noise which disturbs or is likely to disturb other residents
22. Smoking in Residence Halls
23. Failure to sign guests in and out
24. Littering or creating a need for excessive cleanup in any part of a Residence Hall
25. Any act that could have a negative effect on the health of yourself or others
26. Bringing in or causing to remain on site any animal, bird, reptile or insect
27. Missing a scheduled required dorm, residence life, or floor meeting or activity
28. Violating established quiet hours
29. Violating established visitation hours and regulations
30. Entering any other resident’s room without permission
31. Refusing to leave another resident’s room when asked to do so
32. The taking or possession of any item that does not belong to you
33. Any action that infringes on the individual rights of another
34. Any conduct likely to injure the reputation of the College or bring it into disrepute
35. Violations of any other college policy or procedure, as published in the Student Handbook or the Residence Life Handbook

**RESIDENT STUDENT AWARD**

The Department of Housing and Residence Life is introducing the Resident Student Award. This honor is awarded to a student who demonstrates dedication and commitment to being a model resident student, excelling in and out of the classroom. The College community takes great pride in the Resident Student Award to be awarded annually at Awards Night
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. 

**Exception:** We do offer a one-time move during the first week of check-in. How it works: when you arrive if you find that you and your roommate are absolutely not fit to live together, you can find someone who is willing to switch rooms with you. The responsibility of finding another is COMPLETELY up to you. Once you have found someone willing to switch, you MUST see your dorm director to facilitate the room change (key changing, paperwork etc.). UNDER NO CIRCUMSTANCE can a change be made without notifying the hall director. All changes MUST BE made before the first day of classes.

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
- **DO NOT** lend your room key to anyone!
- If you lose your room key(s), report it 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 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
- Is a dismissible offense without appeal

Any student, who, in the College Dormitory, through smoking or 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 $500.00 and is subject to change without notice.)*
**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. Violation of this policy will result in disciplinary action including but not limited to dismissal from the College. Any costs accrued by the College due to damage to cameras will be charged to the student as well.

**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.

**McKinnie Hall**
- Go by the most direct route to the parking area across the street from the dormitory on the corner of Vine and Wyoming Avenue.
- Please DO NOT remain near the doors to the building.
- 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.

**Seeley Hall**
- Go by the most direct route to the parking lot of the Academic Building, Healey Hall, located across the street on North Washington Avenue.
- Please DO NOT remain near the doors to the building.
- When exiting, use EXTREME CAUTION. Cross N. Washington to the parking commons and wait there to document your presence when approached by College or fire personnel.

**Tobin Hall**
a) Go by the most direct route to the Student Union at the corner of Jefferson Avenue and Vine Street. If necessary, you will be directed by fire personnel or administrators to a different location at that time.

b) Please DO NOT remain near the doors to the building.

c) When exiting, use EXTREME CAUTION. After arrival at the parking area, wait there to document your presence when approached by College or fire personnel.

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:

1. Windows
2. Smoke detectors
3. Sprinklers
4. Ceiling light fixtures
5. Ceiling tile grids
6. Fire extinguishers
7. Baffles or vents
8. Locks
9. Door closers
10. Any other equipment installed to maintain the safety, health and/or welfare of the resident students.

**Tampering includes, but is not limited to:**

1. Removing the safety devices in the windows, locks or door closures
2. Taping the inside of the smoke detectors, covering same or otherwise causing them to be inoperable
3. Defacing fire station covers
4. Discharging (unless there is a fire emergency) or disarming fire extinguishers
5. 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)
6. 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 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, Dan LaMagna and/or Anita Cola.

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, Dan LaMagna and/or Anita Cola.

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 Chief Academic Officer.
Concerns about teaching faculty or any academic concern
Student meets with the faculty member if feasible. If not satisfied, student meets with the Division Chairperson or appropriate program director, if students are enrolled in one of the College’s specialty programs. If still not satisfied, student meets with the Associate Vice President for Academic Affairs or his/her designee. Finally, if still not satisfied, student meets with the Chief Academic Officer whose decision is considered definitive.

Concerns in other non-academic 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 Chief Academic Officer.
* Final level of review. Should the Chief Academic Officer 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.

DISCRIMINATION OR SEXUAL HARASSMENT
Student files allegations with the Affirmative Action Officers, Dan LaMagna and Anita Cola.
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, Dan LaMagna, ext. 1579 and/or Anita Cola. Ext. 7815.

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.
EMERGENCY NOTIFICATION AND/OR TIMELY WARNING

Depending on the particular circumstances of the emergency and/or unusual event, especially in all situations that could pose an immediate threat to the Lackawanna College Community and individuals, the Department of Public Safety, with the concurrence with the Dean of Student Affairs, may post a notice via electronic mailing to every student, staff and faculty member. The electronic mailing is immediately accessible via computer by all students, staff and faculty. In addition, a notice containing essential information will be forwarded to the College Community via a text messaging system.

Presently, Lackawanna College is offering this service via the WENS system. Lackawanna College created this service to notify its students in the case of an emergency and/or unusual event. In the event of an emergency and/or unusual event, a text message will be sent to the mobile number and/or email of record outlining the nature of the emergency. This is a free service provided by the College, however normal text message fees may apply.

MISSING PERSONS POLICY

In the event a student is reported missing, the Director of Public Safety or his/her designee will notify the Dean of Student Affairs, no later than 24 hours after receipt of the report. The listed contact person(s) will be contacted and interviewed. An information form will be disseminated to resident students prior to them assuming occupancy in the residence halls, and will be mandatory for all resident students to complete the card. They will also be required to enter the contact information on the student portal.

Commuter students are also required to submit the contact information via the student portal. If any College official receives a report of a missing commuter student, they must immediately contact the Department of Public Safety.

If a missing person report is received on a student under the age of 18, and he/she is not an emancipated individual, the Dean of Student Affairs will immediately contact the student’s legal guardian upon receiving the information.

The Director of Public Safety will contact one, or more, of the following law enforcement agencies: Scranton Police ((570) 348-4141, or the Pennsylvania State Police- Dunmore Station ((570) 963-3156. The initial contact will be to the appropriate jurisdictional authority, and the Director of Public Safety will reserve the right to contact all of the above. The Director of Public Safety will also activate the College’s internal emergency response team.

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. Hostile conduct or behavior that might incite immediate violence;
12. 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.
13. Theft, destruction, misuse or abuse of College property or property of any member of the College community;
14. Tampering with, removal of, activation of, or damage to the fire safety equipment or alarm system at the College when no apparent fire or immediate danger exists;
15. Unauthorized possession or use of keys to any College door or facility or unauthorized entry to or use of College facilities;
16. Any form of gambling on College property;
17. Intentional disruption or obstruction of teaching, administration, student appeal hearings, or other College activities;
18. 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;
19. Furnishing false information to the College;
20. Forgery, alteration, or misuse of College documents, records, or student identification cards;
21. Any violation of the Academic Integrity Policy;
22. 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.
23. 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.
26. Impersonating or in any way falsely representing oneself as a College official or acting on behalf of the College.
27. Failing to disclose prior or current felony or misdemeanor convictions to the appropriate college office(s).
28. 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.

FIGHTING POLICY
1. The third person who enters into a physical altercation may be dismissed from the College with appeal.
2. Students involved in a physical altercation that refuse to stop when instructed to do so by any College Official may be dismissed from the college with appeal.
3. Students who are an aggressor in a fight receive probation, one hundred dollar fine, and mandatory counseling. If any counseling sessions are missed, the student may be dismissed from the college with appeal.
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 or email 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:
   a. One officer from the Student Government Association, based on availability, prioritized from highest to lowest officer;
   b. The Associate Dean of Students
   c. Director of Public Safety or designee;
   d. One representative from the Financial Aid Office;
   e. One representative from the Business Office;
   f. Student Assistance Program staff or designee;
   g. The Associate Vice President of Academic Affairs.

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. The Public Safety representative will likewise present the case but will not be a voting member of the Board.

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’ 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 15 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 any member of the college community 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.

15. Any affirmative action issues or appeals will be handled outside of the appeal process by one of the College’s Affirmative Action Officers.

16. In the event that a dismissal is overturned and the student is allowed to return, he/she must be in class for the next scheduled class. If this does not occur, all class absences incurred during the dismissal process will be counted as cuts.

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

**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 wellbeing or educational progress. They are:

- The student, due to an illness or injury, 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 transported to or admitted to a hospital or treatment center.
- The student is dismissed from the College.
- The student is arrested 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 Students or the Director of Housing and Residence Life.*

**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.
This withdrawal applies, at minimum, for the remainder of the semester. However, 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 licensed, board-certified professional actively 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 any applicable sanctions under local, state, or federal law.

**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, etseq., 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) until completion of the program and will be required to participate in a substance abuse treatment program through the Drug and Alcohol Treatment Service (DATS) or other approved program 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 student must sign a waiver form allowing the Dean of Students to have access to all DATS information including a record of attendance and completion date. Failure to sign this waiver will result in dismissal from the College without appeal. 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.

All students who test positive will have a mandatory retest within four to six weeks of their first positive test. If the student tests positive, DATS will be contacted in order to determine if extenuating circumstances exist. If the student is not actively seeking treatment they will be dismissed from the College without appeal. If the student is actively pursuing DATS treatment and tests positive on this second test, he/she will be dismissed from any extracurricular activities and forfeit all scholarship monies. A $100 fine will also be assessed.

After a positive second test, the student will be tested again within four weeks. A positive test result again (the third) would be seen by the College Administration as cause for dismissal without appeal.

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 SUBSTANCE 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 Associate Dean of Students and a member of the Student Assistance Program staff.
- For all student, suspension for one week from all extra-curricular activity.
- Community service or service learning may be assigned/required.

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 collegiate activity until the program is completed.
- Probation until completion of the program.
- Student must meet with SAP staff member and the Dean of Students within 3 calendar days of notification. Failure will move the student to the 3rd offense level.

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.

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.
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/VIDEOTAPE 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.

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 by the Lackawanna College Public Safety department and 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 state or local law.

DRUG TESTING POLICY: 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. Each semester, any resident student making application for resident housing must sign a drug testing consent form prior to taking up residence on campus. 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. 

Each prospective student will be provided with a copy of the drug testing policy and procedure and will be required to sign the form acknowledging receipt of and consent to the policy and procedures. This is a part of the required admission procedure. Applications for admission to the dormitory space
cannot be processed without the signed acknowledgement form. Each student will also receive a drug testing consent form. The signed consent must be returned to the College prior to the student’s arrival and acceptance as a resident student at Lackawanna College and will not be confirmed until the executed consent form is received and on file. Students, who refuse to submit to drug testing, when requested by appropriate college administrators, will be expelled from the residence hall and the College.

A. WEAPONS: Weapons of any kind are prohibited. This includes, but is not limited to, firearms, paint ball guns, dart guns, BB 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.

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 is 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 written notice and will have 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 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 requested during the first three weeks 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.
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 $500.00 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. IMMUNIZATION: Lackawanna College is committed to maintaining and protecting the wellness of its students. Below is a listing of required and recommended immunizations for your reference and that of your health care provider. Evidence of required immunizations must be included with the student’s health records.

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 you have not contracted Chicken Pox)

Q. MEDICAL/PSYCHOLOGICAL SUSPENSION: 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.

STUDENT RESIDENCY 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.

Non-Refundable Commitment Deposit: $355
Cost: $2,800 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.

**LACKAWANNA COLLEGE RESIDENCE LIFE**
**CRIMINAL HISTORY RECORD STANDARDS**

As part of Lackawanna College Housing Application process, the College reserves the right to conduct a review of criminal history of all applicants. If the Criminal History Review reports that the applicant has a Criminal History, the information will then be evaluated according to the Lackawanna’s College Residence Life Criminal History Standards. If the applicant does not meet the standards, a declaration of “not eligible” will be made. This review will be conducted by Residence Life Review Team. Composition of this team will include the Associate Vice President for Student Affairs, The Dean of Students and the Director of Public Safety or their designees. An applicant who does not meet the standards will be notified by mail that his/her application has been rejected. The procedures for refund of the deposit and the appeal process will be explained in the letter.

The following information will provide the framework for The Residence Life Criminal History Standards:

No applicant, who have been arrested/convicted or is on parole or probation for the following offenses, will be considered for Residence Life:

Murder – Attempted Murder – Manslaughter – Sexual Assault – Aggravated or Simple Assault – Robbery – Riot – Violation of the Pennsylvania Uniform Firearm Act – Violations of The Controlled Substances, Drugs, Device, and Cosmetic Act (Act of 1972, P.L. 233, No. 64.) relating to sales, delivery and/or manufacturing – Kidnapping – Sexual offenses as listed in Chapter 31 of the Pennsylvania Crimes Code – Arson – Theft (Felony or Misdemeanor grade) – Conspiracy, Solicitation and Attempt to commit any of these crimes.

Please note that a conviction for the following crimes will be “without appeal”: Murder, Manslaughter, Sexual Assaults, Aggravated Assault, Riot, Kidnapping and Arson.

Criminal History Findings may also be used to modify the status of a student within the College’s Disciplinary System. Criminal History Findings which indicate that the applicant is pending further court action may result in the housing application being accepted but the student being placed on probation. Arrests for a simple possession of a controlled substance as found in The Controlled Substances, Drugs, Device, and Cosmetic Act (Act of 1972, P.L. 233, No. 64.) will be grounds for placing the student on probation.

Lackawanna College reserves the right to declare any applicant as “not eligible” based on a review of the applicant’s Criminal History which in the opinion of the Residence Life Review Team would not be in the best interest of the College Community and/or the applicant.

A student may appeal the finding of the Residence Life Review Team. This appeal process is found in the Lackawanna College Residence Life Appeal Procedure which is attached to this policy.
LACKAWANNA COLLEGE
RESIDENCE LIFE APPEAL PROCEDURE

• Students may appeal the “not eligible” decision rendered by Lackawanna College’s Residence Life Review Team.
• This appeal must be made within five (5) business days of the original “not eligible” status decision.
• All appeals must be submitted in writing using the below listed format.
• In order for your appeal to be considered, you will need to document your reasons for requesting another review on the below listed form.
• Please be specific, but brief: the Residence Life Review Team cannot make an informed judgment regarding your appeal without complete information.
• Similarly, if you have new information you believe needs to accompany your appeal, you will need to submit it in writing.
• The Residence Life Review Team will review appeals on the “best interest of the College Community and/or the applicant” basis.
• The Residence Life Review Team will make their decision within five (5) business days of the receipt of the applicant’s written appeal. In no case, will a determination of “not eligible” be altered after fifteen (15) days of the Team’s original decision.
• Decisions rendered by Residence Life Review Team are final and not subject to further appeal.

LACKAWANNA COLLEGE
RESIDENCE LIFE APPEAL FORM
(“Not Eligible Status”)

I would like the Residence Life Review Team to re-consider my request to be released from the residency requirement for the following reasons:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(Attach additional typed sheets if necessary.)

By signing this form, I agree that the information I have included is true and accurate. I understand that the information I am including, along with any previously submitted documentation, will be considered in the appeals process. I agree to accept the decision rendered through this process.
Signature: __________________________________________

Date: __________________________________________

Address: __________________________________________

Phone: ____________________________

Email: ____________________________

Residence Life Review Team will be communicating via email, so please list an email address that you check regularly. A written decision will also be sent to the above address.
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, obtain a student ID card, and have all dormitory paperwork completed.

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 Wireless Network Card or a Network Interface Card (NIC) with a Category 5 or 6 patch cable. Both items are available at the Campus Bookstore, though students may obtain these items elsewhere. Installation of the network card is completely the responsibility of the student. Check your owner’s manual before you purchase a network card. Most computers already have one factory installed.

Connecting to the Internet:
- If using a NIC, connect the patch cable from the NIC card jack on the back of your computer to the network jack in your room then turn the computer on. 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.
- If using a wireless connection, connect to public.lackawanna.edu.
- Open up an Internet browser. You will be prompted for your portal username (ex. firstname.lastname) and password. Please note that this is not your student ID number or entire falcons email address.
- If you receive certificate errors: Open Internet Explorer- click Tools- click Internet Options- click the Advanced Tab. Scroll down to the last section (Security) and uncheck "Check for Server certificate revocation". Click Apply and close then reopen Internet Explorer.
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. There are several free anti-virus programs available for personal use including Microsoft Security Essentials (http://www.microsoft.com/en-us/security_essentials/default.aspx) or AVG (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 which is a violation of the Federal Digital Millennium Copyright Act. Please refer to the Copyright Policy and Guidelines for further rules & regulations at http://www.lackawanna.edu/IT/policy.html.

Network users are responsible for all traffic originating from their network. 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 570.955-1500

COPYRIGHT POLICIES AND GUIDELINES
Copyright is the right of an author, artist, composer, or other creator of a work of authorship to control the use of his/her work by others. Protection includes music, movies, software, and other literary and artistic works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner’s permission.

It is the policy of Lackawanna College to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. Willful infringement may
subject a defender to discipline and can impact the privilege to use information technology resources at the College

1. **Copyright Guidelines**
   - Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited.
   - All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the “fair use” doctrine clearly applies to the situation.
   - Acknowledging the source of copyrighted material does not substitute for obtaining permission.
   - The recording, film and software industries have become 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 that is able to search the Internet and identify unauthorized distribution of their protected titles.
   - The No Electronic Theft (NET) Act criminalizes sound recording copyright infringements regardless of whether there is financial gain.

2. **Peer-to-Peer File Sharing**
   - Peer-to-peer file sharing programs allow sharing of copyrighted music, movies, and software, often without the knowledge or consent of the user.
   - The use of Peer-to-Peer file sharing networks (KaZaA, Gnutella Morpheus, LimeWire, BitTorrent, GnuCleus, Bearshare, Grokster, Aimster, iMesh) to share copyrighted material is a violation of the Federal Digital Millennium Copyright Act and is prohibited at Lackawanna College.
   - Law enforcement agencies, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), and other copyright holders of digital media actively monitor the Internet for users who are distributing copyrighted material. When violations are discovered, they contact the owner of the network on which the offending computer resides. To protect the college and the student, the computer will be removed from the network on receipt of a DCMA complaint.
   - For more information on the laws regarding file sharing, see [http://www.campusdownloading.com](http://www.campusdownloading.com).

3. **“Fair Use” Guidelines**
   There are certain circumstances under which it is permissible to reproduce or display copyrighted works without the permission of the copyright owner. These exceptions known as “fair use” are outlined in section 107 of the Copyright Act. When determining whether or not use falls under this exception, the following factors should be considered as defined in the “fair use” doctrine:
   - The purpose and the character of the use, including whether it is for commercial or non-profit educational purposes
   - The nature or type of the copyrighted material (periodical, film, book, etc.)
• The amount and substantiality of the portion used in relation to the whole
• The effect of the use on the potential market for or value of the copyrighted material

The Register of Copyrights on the General Revision of the U.S. Copyright Law cites the following examples of activities that courts have regarded as “fair use” in its 1961 report: “quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work; for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported.”

4. Preventing Illegal File Sharing
• Avoid using file-sharing programs. Lackawanna College strongly discourages the use of file-sharing programs due to the risk that files may be copyrighted. Many of these programs can turn a PC into a server even if it was not the users’ intent.
• Ports are blocked to help prevent file sharing networks.
• Use legal online sources such as Apple iTunes, AOL Music, Yahoo! Music, and YouTube.
• For further sources of legal online content go to:
  http://www.campusdownloading.com/legal.htm
  http://www.educause.edu/legalcontent

VIOLATIONS
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.

Lackawanna College respects the protections provided under copyright law and takes seriously any violations of these protections. Those who illegally share copyrighted files face charges and additional penalties that are enforced by the College. In addition violators may be subject to civil and criminal prosecution under the provisions of the Digital Millennium Copyright Act (DMCA).

If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.

Any attempt to break the law may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Lackawanna College will make every effort to ensure compliance with established laws.

COMPUTER SERVICES
Lackawanna College provides computing and Internet services to students, faculty, and staff for educational and administrative use. Use of these computing facilities is a privilege. All users of Lackawanna College’s computing services are responsible for maintaining the integrity of these resources by using the system in a responsible, ethical, and legal manner. Any attempt to violate the provisions of
this policy may result in loss of computing privileges and can result in disciplinary action and/or legal sanctions under international, federal, state, and/or local law.

**General Use of Computing and Network Resources**

- Users are responsible for computing activity that takes place on their account(s). Account holders are responsible for using their account in an appropriate manner. This includes safeguarding passwords, protecting confidential data, and following security policies. Unauthorized use of another individual’s account is prohibited.
- Users are responsible for respecting the privacy of others. Programs and files are confidential unless they have been made available with written permission, to other authorized individuals. Attempts to access, monitor, or alter another user’s files or electronic messages is prohibited.
- Lackawanna College respects the copyright protections given authors, owners, and publishers under Federal law. Copying, reproducing, or distributing copyrighted materials, such as files, software, music, movies, or games on college computing equipment without the proper license or the express written consent of the copyright holder is prohibited. All copyrighted material is not denoted with a © symbol and users should not assume that it is. Prior to downloading a file, image, or any other type of media, users should obtain permission from the author unless the “fair use” doctrine clearly applies to the situation. See [http://www.lackawanna.edu/IT/policy.html](http://www.lackawanna.edu/IT/policy.html)
- Internet access is filtered to only allow connections through standard ports. All other ports are restricted to help prevent peer-to-peer file sharing and limit bandwidth usage.
- Copying system files is prohibited.
- Viewing, printing, or sending offensive, pornographic, or discriminatory messages, and/or images is prohibited.
- Conducting illegal activities is not permitted.
- The willful introduction of computer viruses or other disruptive/destructive programs is prohibited.
- Users may not attempt to uncover or exploit security loopholes in our servers, server software, routers, or other network hardware.
- The intentional attempt to crash or degrade performance of network systems or programs is prohibited.
- Decryption or capture of system or user passwords is prohibited.
- Any attempt to secure a higher level of privilege or gain unauthorized access to systems on or off campus is prohibited.
- Use of the systems and/or networks to interfere with the normal operations of the college, another student, faculty member, or staff is prohibited.
- Use of the College’s computer and network resources for commercial or partisan political activity not related to the mission of the College is prohibited. Selling or advertising services/merchandise not related to Lackawanna College is not permitted.
- Network users are responsible for all traffic origination from their network device. We reserve the right to monitor all network activity, incoming or outgoing. All web usage is logged by default.
- Attempts to reconfigure the network infrastructure are prohibited.
- Attempting to set up any other kind of server on the college’s network is prohibited.
Computer Labs
- Computer Labs are provided for students to conduct course-related or other academic work.
- Computer labs are available when the room is open and class is not in session. Please check the sign on the computer lab door for availability.
- Food and beverages are not permitted in computer labs.
- Users are not allowed to install software onto the systems. Anyone needing software installed for academic purposes should contact the IT administrator. Notification should be given at least two weeks prior to the date needed in order to provide sufficient installation time.
- Students must save their work to their own USB drive. Saving to the hard drive of the computers is not permitted.
- During peak usage times, students should be considerate of the needs of their peers by limiting their time using the computer equipment to one hour.
- Users must show consideration for others and refrain from engaging in any activities that would interfere with the work of others, or otherwise disrupt the intended use of network resources.
- Intentionally disabling computer hardware or software, including modifications to settings, is prohibited.

Email
- Email accounts are provided to students for academic use.
- Email account holders are responsible for all activity generated from their account. Therefore, users should not share accounts or disclose passwords.
- Users may not attempt to impersonate or represent another individual or affiliation by using a false identity or altering the source of an electronic message.

Violations
- 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.
- If a user feels that they are a victim of computer abuse, harassment, malicious behavior, spamming, or unauthorized account access they should report incidents to the Public Safety Department.
- If a user is suspected of violating any of the conditions of this policy, the appropriate department will initiate an investigation. During the investigation, files may be inspected and all computing services may be suspended for the individual(s) in question. If a violation of the conditions is confirmed, the user may face disciplinary charges as defined in the Student Code of Conduct and/or legal action.
- All users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of Lackawanna College’s computing facilities may result in legal action by the proper authorities. If such an event should occur, this organization will fully comply by providing any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is
understood that Lackawanna College will make every effort to ensure compliance with established laws.

**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 $1200 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, at the discretion of the business office). Failure to make payments will cause the student’s schedule to be placed on hold.

**FOOD SERVICE HOURS OF OPERATION***

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday</td>
<td>7:30 AM to 7:30 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 PM to 3:00 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 PM to 3:00 PM</td>
</tr>
</tbody>
</table>

* Hours are subject to change based on student usage.
COMPRESSED SCHEDULE

Monday – Thursday football players will eat in the dining hall from 8:30 am – 9 am. All other dorm students – the café will open at 9 am.

Friday – All dorm students – the café will open at 9 am.

If College closes after classes are in session Monday – Thursday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat. At the conclusion of that hour the cafeteria will be closed then the football players will eat in the dining hall.

If college closes after classes are in session on Friday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat.

***Effective immediately, 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 the following:

COLLEGE CLOSED DUE TO SNOW – All dorm students will eat in the cafeteria – 12 noon – 3 pm.

THE CAFETERIA WILL BE CLOSED ON THE FOLLOWING DAYS:

- September 2, 2013 in observance of Labor Day
- October 14, 2013 in observance of Columbus Day
- November 11, 2013 in observance of Veteran’s Day
- November 27 – December 1, 2013 in observance of Thanksgiving
- December 23 - 31, 2013 in observance of Christmas break
- January 1 - 3, 2014 in observance of the New Year’s Holiday
- January 20, 2014 in observance of Martin Luther King Day
- February 17, 2014 in observance of Presidents’ Day
- April 18 - 21, 2014 for Spring Recess
- April 21, 2014 Cafeteria open on from 12:00 – 2:00pm only
- May 26, 2014 in observance of Memorial Day

STUDENT INFORMATION

Any changes in a student's personal information, such as name, address, etc., must be submitted to the Registrar's Office on a COMPUTER CHANGE FORM. This will insure that the student’s records are properly updated. Legal documentation is required in order to process a change of name.
STUDENT INFORMATION POLICY

Annually, Lackawanna College informs students of **The Family Educational Rights and Privacy Act of 1974**. This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of the main campus.

Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar.

**Notification of Rights Under The Family Educational Rights and Privacy Act of 1974 as Amended**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. **The right to inspect and review the student's educational records within 45 days of the day the College receives a request for the access.**

   A student should submit to the Registrar, Vice President for Academic Affairs, Academic Division Chair or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. **The right to request the amendment of the student's educational records whenever the student believes they are inaccurate or misleading.**

   Students may ask the College to amend the records that they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want to change and specifying why it is inaccurate or misleading.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. **The right to refuse disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.**

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW.
   Washington, D. C. 20202-4605

**Directory Information**
Lackawanna College hereby designates the following categories of student information as public or "Directory Information." The institution may disclose such information for any purpose at its discretion:

**Category I:** Name, address, telephone number, dates of attendance, class.

**Category II:** Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under The Family Educational Rights and Privacy Act of 1974. To withhold disclosure, students must file written notification in the Registrar's Office. Forms requesting the withholding of Directory Information are available in the Registrar's Office.

Lackawanna College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Lackawanna College students may be assured that even with their permission, Directory Information is disclosed only on rare occasions. The policy of Lackawanna College allows the disclosure of such information to non-institutional personnel only for serious reasons and at the discretion of the person responsible for the student record involved.

**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).
**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.

**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.

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.

### Damage Charges

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling Tile</td>
<td>$20.00</td>
<td>Toilet Room Walls</td>
<td>$225.00</td>
</tr>
<tr>
<td>Ceramic Wall Tile Small</td>
<td>$10.00 per tile</td>
<td>Hardware</td>
<td>$45.00</td>
</tr>
<tr>
<td>Ceramic Wall Tile Large</td>
<td>$15.00 per tile</td>
<td>Urinals</td>
<td>$450.00</td>
</tr>
<tr>
<td>Room Door</td>
<td>$350.00</td>
<td>Auto Flusher</td>
<td>$400.00</td>
</tr>
<tr>
<td>Door Jam</td>
<td>$75.00</td>
<td>Water Fountain Repair</td>
<td>$250.00</td>
</tr>
<tr>
<td>Door Exterior solid</td>
<td>$650.00</td>
<td>Water Fountain Replace</td>
<td>$1000.00</td>
</tr>
<tr>
<td>Door Exterior Glass</td>
<td>$495.00</td>
<td>Window Re-secure</td>
<td>$35.00</td>
</tr>
<tr>
<td>Door Cylinder</td>
<td>$125.00</td>
<td>Window Replacement Room</td>
<td>$475.00</td>
</tr>
<tr>
<td>Door Lock Set</td>
<td>$350.00</td>
<td>Two Door Armoire</td>
<td>$550.00</td>
</tr>
<tr>
<td>Door Key Lost</td>
<td>$85.00</td>
<td>Door Repair</td>
<td>$175.00</td>
</tr>
<tr>
<td>Door Plate</td>
<td>$40.00</td>
<td>Shelf</td>
<td>$50.00</td>
</tr>
<tr>
<td>Emergency Light Fixture</td>
<td>$100.00</td>
<td>Rod</td>
<td>$25.00</td>
</tr>
<tr>
<td>Exit Signs</td>
<td>$100.00</td>
<td>Captain Bed 2 Drawer</td>
<td>$550.00</td>
</tr>
<tr>
<td>Fire Alarm Pull</td>
<td>$100.00</td>
<td>Drawer</td>
<td>$125.00</td>
</tr>
<tr>
<td>Smoke Detector</td>
<td>$125.00</td>
<td>Mattress</td>
<td>$200.00</td>
</tr>
<tr>
<td>Fire Extinguisher Case</td>
<td>$85.00</td>
<td>Desk</td>
<td>$300.00</td>
</tr>
<tr>
<td>Fire Extinguisher Recharge</td>
<td>$100.00</td>
<td>Chairs</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire Extinguisher Clean up</td>
<td>$150.00</td>
<td>Desk Repair</td>
<td>$125.00</td>
</tr>
<tr>
<td>Fire Extinguisher Replace</td>
<td>$350.00</td>
<td>Washer</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Access Card Reader</td>
<td>$650.00</td>
<td>Dryer</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Tables</td>
<td>$250.00</td>
<td>Repair- wash or Dry</td>
<td>$150.00 min.</td>
</tr>
<tr>
<td>Toilet Paper Holder</td>
<td>$45.00</td>
<td>Lock Box</td>
<td>$250.00</td>
</tr>
<tr>
<td>Soap Dispenser</td>
<td>$20.00</td>
<td>Tote Box</td>
<td>$25.00</td>
</tr>
<tr>
<td>Mirror</td>
<td>$250.00</td>
<td>Outlet/Switch Covers</td>
<td>$10.00</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>$25.00</td>
<td>Computer Jacks</td>
<td>$25.00</td>
</tr>
<tr>
<td>Shower Wall Divider</td>
<td>$150.00</td>
<td>Blinds</td>
<td>$35.00</td>
</tr>
<tr>
<td>Shower Spray Head</td>
<td>$65.00</td>
<td>Cleaning (excess Dirt)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Sink</td>
<td>$100.00</td>
<td>Graffiti</td>
<td>$500.00</td>
</tr>
<tr>
<td>Toilet</td>
<td>$250.00</td>
<td>Wall Repair</td>
<td>$100.00</td>
</tr>
<tr>
<td>Toilet Seat</td>
<td>$35.00</td>
<td>(Actual cost depends on the size of the hole)</td>
<td></td>
</tr>
</tbody>
</table>
The Maintenance Department provides housekeeping service in the common areas only. This service is seven days a week. Students are responsible for cleaning their own rooms. 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.

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 actions.

**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: $30
- Second replacement: $40
- Third and subsequent Replacements: $60

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 and are not transferable to other institutions.

COLLEGE HEALTH SERVICES
The Wright Center for Primary Care (WCPC) Student Health Services division is committed to helping students maintain healthy lifestyles by empowering and accommodating them with accessible, affordable, student-focused and culturally sensitive healthcare. WCPC provides an inter-professional team based delivery of high quality primary care health services to Lackawanna College in Seeley Hall, 406 North Washington Ave. Student health insurance will be used to cover cost of service. In cases where insurance is unavailable, the WCPC will work with the student to insure availability of service. For information & hours call: (570) 955-1474.

Other available facilities are as follows:

URGENT CARE FACILITIES

Scranton Urgent Care (Walking Distance)
305 Mulberry Street
Scranton, PA 18503  (570) 909-9972
Mon. - Fri.  9am – 9 pm
Sat. - Sun.  10am – 9pm

Medicus Urgent Care
1208 O’Neill Highway
Dunmore, PA 18512  (570) 207-2612
Mon. - Fri.  9am – 7 pm
Sat.  9 am – 7 pm
Sun.  9 am

Redi-Care Medical Center
648 N. Main Street
Taylor, PA 18517  (570) 348-1101
Mon. - Fri.  9 am – 7:30 pm
Sat. - Sun.  9 am – 4:30 pm

HOSPITALS
Geisinger Community Medical Center
1800 Mulberry Street
Scranton, PA  18510  (570) 969-8000

Regional Hospital of Scranton
746 Jefferson Avenue
Scranton, PA  18501  (570) 348-7100

Moses Taylor Hospital
700 Quincy Avenue
Scranton, PA  18510  (570) 340-2100
MENTAL HEALTH, DRUG and ALCOHOL SERVICE
Scranton Counseling Center
326 Adams Avenue
Scranton, PA 18510
www.scrantonscc.org (570) 348-6100

Drug and Alcohol Treatment Services (DATS)
Outpatients Services
116 N. Washington Ave. 3rd Floor (570) 961-1997
Scranton, PA 18503

KEYS: For the safety of students, lost keys should be reported immediately to the Resident Director for replacement. There will be an $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.

Students are reminded to have their keys with them at all times. After the third incident where a student needs to be given access to his/her room, a $10 fee will be assessed for each lock-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 rooms. Any violation of College health or safety policy must be immediately corrected. Failure to comply may result in disciplinary action.

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 the mailroom.

Mailing Address for all resident students:
Any dorm student who wishes to have letters or packages shipped to Lackawanna College should address it as follows:

Student Name
Lackawanna College
501 Vine St.
*Dorm & Mail Box Number
Scranton, PA 18509

The student’s dormitory (McKinney Hall, Seeley Hall, or Tobin Hall) and mail box number (not room or Student ID number) must be written on the letter or package.
MOTOR VEHICLE 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. Students must complete the registration found on the portal. 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 their vehicles (including parking citations and/or towing or booting charges) while the vehicles are located on College property.

All permits must be affixed to the mirror of the vehicle, facing forward, 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 designated as faculty, staff, student, handicapped, visitor, and reserved. Please park in proper 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 immediate towing or booting. There will be no notice given. Overnight parking in college lots is prohibited, except in designated dorm parking areas for residents only. Violators will be booted or towed. 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: Designated for student, handicapped student and vendor parking.
3. Wyoming Avenue and Vine Street: Designated for staff parking only. This lot is located on the northeast corner of this intersection.

All vehicles in any College parking area MUST have a parking permit clearly visible on the rear view mirror. Any vehicle without a tag will be subject to towing or booting without notice.

SPEED LIMIT IN THE PARKING LOT AREA IS 5 MPH
Any vehicle displaying a valid parking permit but 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 or boot ed without further notice. Any vehicle without a valid parking permit displayed on the rearview mirror will be subject to being towed or booted 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 $125.00

All fines must be paid in full prior to release of vehicle. There will be no exceptions.
PAYMENT OF DORMITORY CHARGES: Dormitory charges are billed with tuition. A payment plan is available for any balance owed to the college that is not covered by financial aid. If a student does not want to take advantage of the payment plan, payment in full must be made at the Bursar’s Office or online at http://portal.lackawanna.edu.

RESIDENCE HALL REPRESENTATIVES: Representatives for each residence hall are officers of Lackawanna College’s Student Government Association (SGA) and are nominated and either voted in or appointed to office each academic year. In addition to attending weekly SGA meetings, dorm reps will schedule meetings in their residence hall to discuss issues and concerns specific to residence life. To be eligible for the position of Residence Hall Representative, a resident student must be enrolled full-time (a minimum of 12 credits) at Lackawanna College, maintain a minimum 2.5 C.G.P.A. and be a resident of the dorm in which they represent.

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.

- 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. A cable box is required. There is one cable box per room. A $100.00 charge will be assessed if any parts are missing.

COMPUTERS: Each student is provided with a computer port and access to an Internet provider is included for no additional charge. The college provides e-mail accounts to all enrolled students, accessible through the student portal.
COLLEGE FITNESS CENTER
A state-of-the-art fitness center, located in the Student Union, 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.

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. They are also expected to escort guests from the building and sign them out. 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. All policies related to visitation apply whether a public safety officer is present or not.

Visitation hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>Noon to Midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>Noon to 2:00 AM</td>
</tr>
<tr>
<td>Saturday</td>
<td>Noon to 2:00 AM</td>
</tr>
<tr>
<td>Sunday</td>
<td>Noon to Midnight</td>
</tr>
</tbody>
</table>

Fines for visitation violation:
1st offense: $50
2nd offense: $100
A subsequent violation results in loss of visitation privileges

Please note – these amounts and hours are subject to change without prior notice.
ACADEMIC CALENDAR
2013-2014

SUMMER 2 2013
July 8               Summer 2 Semester begins
July 25              Last day for withdrawal without academic penalty
Aug 9                Summer 2 Semester ends

FALL 2013
Aug 23               Freshman Orientation
Aug 26               Fall Semester begins
September 2          Labor day/College closed
October 14           Columbus Day/College closed
October 28           Advising/Registration begins
November 6           Last day to withdraw without academic penalty
November 11          Veteran’s Day/College closed
November 22          Returning student registration ends
November 27          Thanksgiving break begins
December 2           Classes resume
December 6           Semester ends

INTERSESSION 2014
January 6            Intersession begins
January 8            Last day for Intersession withdrawal without academic penalty
January 15           Intersession ends

SPRING 2014
January 21           Freshman Orientation
January 22           Spring Semester begins
February 17          Presidents’ Day Observed/College Closed
March 14-21          Spring break
March 24             Advising/Registration begins
April 7              Last day to withdraw without academic penalty
April 17             Returning student registration ends
April 18 – 21        Holiday/College Closed
May 9                Semester ends
May 17               Graduation

SUMMER 1 2014
May 27               Summer 1 Semester begins
June 12              Last day for withdrawal without academic penalty
June 27              Summer Semester ends
RESIDENCE HALL OPENING / CLOSING DATES AND BREAKS
2013-2014 Academic Year

- **Freshman Football Team residents** arrive College 101 July 28, 2013 Noon to 4 PM. Football camp is BY INVITATION ONLY
- **Balance of football team** arrives July 31, 2013 from 9 AM to 3 PM. Football camp is BY INVITATION ONLY
- **Soccer, Volleyball, and Cross-Country residents** check-in – August 12, 2013 9AM to 3 PM. BY INVITATION ONLY
- **All other residents**
  - Freshman check-in August 20, 2013 9AM to 3PM
  - Sophomores check-in August 22, 2013 9AM to 3PM
- **Dormitory Orientations**
  - Freshman August 20, 2013 6PM
  - Sophomores August 22, 2013 6PM
- **New Student Orientation** - Friday, August 23, 2013 10 AM, Theater
- **Fall Semester begins August 26, 2013**
- **Thanksgiving Break**: Dorms close – 11PM November 27, 2013, opening Noon December 1, 2013
- **Christmas Break/Fall 2013 Closing**: - 11 PM December 6, 2013 or 24 hours after last final.
- **Intersession 2014 Opening**: January 6, 2014 Noon to 4 PM (for students registered for the Intersession only)
  - Intersession begins January 6, 2014
- **Resident check-in for Spring 2014 semester**
  - New check-in January 22, 2014 9AM to 3PM
  - Returners check-in January 23, 2014 noon to 3PM
- **Dorm Orientation** January 23, 2014 10 AM
  - New Student Orientation - January 24, 2014 10 AM Theater
- **Spring semester begins January 22, 2014**
- **Spring Break**: Closing – 11 PM March 14, 2014, Opening March 24, 2014 at Noon
- **Spring 2014 Closing**: 11 PM May 9, 2014 or 24 hours after the last final, whichever comes first.
- **Summer I 2014 Opening**: 8 AM to 3 PM, May 27, 2014 (for students registered for summer session only)
- **Summer I 2014 Closing**: 11 PM June 27, 2014.
**COMPRESSED SCHEDULE**  
**2013 - 2014**

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

**MONDAY, WEDNESDAY, FRIDAY**

<table>
<thead>
<tr>
<th>REGULAR SCHEDULE</th>
<th>COMPRESSED SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00-8:50</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:00-9:50</td>
</tr>
<tr>
<td>3rd Period</td>
<td>10:00-10:50</td>
</tr>
<tr>
<td>4th Period</td>
<td>11:00-11:50</td>
</tr>
<tr>
<td>5th Period</td>
<td>12:00-12:50</td>
</tr>
<tr>
<td>6th Period</td>
<td>1:00-2:15</td>
</tr>
<tr>
<td>7th Period</td>
<td>2:30-3:45</td>
</tr>
<tr>
<td>8th Period</td>
<td>4:00-5:15</td>
</tr>
</tbody>
</table>

**TUESDAY, THURSDAY**

<table>
<thead>
<tr>
<th>REGULAR SCHEDULE</th>
<th>COMPRESSED SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Period</td>
<td>8:00-9:15</td>
</tr>
<tr>
<td>2nd Period</td>
<td>9:30-10:45</td>
</tr>
<tr>
<td>3rd Period</td>
<td>11:00-12:15</td>
</tr>
<tr>
<td>BREAK</td>
<td>12:15-1:00</td>
</tr>
<tr>
<td>4th Period</td>
<td>1:00-2:15</td>
</tr>
<tr>
<td>5th Period</td>
<td>2:30-3:45</td>
</tr>
<tr>
<td>6th Period</td>
<td>4:00-5:15</td>
</tr>
</tbody>
</table>

Depending on the timing of inclement weather, the College may be open at Noon. The morning classes would be canceled. Offices will open at noon and scheduled classes will be held starting at noon.

This notification will be announced as all other delays. Currently, these delays are provided to local television and radio stations. In addition, this information is sent via the WENS text system, the College’s Snow Phone and the College’s websites.

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*Snow Phone – (570) 504-7935*

Please call the above number to receive the most up-to-date class cancellation/compressed schedule information.
## Fall 2013
### FINAL EXAM SCHEDULE
*December 2-5, 2013*

<table>
<thead>
<tr>
<th><strong>MONDAY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM Class</td>
<td>Exam: Monday, December 2nd, 8:00AM to 10:00 AM</td>
</tr>
<tr>
<td>10:00 AM Class</td>
<td>Exam: Monday, December 2nd, 10:10AM to 12:10 PM</td>
</tr>
<tr>
<td>12:00 PM Class</td>
<td>Exam: Monday, December 2nd, 12:20PM to 2:20PM</td>
</tr>
<tr>
<td>2:30 PM Class</td>
<td>Exam: Monday, December 2nd, 2:30PM to 4:30 PM</td>
</tr>
<tr>
<td>6:00 PM Class</td>
<td>Exam: Monday, December 2nd, 6:00 PM to 8:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TUESDAY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM Class</td>
<td>Exam: Tuesday, December 3rd, 8:00 AM to 10:00 AM</td>
</tr>
<tr>
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<td><em>December 6th - Only for students who miss finals for legitimate reasons (at faculty member’s discretion and appointment made) Student must contact instructor prior to the missed exam.</em></td>
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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.

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

<table>
<thead>
<tr>
<th>If your regular class time is:</th>
<th>Compressed Schedule Final Exam will be:</th>
</tr>
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<tbody>
<tr>
<td><strong>Monday</strong></td>
<td></td>
</tr>
<tr>
<td>8:00 AM Class</td>
<td>9:30 AM – 11:30 AM</td>
</tr>
<tr>
<td>10:00 AM Class</td>
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<tr>
<td>12:00 PM Class</td>
<td>1:50 PM – 3:50 PM</td>
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Unless otherwise announced, evening final exams will run at the regularly scheduled time.
Lackawanna College  
Spring 2014  
FINAL EXAM SCHEDULE  
May 5 – May 8, 2014

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<tr>
<th>MONDAY</th>
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