

Bucknell University

STUDENT HANDBOOK

2018-19



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UNIVERSITY

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BUCKNELL UNIVERSITY STUDENT HANDBOOK 2018-2019

This Student Handbook is an official publication of the Office of the Dean of Students.

The policies of Bucknell University are under continual examination and revision. This Student Handbook is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. For the most up-to-date policies and information, please check the link at www.bucknell.edu/StudentHandbook.

The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so.

Bucknell University does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation, gender expression or any characteristic protected by law, in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and University policies.

Inquiries concerning the Americans with Disabilities Act, the Rehabilitation Act and related issues may be directed to Heather Fowler, Director of the Office of Accessibility Resources, 212 Carnegie, Lewisburg, PA 17837, 570-577-1188, hfowler@bucknell.edu.

Inquiries concerning Title IX and related issues of sex discrimination may be directed to Kathleen Grimes, Title IX Coordinator and Clery Compliance Officer, 306H Elaine Langone Center, Lewisburg, PA 17837, 570-577-1554, TitleIX@bucknell.edu as well as the Office for Civil Rights, United States Department of Education, 800-421-3481.

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I. UNIVERSITY GOVERNANCE

MISSION STATEMENT

Bucknell is a unique national university where liberal arts and professional programs complement each other.

Bucknell educates students for a lifetime of critical thinking and strong leadership characterized by continued intellectual exploration, creativity and imagination. A Bucknell education enables students to interact daily with faculty who exemplify a passion for learning and a dedication to teaching and scholarship. Bucknell fosters a residential, co-curricular environment in which students develop intellectual maturity, personal conviction and strength of character, informed by a deep understanding of different cultures and diverse perspectives. Bucknell seeks to educate our students to serve the common good and to promote justice in ways sensitive to the moral and ethical dimensions of life.

Bucknell's rich history and heritage will influence its planning for the future. Bucknell's potential as an institution of higher learning extends beyond that of a traditional liberal arts college by virtue of its larger size and expansive programs. The University's broad spectrum of disciplines and courses of study within a diverse and active residential campus community enhances the quality of all aspects of the undergraduate experience, both in and out of the classroom.

DIVERSITY STATEMENT

Bucknell University's diversity efforts broaden and deepen our personal and intellectual horizons, preparing all of us as students, staff and faculty to make thoughtful, responsible contributions as individuals, community members and professionals in a diverse, globally integrated world.

An essential component of Bucknell's commitment to academic excellence is our commitment to fostering an inclusive, diverse campus community. Bucknell's understanding of diversity is broad-based, emphasizing the identity and experiences of groups that have been historically underrepresented in higher education, and encompassing age, class, culture, (dis)ability, ethnicity, gender identity, gender expression, immigration status, national origin, race, religion and spirituality, sex and sexual identity, among others. We affirm that diverse experiences and perspectives in the classroom and across campus enhance everyone's educational experience.

Together, we are building and nurturing a community that embraces, respects and celebrates diversity in all its forms.

THE BOARD OF TRUSTEES

The Board of Trustees is the governing body of the private corporation of Bucknell University, whose founding charter was approved by the General Assembly of the Commonwealth of Pennsylvania in 1846. In principle, the Board of Trustees, which comprises no more than 50 individuals including Bucknell's President, is legally responsible for the direction of the University; in practice, the President serves as the University's chief executive officer, responsible for its management and administration.

THE PRESIDENT

John Bravman

The President of the University is the chief executive officer and a voting member of the Board of Trustees, responsible for the management and governance of the University, including carrying out and interpreting the policies of the Board. In this capacity, the President works with diverse groups of Bucknell stakeholders including trustees, faculty, staff, students, alumni, parents and friends of the University. He is the chief spokesperson for Bucknell and responsible ultimately for the vision of the University as the principal architect of the University's strategic plan.

PROVOST

Robert Midkiff, Interim

The Provost is the University's chief academic officer, responsible to the President for integrating the living and learning environments to achieve Bucknell's goal of transforming students through rigorous and sustained academic study supported and enriched by co-curricular and residential experiences. The Dean of Students, the Dean of the College of Arts & Sciences, the Dean of the College of Engineering and the Dean of the Freeman College of Management report directly to the Provost and sit with the associate provosts on the Provost's Council.

DEAN OF STUDENTS

Amy Badal

The Dean of Students is the chief student affairs officer directing the Division of Student Affairs. The division is responsible for a broad range of student-life matters including new student orientation, student conduct, residence education and off-campus living, campus activities and organizations, fraternity and sorority affairs, student government, religious life, diversity and inclusion, student leadership and wellness services, among other areas of student life.

OPERATIONS AND MANAGEMENT GROUP

The Operations and Management Group (OMG) includes senior administrative officers who report, directly or indirectly, to the President. These individuals oversee the major administrative and operational responsibilities of the university and represent the administration in working with faculty on shared governance. The OMG consists of the President, the Provost, the Chief Communications Officer, the Vice President for Human Resources, the Vice President for Development and Alumni Relations, the Vice President for Enrollment Management, the Vice President for Finance and Administration, the Vice President for Library and Information Technology, the Dean of the College of Arts and Sciences, the Dean of the College of Engineering, the Dean of the Freeman College of Management, the General Counsel and Chief of Staff, the Dean of Students, the Director of Athletics and Recreation, the Associate Vice President for Facilities and the Director of the Office of the President.

FACULTY COUNCIL

Faculty Council fosters the operation of a responsive and inclusive Faculty governance system. Faculty Council supports the committee system by consulting with and coordinating the Faculty and University committees, by facilitating inter-committee communication, and by providing advice, oversight and guidance to insure that Faculty governance processes are executed effectively. The Faculty Council insures that committees other than the Committee on Academic Freedom and Tenure are populated by preparing lists of nominees, soliciting additional nominees from the Faculty, and organizing elections to fill positions vacated by the routine cycle of terms, and by that means or by appointment to fill positions vacated mid-term. The Faculty Council also plays a role in some termination of contract issues and in proceedings to impose severe sanctions on a member of the faculty (see the Faculty Handbook and Regulation 5b of the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure (1999)).

BUCKNELL STUDENT GOVERNMENT

Bucknell Student Government (BSG) is a body of elected undergraduate students charged with representing the general student body in University affairs. The purposes served by the BSG include providing a forum for Bucknell students' concerns, interests and opinions; providing a means of communicating those sentiments to the University faculty, staff and administration; serving as an agent for improving academic policies, campus life, community relations, diversity awareness, event publicity and social welfare; providing activities and services to promote class unity, identity and spirit; justly representing the interests and welfare of class constituencies as a whole, and officially recognizing student organizations and allocating funding from the Student Activities Fee.

II. UNIVERSITY RESOURCES

Links to these resources can be found on the Student Handbook webpage. For additional resources and information, please visit www.bucknell.edu and the Involvement Network at getinvolved.bucknell.edu/organizations.

<p>Accessibility Resources Bucknell University is committed to providing accessibility and reasonable accommodations to all who visit, work and study on campus.</p>	<p>www.bucknell.edu/accessibility</p>
<p>Advocates The Advocates are trained members of the Bucknell community whose primary responsibility is to provide confidential information and support for students regarding the medical, academic and legal options or needs they may have with regard to incidents of sexual assault, stalking or relationship violence.</p>	<p>www.bucknell.edu/TheAdvocates</p>
<p>Athletics & Recreation Bucknell is a member of the Patriot League, and has 27 Division I athletic teams. Many more students compete in recreational sports through an extensive intramural program as well as student-initiated and student-run club sports.</p>	<p>www.bucknell.edu/athletics</p>
<p>Bison Battalion Army Reserve Officer Training Corps The Bison Battalion Army Reserve Officer Training Corps (ROTC) is the cornerstone of Army officer training that develops students, known as cadets, into becoming the Army's future officers.</p>	<p>www.bucknell.edu/ROTC</p>
<p>Bookstore Located at 400 Market Street, Barnes & Noble at Bucknell University offers textbooks and course materials, Bucknell imprinted apparel and giftware, books and magazines. Starbucks Café is housed in the building.</p>	<p>https://bucknell.bncollege.com</p>
<p>BU ID Card Services Bucknell's photo ID Card, commonly called BU ID Card, is a student's official Bucknell University identification card and is property of Bucknell University. Students are responsible for card care. The BU ID Card provides students with privileges for multiple campus services.</p>	<p>www.bucknell.edu/BUID</p>

<p>Bucknell Message Center Announcements about events or activities are sent to campus via email through the Bucknell Message Center. Guidelines and instructions for using the message center are available in <i>myBucknell</i>.</p>	<p><i>my.bucknell.edu</i></p>
<p>Bucknell Nutrition Bucknell Nutrition provides confidential Medical Nutrition Therapy (MNT) and services including assessment of health needs and diet, counseling on nutrition issues and healthy eating habits, developing/evaluating meal plans to develop good eating habits, and preventing or managing specific diseases.</p>	<p><i>www.bucknell.edu/ NutritionAtBucknell</i></p>
<p>Bucknell Student Health (BSH) Bucknell Student Health provides confidential care on campus. Services include treatment for routine illnesses and injuries, gynecology visits, STI testing, flu vaccines, referral for drug and alcohol counseling, and campus outreach and education.</p>	<p><i>www.bucknell.edu/StudentHealth</i></p>
<p>Bursar and Financial Services This office includes accounts receivables, cashier, refund policies and more.</p>	<p><i>www.bucknell.edu/bursar</i></p>
<p>Campus Activities & Programs (CAP) The CAP Center provides a vast array of entertainment and activities designed to complement life outside the classroom and enhance students' overall experience at Bucknell.</p>	<p><i>www.bucknell.edu/CAP</i></p>
<p>Career Development Center (CDC) Bucknell's Career Center works with students to learn how to make career decisions that fit best with their individual skills, interests and values as well as understand what employers look for and expect when hiring undergraduates. Our team helps students explore and learn about career paths, connect with Bucknell alumni/parent contacts, meet employers, search and apply for internships and full time jobs, write resumes, prepare for interviews, and review graduate school applications. Our Pre-Law and Pre-Health Advising specialists work with students to help prepare them for the competitive medical and law school application process.</p>	<p><i>www.bucknell.edu/CDC</i></p>

<p>Center for the Study of Race, Ethnicity & Gender (CSREG) Through CSREG, faculty members whose interests span the globe lead campus conversations as they examine differences through scholarship, lectures, reading groups, curriculum, film series and more.</p>	<p><i>www.bucknell.edu/CSREG</i></p>
<p>Center for Sustainability & the Environment (BCSE) The Bucknell Center for Sustainability and the Environment is a catalyst for environmental discovery through exploration of communities, ecosystems and landscapes. The BCSE creates impactful, interdisciplinary, experiential opportunities for learning and research that address environmental and sustainability challenges.</p>	<p><i>www.bucknell.edu/BCSE</i></p>
<p>Civic Engagement & Community Service Academically based service-learning and co-curricular community service and volunteering are integral parts of the educational experience for faculty and student.</p>	<p><i>www.bucknell.edu/CivicEngagement</i></p>
<p>College of Arts & Sciences In the College of Arts & Sciences, students will choose from hundreds of courses in the humanities, social sciences, natural and physical sciences and mathematics.</p>	<p><i>www.bucknell.edu/ArtsAndSciences</i></p>
<p>College of Engineering Bucknell's College of Engineering offers students close relationships with professors, outstanding laboratory facilities and an emphasis on learning in a liberal arts context.</p>	<p><i>www.bucknell.edu/engineering</i></p>
<p>Counseling & Student Development Center (CSDC) The Counseling & Student Development Center offers a wide range of confidential mental health and personal development services to help students make their college years more satisfying, rewarding and productive.</p>	<p><i>www.bucknell.edu/CounselingCenter</i></p>
<p>Dining Services Dining services at Bucknell are provided by Parkhurst Dining Services.</p>	<p><i>www.bucknell.edu/dining</i></p>

<p>Ellen Clarke Bertrand Library The Ellen Clarke Bertrand Library provides spaces and resources to aid students in their academic pursuits. A dedicated team of librarians is available to help students with their research, and our technology support team assists with a variety of hardware and software issues. The library building has a variety of study and group meeting spaces as well as specialty labs. Library materials and technology/equipment are available to borrow for projects and research.</p>	<p><i>www.bucknell.edu/library</i></p>
<p>Events Management Office The Events Management Office provides high quality services in event management, scheduling and transportation, and also provides a general information center for the University. All on campus events and sales, fundraising, and promotional activity must be registered with and approved by the Events Management Office.</p>	<p><i>www.bucknell.edu/EventsManagement</i></p>
<p>Financial Aid The Office of Financial Aid offers various grant, scholarship, loan and student employment programs to help students and family members finance a Bucknell education.</p>	<p><i>www.bucknell.edu/FinancialAid</i></p>
<p>Fraternity & Sorority Affairs Fraternity and Sorority Affairs provides guidance and oversight to 18 nationally recognized fraternities and sororities at Bucknell. Fraternity & Sorority Affairs enhances students' experiences through thoughtful and developmental advising, advocating for student well-being and creating educational experiences that equip students to lead values-based lives.</p>	<p><i>www.bucknell.edu/GreekLife</i></p>
<p>Freeman College of Management The Freeman College of Management offers innovative professional education, combining technical skills and deep intellectual exploration, in preparation of thoughtful and capable leaders who will serve society and their professions.</p>	<p><i>www.bucknell.edu/management</i></p>

<p>GenFirst!@Bucknell The GenFirst!@Bucknell Mentoring Program facilitates relationships between first-generation students and first-generation faculty and/or staff who have offered to provide assistance and support.</p>	<p><i>www.bucknell.edu/GenFirst</i></p>
<p>Global & Off-campus Education Nearly half of Bucknell University students take part in an off-campus experience in one of the over 500 Bucknell University approved programs around the world.</p>	<p><i>www.bucknell.edu/GlobalEducation</i></p>
<p>Golf Club Open to all students and family members, the Bucknell Golf Club is a semi-private golf club and the home course for the Bucknell men's and women's golf teams.</p>	<p><i>www.bucknell.edu/GolfClub</i></p>
<p>Graduate Studies Bucknell provides an ideal setting for graduate students looking for intensive, personal educational and professional opportunities.</p>	<p><i>www.bucknell.edu/GradStudies</i></p>
<p>Griot Institute for Africana Studies All Bucknell students are invited to participate in Griot programs, which include an annual opening drumming and dancing ceremony, African drumming lessons, reading groups, study abroad trips, an annual lecture series and class, and much more.</p>	<p><i>www.bucknell.edu/GriotInstitute</i></p>
<p>Housing Services Housing Services provides resources for students living both on and off-campus.</p>	<p><i>www.bucknell.edu/housing</i></p>
<p>Information Technology (IT) Bucknell University provides a wide variety of technology and networking facilities in order to promote and support academic pursuits as well as the administrative and residential needs of our students, faculty and staff. Library and Information Technology identifies, maintains and supports the technology and networking needs of the university.</p>	<p><i>www.bucknell.edu/IT</i></p>

<p>International Student Services (ISS) ISS provides immigration and employment-related advising for international students, cultural programming for the international and general campus, and also manages the Projects for Peace 10k initiative. ISS supports international students and works with campus partners toward campus internationalization.</p>	<p><i>www.bucknell.edu/ISS</i></p>
<p>Lesbian, Gay, Bisexual, Trans* & Queer (LGBTQ) Resources LGBTQ Resources provides support services, educational programming and resources to the Bucknell community regarding sexual and gender diversity.</p>	<p><i>www.bucknell.edu/LGBTQ</i></p>
<p>Lost & Found A University-wide lost-and-found service is located at the Switchboard on the second floor of the Elaine Langone Center.</p>	<p><i>www.bucknell.edu/switchboard</i></p>
<p>Multicultural Student Services (MSS) The mission of MSS is to provide advocacy, mentorship and support for students from racially underrepresented groups and cross-cultural learning opportunities for the entire campus community. Programs like the UnHerd workshop series, the Brawley Fund, Civil Rights Alternative spring break and T.E.A.M. mentoring program offer leadership development, global literacy and civic engagement, as well as grants to support research and study abroad. MSS fosters a campus community that shares a mutual understanding and respect for all cultures.</p>	<p><i>www.bucknell.edu/MSS</i></p>
<p>Orientation The New Student Orientation Program is an extensive five-day program that focuses on scholarship, tradition and community.</p>	<p><i>www.bucknell.edu/orientation</i></p>
<p>Outdoor Education & Leadership (OEL) OEL is an inclusive outdoor experiential program serving the Bucknell community by supporting learning, personal development and community development.</p>	<p><i>www.bucknell.edu/OutdoorEducation</i></p>

<p>Parents Fund & Family Programs The Parents Fund & Family Programs office supports parents and families who have students at Bucknell by offering a variety of programs, events and volunteer opportunities.</p>	<p><i>www.bucknell.edu/parents</i></p>
<p>Public Safety Public Safety maintains the safety of campus and provides information for the Bucknell community, including policies, parking maps and emergency response information.</p>	<p><i>www.bucknell.edu/PublicSafety</i></p>
<p>Registrar The Registrar’s Office maintains the accuracy and security of all student records in accordance with university policy and the law.</p>	<p><i>www.bucknell.edu/registrar</i></p>
<p>Religious and Spiritual Life The Office of Religious and Spiritual Life encompasses the Chaplains for the Protestant, Catholic, Jewish and Muslim communities. Regardless of a student’s faith and spiritual tradition, the Chaplains support all members of the University community.</p>	<p><i>www.bucknell.edu/chaplains</i></p>
<p>Residential Colleges The Residential Colleges are academic themed living-learning communities for first-year students.</p>	<p><i>www.bucknell.edu/ResColleges</i></p>
<p>Residential Education Residential Education is responsible for the oversight and management of community development within the residence halls. With a staff of over 100 Residential Advisers (RA) who serve as student leaders and mentors on each floor, six full-time live-on professional staff members, and an array of student leadership opportunities, Residential Education strives to provide educational opportunities in an environment that enhances learning and growth outside of the classroom.</p>	<p><i>www.bucknell.edu/ResEd</i></p>
<p>Samek Art Museum The Samek Art Museum creates meaningful encounters between artists, students, scholars, the public and works of art.</p>	<p><i>www.bucknell.edu/samek</i></p>

<p>Seventh Street Studio & Maker's Space The Seventh Street Studio and MakerSpace promotes creative opportunities for Bucknell students, faculty and staff by providing a range of art, design and craft related programming.</p>	<p><i>www.bucknell.edu/7thStreetStudio</i></p>
<p>Student Affairs The departments within the Division of Student Affairs are committed to the growth and development of each student as they engage in life outside the classroom.</p>	<p><i>www.bucknell.edu/StudentAffairs</i></p>
<p>Student Conduct The Office of Student Conduct educates and holds students accountable to the University's statement of community responsibility along with its behavioral expectations and the student code of conduct.</p>	<p><i>www.bucknell.edu/StudentConduct</i></p>
<p>Student Clubs and Organizations Bucknell provides students with a wide variety of opportunities to engage with their peers and campus life through more than 150 clubs and organizations.</p>	<p><i>www.bucknell.edu/StudentOrganizations</i></p>
<p>Student Media There are many options for students who have a desire to become involved with student media. Students can participate in a variety of ways including joining student organizations such as <i>The Bucknellian</i> (campus newspaper), <i>The L'Agenda</i> (campus yearbook) and WVBU (campus radio station).</p>	<p><i>www.bucknell.edu/GetInformed</i></p>
<p>Switchboard & Information Located on the 2nd floor, Elaine Langone Center, downhill side, the University Switchboard connects incoming telephone calls, provides general information and serves as a lost and found.</p>	<p><i>www.bucknell.edu/switchboard</i></p>

<p>Title IX Coordinator The University's Title IX Coordinator is responsible for overseeing the University's sexual misconduct prevention and education training efforts as well as the University's response to reports of sexual misconduct, relationship violence and stalking. Allegations of sexual misconduct, relationship violence and stalking may be reported directly to the Title IX Coordinator. The Title IX Coordinator can answer questions and provide information concerning the University's policies and procedures, available resources and support services, and external criminal and legal options. The Title IX Coordinator can conduct formal investigations into allegations of sexual misconduct, relationship violence and stalking.</p>	<p><i>www.bucknell.edu/titleix</i></p>
<p>Transportation & Student Transit Daily shuttle service is offered throughout the day on campus and to the downtown Lewisburg area during the academic year. In addition, shuttle service is available, during university breaks, to nearby airports, train stations and bus stations. University Breaks are the beginning and the end of Fall & Spring Terms as well as Fall Break, Thanksgiving Break, and Spring Break.</p>	<p><i>www.bucknell.edu/shuttles</i></p>
<p>Student Learning Support The Teaching and Learning Center provides support for students to work smarter. The Student Learning Support programs are open to and free for all students. TLC Study Groups, led by trained peer facilitators, support weekly practice in many introductory courses, and TLC Peer Tutoring additionally supports some math and science subjects. Workshops, classroom support and individual consultations are also available.</p>	<p><i>www.bucknell.edu/TLC</i></p>

<p>Weis Center for the Performing Arts The Weis Center is a 1,200 seat performance hall that is both architecturally striking and acoustically exceptional. For more than thirty years, the Weis Center has presented artists who are committed to doing their very best work for the University and Central Pennsylvania audiences. Each year, the Center presents more than 30 professional performances, including world music, classical, modern and world dance, Americana, jazz, and Family Discovery performances. Many performances are free.</p>	<p><i>www.bucknell.edu/WeisCenter</i></p>
<p>Women’s Resource Center (WRC) The WRC celebrates women’s impact on society, advocates for equity and provides support and programming for the Bucknell community.</p>	<p><i>www.bucknell.edu/WomensResourceCenter</i></p>
<p>Writing Center Established to support Bucknell’s Writing Across the Curriculum Program, the Writing Center encourages writing as a process of creating and communicating knowledge and seeks to generate active learning, primarily by facilitating talk among thoughtful and supportive fellow writers.</p>	<p><i>www.bucknell.edu/WritingCenter</i></p>

III. BUCKNELL UNIVERSITY STUDENT CODE OF CONDUCT

STATEMENT OF COMMUNITY RESPONSIBILITY

Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of respect and integrity in all areas. Upon entry to Bucknell, students adopt the following Statement of Community Responsibility.

We are a community of learners who value personal and intellectual honesty.

Our actions reflect maturity, social responsibility and respect toward others.

We value individual differences and will not tolerate harassment or discrimination.

Our actions show respect for our own health and well-being.

We honor Bucknell by upholding the policies that support our community standards.

A. COMMUNITY CONDUCT

1. General Provisions

- a. This Code, including the above expectations, applies to student organizations, including fraternities and sororities, and athletic teams, as well as individual students.
- b. Students are expected to familiarize themselves with University policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.
- c. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions, regardless of whether the conduct occurred during an academic term, or on or off campus.

Students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces in the residence halls.

- d. All assigned occupants of a room, suite, apartment or mod may be subject to the same sanction as the individuals directly responsible for the violation. Likewise, a student may be held accountable for any violation that is committed by the student's non-student guest.
- e. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation
- f. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

2. Prohibited Conduct

a. Failure to act in a manner that reflects personal and intellectual honesty.

- i. Academic misconduct. Violations of the University's Academic Responsibility policy (www.bucknell.edu/AcademicResponsibility) are subject to disposition according to that policy.
- ii. Providing, possessing or using false information, including furnishing false information to any University official, law enforcement officer or emergency response/medical personnel, faculty member, department or office; forging, altering or misusing any University document, record or instrument of identification; or assuming the name of a University official, faculty member or another student.

- iii. Knowingly being in the presence of violations of the University Code of Conduct, University policies or law.

b. Failure to act in a manner that reflects maturity, social responsibility and respect toward the person and property of others.

- i. Engaging in conduct that threatens the health or well-being of another.
- ii. Sexual misconduct or relationship violence. Violations of the University's Sex Discrimination, Sexual Misconduct, Relationship Violence & Stalking Policy & Procedures for Resolving Complaints Against Students policy (see pg 31) are subject to disposition according to that policy.
- iii. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another's physical movement or threat of harm toward another person.
- iv. Harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment.
- v. Bullying and cyberbullying, which generally involves an imbalance of power, with an intent to intimidate, threaten and/or cause emotional and/or physical harm. Cyberbullying may encompass any form of technology.
- vi. Hazing, as defined by the University's Hazing policy (see pg 68).
- vii. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards including, but not limited to:
 - 1. Intentionally or recklessly causing a fire which causes injury or damages any University, personal or public property.
 - 2. Failure to evacuate a University-controlled building during a fire alarm.
 - 3. Tampering with, covering, disabling, or otherwise damaging fire safety equipment, including fire alarms, door stoppers, smoke detectors, and fire extinguishers, and hanging items from sprinkler heads.
 - 4. Improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows, hallways and other means of ingress/egress.
- viii. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University or surrounding community, breaches the peace or violates the rights of others.
- ix. Possession or storage, even if legally owned, of weapons, explosives, fireworks, ammunition, hand-held torches, or other materials. Specific violations of this policy include but are not limited to, the possession of, use of or threat with any of the following items:
 - Any deadly weapon, defined as an instrument, item or material readily capable of causing death or serious physical injury;
 - Any firearm (including any weapon or instrument from which a shot, projectile or other object may be discharged by force, whether operable or inoperable, loaded or unloaded) or ammunition;

- Any BB gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- Any sword (whether decorative or not) or other martial arts weapon;
- Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks and illegal or potentially dangerous chemicals.

(NOTE: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.)

- x. Theft, misuse or damage to the property or belongings of another individual, group or entity, including unauthorized use of the University's corporate name, logo, marks or symbols, as well as other copyright violations.
- xi. Unauthorized possession, duplication or use of keys or BU ID cards for any University premises, or unauthorized entry to or use of University premises.
- xii. Any Community Conduct violation motivated by the race, gender identity or expression, sexual orientation, religion, national origin, disability or other protected characteristic of another individual or group, as further detailed in the University's Notice of Nondiscrimination (www.bucknell.edu/NoticeOfNondiscrimination) constitutes a violation in addition to the original underlying violation. See Bucknell's Bias-Related Harassment Policy (www.bucknell.edu/biaspolicy) for additional information.
- xiii. Trespassing, which includes an unauthorized entry on or in University owned or controlled property.
- xiv. Public nudity, public urination or defecating in a place other than a restroom.

c. Failure to act in a manner that reflects respect for one's own health and well-being, or, with regard to drugs and alcohol, that of others.

- i. Engaging in conduct that threatens the health and safety of oneself and/or others
- ii. Engaging in irresponsible, unsafe or otherwise improper conduct involving drugs or controlled substances on or off campus, including by the:
 1. Use, possession or distribution of illegal drugs or controlled substances or drug paraphernalia.
 2. Unauthorized possession, misuse, manufacturing, adulteration or redistribution of prescription or other legal drugs, synthetic drugs or household products.

¹Storage and use of military training devices by the ROTC under conditions developed by ROTC with the approval of the University is not a violation, nor is the use of target bows and arrows for special programs that receive prior written approval from appropriate University offices for use at a designated target range.

- iii. Engaging in irresponsible, unsafe or otherwise improper conduct involving alcohol on or off campus (except as specifically indicated below), including by:
 - 1. Purchasing, possessing, consuming or being under the influence of alcoholic beverages under 21 years of age.
 - 2. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
 - 3. Hosting, facilitating or otherwise participating in drinking games.
 - 4. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
 - 5. Effecting excessive and/or other harmful consumption of alcohol through peer pressure or subterfuge.
 - 6. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the University.
 - 7. Possessing alcoholic beverages in areas on campus other than where expressly permitted by University policy, including in the room of an underage student, in the public or similar common areas of residence halls and other university buildings, outdoors on campus, etc.
 - 8. Hosting, facilitating or otherwise participating in on-campus events or parties involving alcohol that have not received required University authorization.
 - 9. Level of intoxication representing a danger to personal health or safety.
 - 10. Public drunkenness.
 - 11. Refusing to take a P.B.T. as requested by a Department of Public Safety officer.
 - 12. Open alcohol containers in non-controlled public areas.
- iv. Operating a vehicle or machinery while under the influence of alcohol and/or drugs.

d. Failure to act in a manner that reflects respect toward the policies, procedures and laws that are in place to maintain and support community standards at the University and beyond.

- i. Failure to comply with University policy, agreements and/or the directions of University officials, law enforcement officers or emergency response/medical personnel acting in performance of their duties or to identify oneself to these persons when requested to do so.
- ii. Violating the University's Library and Information Technology Appropriate Use policy (www.bucknell.edu/Documents/LIT/Policies/AppropriateUsePolicy.pdf).
- iii. Violating the University's regulations relating to residential living (see pg 46).
- iv. Contempt of the student conduct system, including by:
 - 1. Failing to attend a student conduct meeting or hearing.
 - 2. Falsifying or misrepresenting information before an Administrative Hearing Officer, Community Conduct Board Hearing Panel, Student Conduct Administrator, or other student conduct officer, or instituting a student conduct charge in bad faith.

3. Discouraging an individual's proper participation in, or use of, the student conduct process, or retaliating against an individual bringing a complaint, or participating in an investigation or hearing, in good faith.
4. Failing to comply with sanctions imposed under the Code.
 - i. Violating any University policy, rule or regulation published in hard copy or available electronically on the University website.
 - ii. Violating any federal, state or local law.

OFF-CAMPUS CONDUCT

In the event that prohibited conduct occurring off-campus subjects a student to action by local, state or federal law enforcement, including citation or arrest, the student may be required to provide the Dean of Students with related documentation and/or an authorization for such authorities to disclose information to the University. As with on-campus housing, if a violation occurs at an off-campus residence, all residents of the premises may be held accountable.

B. MEDICAL AMNESTY POLICY

Through its Medical Amnesty Policy, Bucknell University encourages its students to seek and/or call for assistance for themselves or others when someone is in need of medical assistance due to alcohol and/or drug use. Amnesty is available to the student calling as well as the student needing assistance. A call for assistance should be made promptly because the health, safety and well-being of the student who is potentially in danger is paramount. A call for assistance may be directed to Bucknell Public Safety (BUPS), a local police officer or agency (such as Buffalo Valley Regional Police Department or by calling 911), the Student Affairs Staff On-Call or, in the residence halls, the Residential Adviser (RA). Bucknell's goal through this amnesty policy is to encourage students to seek appropriate assistance.

A student for whom a call for assistance is made will not be subject to official sanctions and conduct record under the Student Conduct process, nor will the individual who made the call. Likewise, when leadership of a recognized student organization makes a call for assistance for a student or a guest attending the organization's function, the organization will not be subject to university code of conduct sanctions, nor will the student who made the call.

While not resulting in official sanctions, a call for assistance under this policy may result in educational outcomes including, but not limited to:

- Referral to the Alcohol and Other Drugs Counselor through the Counseling & Student Development Center for an alcohol or other drug assessment.
- Referral to the University's Medical Director.
- Parental, guardian or emergency contact notification.
- Educational opportunities to assist in avoiding future high risk situations.
- A summary report of the incident to be included in the student's or student organization's file.

Important Information Regarding Amnesty

- If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the University's increased concern for that student, including additional counseling sessions, educational follow up with University administrators and/or a full behavioral assessment which may lead to a University mandated leave of absence.
- Failure to complete appointments or follow-up as prescribed by a University official could result in the revocation of amnesty for the student or organization in question and standard university sanctions could apply.
- Amnesty does not prevent the filing of criminal charges.
- Amnesty may not apply to a student who refuses to cooperate with medical, law enforcement or University personnel at the time of initial contact.
- A student organization that fails to seek assistance for a member or guest in need at its function or on its controlled property may be charged with violations of the Student Code of Conduct. It is paramount that organizations seek assistance in any emergency situation.
- This policy applies only to those students or student organizations seeking emergency medical assistance in connection with an alcohol or drug related medical emergency and does not apply to individuals experiencing an alcohol or drug related medical emergency who are found by University employees (e.g. Public Safety Officers, faculty, administrative staff, residence hall staff including RA's).

C. THE STUDENT CONDUCT PROCESS

As discussed in Section A, Bucknell University expects the student members of its community to uphold certain standards of community conduct which, in turn, promote and support the University's mission. When the action of a student or student organization violates Bucknell's expectations of community conduct, those actions are subject to a process of review and resolution. This section describes the procedures employed for the resolution of alleged conduct violations. Any questions regarding Prohibited Conduct or the student conduct system should be referred to the Office of the Dean of Students.

It should be noted that certain violations may also be subject to adjudication under other University policies and procedures. The decision as to whether charges are to be pursued under the student conduct system or another process or office rests with the Dean of Students. Violations related to academic misconduct are handled through Academic Affairs.

Students with disabilities who require an accommodation in order to fully participate in this process should contact the Office of Accessibility Resources.

1. Definitions and Application

Administrative Hearing Officer (AHO): The individual appointed by the Dean of Students to conduct an Administrative Hearing.

Adviser: The Respondent is entitled to be assisted by an Adviser. Advisers are permitted for Administrative and Community Conduct Board (CCB) Hearings, but are not allowed in Community Standards Meetings. The Respondent is responsible for identifying the Adviser, whose option it is to consent to serve in that role. The Adviser must be a current student or employee of the University, but may not have a law degree or be related to the Respondent. The Adviser may help prepare the Respondent for the hearing, and may accompany the Respondent

to the Administrative or CCB hearing if identified to the Student Conduct Administrator 24 hours in advance of the hearing. The Adviser cannot speak on behalf of the Respondent or otherwise address the Administrative Hearing Officer, CCB hearing panel or witnesses during a hearing.

The Administrative Hearing Officer or Chair of the CCB hearing panel may determine in that individual's sole discretion that an Adviser is being disruptive to the hearing process, and dismiss that Adviser from the hearing room. If the Complainant, if any, attends the Administrative or CCB hearing, the Complainant is entitled to be assisted by an Adviser of choice to the same extent as the Respondent.

Community Conduct Board (CCB): The Community Conduct Board is comprised of approximately 15 students, 15 faculty members and 15 staff members. From the CCB membership, the Student Conduct Administrator constitutes a CCB hearing panel to hear cases. A hearing panel normally comprises three people, including one student and two University employees. The Student Conduct Administrator may reconstitute the makeup of a hearing panel as deemed necessary in order to ensure a timely hearing.

Selection of Community Conduct Board Members

Student members of the CCB will be selected during the preceding spring semester following a thorough application and interview process. Student members, insofar as possible, should be representative of all eligible academic class years. Nominations for faculty and staff members will be solicited during the spring semester. The Dean of Students has ultimate approval authority with regard to all individuals nominated to serve on the CCB. Likewise, the Dean of Students may remove a member of the CCB for any reason, including violation of the "Statement of Expectations for Community Conduct Board Members."

If a hearing is to be held at the conclusion of a semester, over a break or between academic years, the Student Conduct Administrator may constitute the panel from the CCB members who are reasonably available or appoint other available members of the University community to serve on that panel. The Student Conduct Administrator may also choose to defer the matter until the beginning of the next semester, when additional CCB members are available, or proceed with an Administrative Hearing instead. The Dean of Students, in the Dean's sole discretion may alter these proceedings as deemed necessary to ensure a timely hearing.

Term of Office

The term of office for each CCB member will be for a minimum of two years, except when student members are appointed with less time remaining before they graduate. The term of office for all members will be staggered to assure continuity with the term of office beginning on the first day of the fall semester following appointment to the CCB.

Training

Prior to serving on a hearing panel, new CCB members will be required to complete a training program coordinated by the Office of the Dean of Students. Returning CCB members must complete the training at least every other year.

Appointment of a Panel Chair

The Student Conduct Administrator appoints a chair prior to the beginning of a CCB hearing, from either the faculty or staff members of the panel.

Complainant: Any individual who claims to have been aggrieved by a student or student organization's violation of Bucknell's Community Conduct Standards. Individuals who have brought forward a complaint are encouraged to participate in the student conduct process however they are not required. In addition, the university may pursue conduct charges without the participation or cooperation of a Complainant.

Incident Report: Report of conduct which describes an incident that may have violated Bucknell's Community Conduct standards. Incident Reports may be filed by any Bucknell community member. Additionally, Bucknell receives notification of citations issued by Buffalo Valley Regional Police Department.

Investigator: The individual(s) assigned by the Dean of Students or the Student Conduct Administrator to conduct the investigation of alleged violations of the Bucknell Code of Conduct for individuals or organizations.

Pre-Administrative Hearing Meeting: Meeting held with a member of the Office of the Dean of Students and the Respondent to prepare for an upcoming Administrative or Community.

Respondent: Any student or student organization accused of violating Bucknell's Community Conduct standards. Withdrawing from the University after engaging in conduct alleged to constitute a violation of the Community Conduct standards does not impact a student's status as a Respondent, and conduct proceedings will still go forward, with relevant sanctions reflected in the Respondent's conduct record and, if applicable, on the Respondent's transcript.

Standards Officer (SO): The individual appointed by the Dean of Students to conduct Community Standards Meetings.

Student Conduct Administrator (SCA): The individual assigned by the Dean of Students to oversee the functionality of the Bucknell's Community Conduct standards. The SCA reviews incident reports to determine alleged violations of the Community Conduct Standards and determines individual charges. The SCA may also serve as an investigator and gather additional information to make a determination. The SCA also conducts Pre-Administrative Hearing meetings prior to all Administrative or CCB hearings, and ensures that the student understands the process and has received all relevant information to proceed in the hearing. The Dean of Students may serve as the SCA, in which case the Provost will fill the Dean of Students' role in any appeal.

2. Community Standards Procedures

Reports of conduct violating Bucknell's Community Conduct Standards should be filed with or forwarded to the Student Conduct Administrator (SCA) located in the Office of the Dean Students. Alleged conduct constituting a potential violation of state or federal law may also be referred to the Department of Public Safety in connection with possible criminal charges. Incident reports should include, to the extent available, the identity of the student alleged to have violated Community Conduct Standards, the date of the violation, and the nature of the violation.

Any timeframes included in this policy are by way of guidance only, and may be altered by the SCA or Dean of Students, as appropriate.

a. Community Standards Meetings

Bucknell seeks to respond to student misconduct in an educational and restorative manner when appropriate. A Community Standards Meeting has as its goals to resolve conflict, restore a student's relationship with the community, and promote community trust and civility through outcomes that hold students accountable, and provide opportunities for learning and development.

Upon receipt of an incident report by the Office of the Dean of Students, the SCA will review the information reported and determine if a Community Standards Meeting is appropriate. The SCA, in consultation with the Dean of Students, may investigate or appoint an investigator(s) and request that further information be obtained prior to making an initial determination of whether a student may have violated the Community Conduct Standards. If further investigation is warranted, the student will receive notification regarding the

investigation. Whether a Community Standards Meeting is appropriate in a specific situation is based upon the alleged prohibited conduct, the prior conduct history of the Respondent, and a determination that the likely sanction, if found in violation, would not be suspension or expulsion.

If the SCA determines that a Community Standards Meeting is appropriate, the SCA will instruct the assigned Standards Officer to issue a charge letter. The charge letter will include notification of charges and the date and time of a scheduled Community Standards Meeting. Except in the case of an emergency, any request by the Respondent or Complainant (if any) to reschedule the Community Standards Meeting hearing must be made at least 24 hours in advance.

During the Community Standards Meeting, the Respondent will have an opportunity to address the charges brought against them and bring forward any witnesses or information relevant to the incident. Determination of responsibility is made by the Standards Officer during the Community Standards Meeting. Sanctions, including an educational accountability plan, may be imposed if a student is found responsible for violating Bucknell's Code of Conduct. Findings of responsibility and sanctions imposed as a result of a Community Standards Meeting are not subject to appeal.

The Standards Officer conducting the process may end the Community Standards Meeting in order to pursue a Formal Hearing at any time. Reasons for ending a Community Standards Meeting include, but are not limited to, the circumstances of the alleged prohibited conduct cease to meet the above requirements, or the Respondent fails to appropriately engage in the process. The Respondent may also request to proceed by Formal Hearing at any point prior to a determination of responsibility being made by the Standards Officer.

The results of Community Standards Meeting are maintained in the Office of the Dean of Students and may be taken into consideration if additional violations occur. Cases resulting in an educational resolution or amnesty sanction will not be included in a student's external conduct record.

b. Administrative or CCB Hearing

For alleged conduct violations not or no longer eligible for a Community Standards Meeting, or where the Respondent has so requested, Formal Hearing proceedings will be commenced. A Formal Hearing may take the form of an Administrative or CCB Hearing, at the sole discretion of the Dean of Students or SCA.

Administrative Hearings. Administrative Hearings generally involve alleged violations involving drugs or alcohol that do not meet the criteria for a Community Standards Meeting. These hearings are heard by an Administrative Hearing Officer assigned by the Dean of Students. All hearings involving a student organization as a Respondent will be conducted through an Administrative Hearing.

CCB Hearings. All other alleged violations normally will be resolved through a CCB Hearing. Similar procedures apply regardless of whether the matter is heard by an Administrative Hearing Officer or a CCB Hearing Panel.

Upon receipt of an incident report by the Office of the Dean of Students, the SCA will review the information reported. Based on the information received, the SCA, in consultation with the Dean of Students, may investigate or appoint an investigator(s) and request that further information be obtained prior to making an initial determination of whether a student and/or student organization may have violated the Community Conduct Standards. If further investigation is warranted, the student and/or student organization will receive notification regarding the investigation. Once the investigation has concluded, the SCA will determine if a Formal Hearing in the form of

an Administrative or a CCB Hearing is appropriate. If a Formal Hearing is pursued, the Respondent will receive a Pre-Hearing Charge Letter.

The Pre-Hearing Charge Letter will include notification of the receipt of an incident report alleging their involvement and the date and time of a Pre-Hearing Meeting with the SCA or another member of the Office of the Dean of Students. During the Pre-Hearing Meeting the Respondent will be provided with the documentation supporting the charged violations to be relied upon at the hearing, and a list of witnesses to offer information at the hearing. The Complainant, if any, will be considered a witness at the hearing. The Pre-Hearing Meeting will generally be scheduled five (5) business days prior to the Formal Hearing. Following the Pre-Hearing Meeting the Respondent will receive a Charge Letter outlining the charges and identifying the date, time and the name of the Administrative Hearing Officer or CCB Hearing Panel members assigned to the Formal Hearing.

At least three (3) business days prior to the hearing, the Respondent will provide the SCA with any additional documentation to be presented and witnesses to provide information at the hearing in defending against the charged violation, with a brief summary of the information to be presented by the witness. The Respondent may also request to have an Adviser present. The Adviser's role is outlined in the definition section above. The request for the Adviser to be present during the hearing must be made in writing at least 24 hours in advance of the hearing. The request should include the Adviser's name and title, if applicable. The SCA will provide all such documentation to the Administrative Hearing Officer or CCB Hearing Panel members at least 24 hours prior to the hearing.

If the SCA makes a threshold determination that the information available does not support a finding of a violation, the SCA will advise the Complainant, if any, in writing. If the accused student or student organization has been notified of the alleged violation as of that time, the SCA will notify that student or organization as well.

These timeframes are included by way of guidance only, and may be altered by the SCA or Dean of Students, as appropriate. Except in the case of an emergency, any request by the Respondent or Complainant (if any) to reschedule the hearing must be made within three business days from the date of the charge letter.

c. Hearing Procedures

Administrative and CCB Hearings follow the same general procedures.

The goals and objectives of the University's Community Conduct expectations and conduct processes differ from those of civil or criminal courts, and student conduct proceedings may move forward without regard to pending civil litigation, criminal arrest and/or prosecution. On-campus adjudication does not preclude or limit a student's access to the state and federal judicial systems. Student conduct hearings are not courts of law and are not bound by the formal rules of evidence. Bucknell University's on-campus conduct hearings use the preponderance of the evidence (more likely than not) standard in determining responsibility for an alleged violation.

The individuals who may participate in an Administrative or CCB Hearing include the Respondent and any individuals who appear as witnesses, including the complainant, if any. Advisers may attend as well, subject to the participation limitations identified in the definitions section. The Complainant and other witnesses may only be present while they are providing information to the Administrative Hearing Officer or CCB hearing panel.

The Respondent is encouraged to participate fully in all aspects of the disciplinary process, including appearing at the hearing in person. If the Respondent elects not to participate in any part of the process, the investigation and hearing may proceed without the benefit of the Respondent's input.

While the Administrative Hearing Officer or CCB hearing panel chair has ultimate discretion regarding the manner in which a hearing is conducted, generally the hearing will follow the structure below. This includes adjourning the hearing, if the Administrative Hearing Officer or CCB hearing panel chair determines it is appropriate to do so in order to reach a full and fair understanding of the facts. The Dean of Students also has authority to vary procedures as necessary to ensure the prompt and equitable resolution of Complaints.

The hearing, but not the deliberations of the Administrative Hearing or CCB Hearing Panel, will be audio recorded. The audio recording is created to be available, if necessary, for two limited purposes only: for reference by the Administrative Hearing Officer or CCB Hearing Panel during deliberations and for review by the Dean of Students (or Provost, when appropriate) during an appeal. The audio recording is kept for ten (10) business days after all appeal options are exhausted. After that time, the audio recording is destroyed.

- 1. Introduction:** After the Parties enter the hearing room, the Administrative Hearing Officer or CCB hearing panel chair will call the hearing to order. All of the individuals present will be introduced and provided an opportunity to ask procedural questions. At this time everyone is informed that the hearing is being audio recorded.
- 2. Statement of Testimony and Honesty:** The Administrative Hearing Officer or CCB hearing panel chair reads the Statement of Testimony and Honesty. The Respondent is asked to verbally respond to questions regarding their understanding of their rights and responsibilities.
- 3. Alleged Violation(s):** The Administrative Hearing Officer or CCB hearing panel chair will read the alleged violation(s). To each alleged violation, the Respondent will either accept or deny responsibility. If the Respondent declines to answer, the hearing will still proceed. If the Respondent admits responsibility, the Administrative Hearing Officer or CCB hearing panel chair may question the Respondent to identify the conduct to which the Respondent is admitting.

If the Respondent admits responsibility for all of the alleged violations in writing, the Administrative Hearing Officer or CCB hearing panel may abbreviate the hearing and only consider information relevant to sanctioning.

If the Respondent admits responsibility to some but not all of the alleged violations, the Administrative Hearing Officer or the CCB hearing panel may abbreviate the hearing, considering information relevant both to responsibility and sanctioning on the disputed violation(s) and relevant only to sanctioning on the violation(s) admitted.

- 4. Opening Statements:** The Respondent will have the opportunity to make a brief opening statement (orally, in writing or both) relevant to the incident in question. Opening statements are not subject to questioning by the Parties.
- 5. Presentation of Information:** The SCA will present a general summary of the incident and will call forward any applicable witnesses. The Administrative Hearing Officer or CCB hearing panel members and Respondent will have the opportunity to ask questions of witnesses present at the hearing. Hearing participants are expected to respond honestly, and to the best of their knowledge to questions posed by the

Administrative Hearing Office or CCB hearing panel members and Respondent. The Administrative Hearing Officer or CCB hearing panel chair is empowered to reframe or disallow any questions that are irrelevant, redundant, or otherwise inappropriate. Witnesses may be recalled for additional questions.

All procedural and substantive questions that arise during the course of a hearing will be decided by and at the discretion of the Administrative Hearing Officer or CCB hearing panel chair, depending on the nature of the hearing.

- 6. Respondent Presentation:** After all witnesses have been questioned, the Respondent will be questioned and encouraged to provide all pertinent information regarding the alleged violation(s) or any defense thereto. The Respondent may also be questioned about written statements, documents, items or oral information.

Information supporting and responding to the charged violations may take many forms, including electronic or digital data, documents and oral information from the Complainant, University personnel, and other witnesses. The Respondent shall have the opportunity, and is encouraged, to respond to the allegations and present information available to defend against the charged violations. Character witnesses are not permitted.

- 7. Closing Statements:** After all information is presented, the Respondent will have the opportunity to make a brief closing statement. The Administrative Hearing Officer or CCB hearing panel chair has the authority to limit lengthy or irrelevant statements. Closing statements are not subject to questioning by the Parties.
- 8. Conclusion:** At the end of the Respondent's closing statement, the Administrative Hearing Officer or CCB hearing panel chair will end the hearing and turn off the audio recording.
- 9. Determination of Responsibility:** Once all relevant information has been presented, the hearing will be concluded and everyone will be dismissed from the hearing room so that the Administrative Hearing Officer or CCB hearing panel may deliberate in private. The SCA is not an active member of deliberations but is available to answer questions during the deliberations of the Administrative Hearing Officer or CCB Hearing panels.

In determining responsibility, the Administrative Hearing Officer or CCB hearing panel is not limited to a consideration of only the violations alleged, and may find the Respondent responsible for other violations of this Policy. In the case of a CCB Hearing a majority vote of the CCB panel members is required to determine responsibility.

- 10. Determination of Sanction:** If the Respondent is found responsible, the Administrative Hearing Officer or CCB hearing panel will also determine sanctions, taking into account any previous Community Conduct violations for which the Respondent has been found responsible, including through any Community Standard Meeting(s). In the case of a CCB hearing, a majority vote of the CCB hearing panel is required for all sanctions.

The determination of sanctions is based upon a number of factors, including: the nature of the violation; the harm suffered by the Complainant; the impact of the violation on the University community; any previous conduct violations; and any mitigating or aggravating circumstances.

11. Notification of Outcome: The Administrative Hearing Officer or CCB hearing panel chair will notify the Respondent of the outcome of the hearing in writing (which may include by email) promptly once a decision is reached, but typically no later than three (3) business days from the conclusion of the hearing. The Complainant, if any, will be notified to the extent consistent with law.

The Respondent is expected to complete and will be held accountable for any sanctions issued as a result of a hearing.

d. Student Organizations

Upon receipt of the incident report by the Office of the Dean of Students, the SCA and/or the Dean of Students will review the information reported and determine if a Formal Hearing is appropriate. Formal Hearing proceedings will take place for alleged conduct violations by student organizations (e.g. fraternities, sororities, athletic teams and authorized student organizations). All Formal Hearings involving organizations will be Administrative Hearings; such violations are not subject to CCB hearings. If individual students are charged with violations with a student organization, arising from the same incident or set of incidents, all such violations will be heard through an Administrative Hearing or multiple Hearings.

Administrative Hearings involving student organizations, in general, will follow the same hearing procedure outlined above, however the Administrative Hearing Officer has ultimate discretion regarding the manner in which a hearing is conducted.

In addition, alleged violations of the Student Code of Conduct by student organizations may be referred to a student governing body such as Bucknell Student Government (BSG), Interfraternity Council (IFC) or National Panhellenic Council (NPC). In these cases, alleged violations will be reviewed based on the governing body's process. In the event a matter is referred to a student governing body for a hearing, the outcome will be reported to the SCA, in writing, as soon as an outcome has been determined.

The national headquarters, adviser, and/or alumni corporations of a student organization charged with a violation of the Student Code of Conduct will be advised of the charge(s) and the nature of the misconduct. If the organization is determined responsible for misconduct, those individuals and entities, as well as the campus community, may be advised of the sanction(s) imposed.

Student organizations are allowed to appeal a decision or the sanctions imposed and must follow the procedure outlined under Appeals. All appeal decisions are final. The results of student organization hearings are maintained in the Office of the Dean of Students and may be taken into consideration if additional violations occur.

e. Interim Suspension

The Dean of Students or designee may impose an interim suspension on the student or student organization pending the resolution, including appeal, of an alleged Community Conduct violation when determined, in the Dean's or designee's sole discretion, that it is necessary in order to protect the safety and well-being of members of the Bucknell community, to protect the Respondent's own physical or emotional safety and well-being, to preserve University property or if the Respondent poses an ongoing threat of disruption of or interference with the normal operation of the University.

f. Administrative Action

Following consultation with the Provost, the Dean of Students may take action against a student or student organization in a manner external to, and as an alternative to, this code of conduct system when the Dean believes such action is warranted in order to protect the safety and well-being of members of the Bucknell community, to protect the alleged student's or members of the alleged organization's own physical or emotional safety and well-being, to preserve University property or if the accused student or student organization poses an ongoing threat of disruption of or interference with the normal operation of the University.

g. Maintenance of Conduct Records

Records of conduct proceedings are typically maintained in an individual student's file located in the Office of the Dean of Students for five years following the date of last attendance. Student organization records remain on file with the university permanently.

D. APPEALS

Any Respondent found responsible for a Community Conduct violation may appeal the decision and/or sanctions as outlined below. Unless determined otherwise at the sole discretion of the Dean of Students, sanctions will take effect pending the disposition of any appeal.

1. Grounds for Appeal

The respondent may appeal a decision on responsibility or sanctions (but not accountability plans or recommendations) in writing to the Dean of Students within five (5) calendar days from the time of written notification of the decision. The appeal may be based only on one or more of the following grounds:

1. There is previously unavailable relevant evidence that likely would have significantly impacted the outcome of a hearing;
2. There was procedural error that likely would have significantly impacted the outcome of the hearing; or
3. The sanctions imposed were substantially disproportionate to the findings.

2. Procedures

Within five business days from the date the Administrative Hearing Officer or CCB hearing panel's decision is issued, the Respondent shall submit a written statement to the Dean of Students or designee requesting review of the decision or sanction and detailing the grounds for appeal. The Dean of Students or designee may request additional information from the Administrative Hearing Officer or CCB hearing panel chair or others, if deemed necessary in reviewing the appeal request and making a determination.

The Dean of Students or designee will typically decide the appeal within ten (10) calendar days.

If the Dean of Students or designee determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will ask the original Administrative Hearing Officer or CCB Hearing Panel to reconvene to consider the information and render a determination after considering the new information.

If the Dean of Students or designee determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will order a new hearing before a new Administrative Hearing Officer or CCB hearing panel.

If the Dean of Students or designee determines the sanction to be substantially

disproportionate to the findings, the Dean of Students or designee may revise the sanction or order a new hearing before a new Administrative Hearing Officer or CCB hearing panel solely for the purpose of sanctioning.

The Dean of Students or designee will provide written notification (which may include by email) of the result of the appeal to the Respondent, SCA and Administrative Hearing Officer or Community Conduct hearing panel chair, as appropriate. The Complainant, if any, will be notified to the extent consistent with law. All appeal decisions are final.

3. Presidential Appeal

All appeal decisions are final, with the exception of those resulting in the expulsion of an individual student. The Respondent may appeal a sanction of expulsion to the President of the University. The appeal must be in writing, addressed to the President, and delivered to the Dean of Students or designee who decided the initial appeal within five (5) business days from the date of the appeal decision letter. This appeal will be conducted in writing only.

The President will notify the Respondent and Dean of Students of the decision in writing (which may include by email). The Complainant, if any, will be notified to the extent consistent with law. The President's decision is final and is not subject to further appeal.

E. SANCTIONS

While the University's desire is for sanctions to educate students and members of student organizations regarding the effects of their behavior, and to invoke change in future decision-making, sanctions may also be punitive in nature, depending on the incident and past conduct history.

1. Sanctions for Students

a. Disciplinary Status

It is expected that Respondents found responsible for a violation of the Student Code of Conduct will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability plan.

Educational Resolution: This status is generally utilized for first-time, low-level violations and indicates that the behavior was inappropriate and warrants a modification for the future. An educational resolution provides an opportunity to discuss behavioral expectations, as well as better decision-making. Unlike other sanctions, an educational resolution does not appear on a student's conduct record, but a record of such result is maintained in the Office of the Dean of Students and may be taken into consideration if additional violations occur. Students are generally afforded the educational resolution status only once (1) during their tenure at Bucknell.

Disciplinary Warning: This status conveys that the behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action. This sanction status will be reflected in the student's record.

Disciplinary Probation: The imposition of a timeframe during which the student's behavior is under University review. Any future prohibited conduct may result in more severe disciplinary action than would typically be the case, given the probationary status.

Students involved in two incidents with a high-level of concern involving alcohol or drugs during their time at Bucknell may be suspended for a minimum of one semester regardless of their current status with the university. Depending on the magnitude of the misconduct, suspension may be imposed as the result of the incident. Such offenses include, but are not limited to, driving under the influence of drugs or alcohol, the use, possession or distribution of illegal drugs, the misuse or distribution of legal drugs, and/or alcohol or drug intoxication representing a danger to the health or safety of self.

Suspension: Separation from the University for a period of time no less than the remainder of the current semester and no more than seven semesters. Suspension may be effective immediately or at a later date as determined by the Administrative Hearing Officer or CCB hearing panel. During the period of suspension, the Respondent is not permitted on campus without written permission from the Dean of Students. The record of suspension will be maintained by the Office of the Dean of Students in accordance with the retention of student records policy. The record will be maintained by the Office of the Registrar only during the period of suspension. No academic credit will be earned for the semester in which the suspension has been imposed. Students may not transfer in academic credit earned from other institutions of higher education during the period of suspension.

Expulsion: Permanent separation from the University effective immediately. The record of expulsion is maintained in both the Office of the Dean of Students and the Office of the Registrar. No academic credit may be earned for the semester in which the expulsion has been imposed.

b. Student Accountability Plan Options

Respondents may also be subject to a Student Accountability Plan, which is designed to educate and encourage reflection on the student's role in and impact on the Bucknell community. The following is a non-exhaustive list of elements that may be included in the plan:

- Parent/Guardian notification.
- Research or reflection essays designed to educate the student on a particular topic that is relevant to the prohibited conduct, or that requires the student to reflect on the violation and its consequences.
- Fees or restitution for loss, damage or actual expenses incurred as a result of the student's behavior.
- Service within the University or Lewisburg communities.
- Letter of apology to the individual, entity or organization impacted by the prohibited conduct.
- Participation in educational programming, including alcohol and other drugs workshops, evaluations, assessment or reflection activities.
- Meeting with a University Administrator.
- Referral to the University's Medical Director and/or Counseling & Student Development Center to discuss concerns.
- Restricted access to specific on-campus locations.
- Change in housing assignment or academic schedule.
- Loss of privileges, including housing, organization participation or event attendance.
- Restriction of contact with other specified members of the University community.

c. **Additional Sanctions**

Additional sanctions may be imposed as appropriate, including:

- Temporary or permanent withholding of the diploma of a student who has completed all graduation requirements but has not yet graduated.
- With the approval of the Board of Trustees, revocation of the degree of a student who graduated after engaging in the prohibited conduct.
- Sanctions imposed as a condition of re-enrollment.

2. **Sanctions for Organizations**

It is expected that student organizations found responsible for a violation of the Student Code by virtue of the conduct of any number of their members will be subjected to at least one of the following disciplinary status and accountability plans. Individual members of the organization also may be found responsible and sanctioned accordingly.

a. **Disciplinary Status**

Disciplinary Warning: This status conveys that the student organization's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action.

Disciplinary Probation: The imposition of a timeframe during which the student's behavior is under University review. Any future prohibited conduct may result in more severe disciplinary action than would typically be the case, given the probationary status.

Suspension: The loss of University recognition for a period of time, including the loss of privilege to use the University's name, operate at the University, or represent it in any capacity during the period of suspension. At the end of the suspension period, the organization shall contact the Office of the Dean of Students and be required to follow re-recognition processes established at that time. Suspension will be imposed in terms of years, not semesters.

Termination: The permanent loss of University recognition, including the loss of privilege to use the University's name or represent it in any capacity or to use University equipment, facilities or resources.

b. **Organization Accountability Plan Options**

Organizations found responsible under the Code may also be subject to an Organization Accountability Plan, which is designed to educate the members of an Organization and encourage their reflection on the Organization's role in and impact on the Bucknell community. The following is a non-exhaustive list of elements that may be included in the plan:

- National/International office and/or Adviser notification.
- Fees or restitution for loss, damage, or actual expenses incurred as a result of the organization's behavior.
- Reduction of BSG supported funding.
- Meeting with University Administrator.
- Service within the University or Lewisburg communities.

- Letter of apology to the individual, entity or organization impacted by the prohibited conduct.
- Social event restrictions which prohibit the organization from sponsoring any activity for a specified period of time, and/or specifying what activities can and cannot be held.
- Alcohol-free housing which includes all individual student rooms and common rooms.
- Removal of specific members or officers from the organization.
- Mandatory educational programs for members.
- Loss of privileges for a specific period of time, including housing, university space reservations, new member recruitment, activity participation and event attendance.

See the University's Medical Amnesty Policy for more information regarding sanctioning in instances of medical amnesty.

3. Aggravated Offenses – Bias Related Offenses

Aggravating circumstances will be taken into consideration when determining the appropriate level of sanctioning. A finding of responsibility for certain prohibited conduct particularly that based on bias as set forth in "Community Conduct" above may result in more severe sanctioning.

See the University's Bias Incident Policy for more information on reporting a bias incident.

IV. BUCKNELL UNIVERSITY SEX DISCRIMINATION, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE & STALKING POLICY & PROCEDURES FOR RESOLVING COMPLAINTS AGAINST STUDENTS

Bucknell University is committed to maintaining an academic environment in which members of its community can pursue their academic and professional activities. This environment cannot thrive unless each member of the University community is valued as an individual and is treated respectfully. Sex Discrimination (which includes Sexual Misconduct), Relationship Violence and Stalking are antithetical to the standards and values of the University, violate University policy and, in some instances, state and federal law, and will not be tolerated.

This Policy sets forth the options and resources available to an individual making a report of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. Reports alleging such conduct committed by students will be resolved according to the procedures outlined in this Policy. Reports alleging such conduct committed by faculty or staff members will be resolved consistent with the procedures outlined in the [faculty](#) and [staff](#) handbooks and policies.

I. POLICY DEFINITIONS & VIOLATIONS

This Policy prohibits "Sex Discrimination" (including "Sexual Misconduct"), "Relationship Violence" and "Stalking," broad categories encompassing the conduct defined below. Anyone can be found responsible for having committed Sex Discrimination (including Sexual Misconduct), Relationship Violence, or Stalking (regardless of sex or gender), which can occur between people of the same or different sexes or genders.

SEX DISCRIMINATION

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance, including in employment by such institutions. Title VII of the Civil Rights Act of 1964 likewise prohibits discrimination in employment. The University complies with Title IX and Title VII and does not discriminate on the basis of sex in educational programs and activities, admissions, or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity. www.bucknell.edu/noticeofnondiscrimination

Sex Discrimination occurs when someone is treated adversely because of, or on the basis of, their sex or gender. It is important to understand that Sex Discrimination includes sexual harassment, sexual assault and other forms of misconduct as discussed below. Sex Discrimination also includes discrimination or harassment of a person based on the person's nonconformity with gender stereotypes.

Sex Discrimination is a violation of this Policy.

Sexual Misconduct

Sexual Misconduct is a form of Sex Discrimination and encompasses the conduct described below:

Sexual Harassment: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating a hostile employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes gender-based harassment and harassment based on an individual's failure to conform with gender stereotypes.

Sexual Assault: Having or attempting to have sexual intercourse or oral sex (cunnilingus or fellatio) without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

Non-Consensual Fondling: The touching or attempted touching of another's breasts, genitals, or buttocks (over or under clothes), for the purpose of sexual gratification, without Consent. Non-consensual fondling also includes forcing or attempting to force another to touch the breasts, genitals or buttocks of the Respondent, for the purpose of sexual gratification, without Consent.

Sexual Exploitation: The abuse or exploitation of another person's sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

RELATIONSHIP VIOLENCE

Relationship Violence includes the following violations:

Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Pennsylvania law.

Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

STALKING

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

OTHER PROHIBITED CONDUCT

Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation.

For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

OTHER DEFINITIONS

Alleged Victim: Any individual who has allegedly experienced a violation of this Policy.

Adviser: An individual who has agreed to serve as an informal provider of support and advice for an Alleged Victim or Respondent. The Adviser may accompany an Alleged Victim or Respondent to any proceeding or meeting that is held in connection with the Investigation and resolution of a Complaint. The Adviser may not speak aloud during the proceeding or meeting, including by addressing anyone other than the Alleged Victim or Respondent whom the Adviser is advising. The Adviser may confer quietly or by means of written notes with that Alleged Victim or Respondent. An Adviser whose presence is deemed at the sole discretion of the University employee conducting the proceeding or meeting to be improperly interfering with the proceeding or meeting will be required to leave and may be prohibited from participating in further meetings or proceedings under this Policy.

The Dean of Students' Office keeps a list of Advisers who have received training on this Policy. Parties may (but are not required to) select a trained Adviser from this list.

This Policy does not create a privileged relationship between an Alleged Victim or Respondent and an Adviser. If the Adviser for an Alleged Victim is a member of the University community, the Adviser is obligated under this Policy to inform the Dean of Students' Office of information that contradicts the report or charges. Likewise, if the Adviser for the Respondent is a member of the University community, the Adviser is obligated to similarly disclose information that supports the allegations.

Appellant: A Party appealing a decision of the Hearing Panel.

Appellee: A Party opposing an appeal.

Complainant: An individual who invokes the University's processes to determine whether this Policy has been violated. The Complainant is normally the Alleged Victim.

Complaint: A statement submitted by the Complainant to the Title IX Coordinator for the purpose of initiating an Investigation. The University reserves the right to investigate and take action with regard to information brought to its attention regardless of the wishes of the parties or whether any Complaint is filed.

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent.

Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the person initiating the sexual contact knows or reasonably should know is incapacitated.

Coercion is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily Incapacitated. Individuals who are asleep, unresponsive or unconscious are Incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain Consent.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent.

A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility for misconduct.

Hearing Panel: The three-member panel charged with adjudicating an alleged violation of this Policy. The Hearing Panel is typically drawn from the Hearing Panel Pool and comprised of three University employees. The Dean of Students' Office has sole discretion to make exceptions to this composition to ensure a timely hearing, including by appointing other available members of the University community to serve on that panel. A member of the Hearing Panel shall be appointed to serve as the Hearing Panel Chair.

Hearing Panel Pool: The group of University employees from which members of the Hearing Panel is selected.

All members of a Hearing Panel Pool will receive at least annual training on i) issues related to Sex Discrimination, including Sexual Misconduct, Relationship Violence, and Stalking; ii) the purpose and implementation of this policy; and iii) how to conduct an investigation and hearing process that protects the safety of alleged victims, provides appropriate support to all students involved, and promotes accountability.

Hostile Environment: Alleged discrimination that is sufficiently serious to limit or deny a student's ability to participate in or benefit from the University's educational program.

In evaluating whether a Hostile Environment has been created, the University will consider the alleged conduct from both a subjective and objective perspective. Specifically, it will evaluate the alleged conduct from the perspective of a reasonable person in the Alleged Victim's position, considering all the circumstances. If the University determines that a Hostile Environment exists, it will take steps to eliminate the Hostile Environment, prevent its recurrence, and, as appropriate, remedy its effects.

Investigation: An investigation of a Complaint, which may include a hearing.

Investigator: An individual, typically the Title IX Coordinator, who is appointed by the Dean of Students to investigate a Complaint.

Party or Parties: A term referring individually or collectively to the Complainant and/or Respondent.

Respondent: Any student alleged to have violated this Policy.

Responsible Employee: Any regular full or part-time University employee, unless the employee is authorized or required by law to keep information confidential by virtue of the employee's professional role (The Advocates, Bucknell Student Health, Counseling & Student Development Center, and the Chaplains' office, for example).

Student Conduct Investigative Report: A report prepared by the Investigator for the purpose of resolving a Complaint.

Witness: Any individual who has seen, heard, or otherwise knows or has information about facts related to an alleged violation or attempted violation of this Policy. Expert witnesses are not permitted unless the expert has specific, factual information related to an alleged violation or attempted violation of this Policy. Individuals identified to provide information about a Party's character may not serve as witnesses. The Investigator's role is not that of a witness, and the Investigator may not be questioned by the Complainant or Respondent.

RELATIONSHIPS WITH INDIVIDUALS INVOLVING DISPROPORTIONATE AUTHORITY

A sexual or romantic relationship between students and faculty/staff and between employees in a supervisory/subordinate relationship (one individual being directly or indirectly supervised or evaluated by the other) is strongly discouraged. There will be a strong presumption that sexual activity between students and faculty/staff members and between employees in a supervisory/subordinate relationship is unwelcome and nonconsensual. Furthermore, such interactions may constitute violations of other University policies and professional standards.

II. REPORTING

The University encourages anyone who has information pertaining to a potential violation of this Policy to report it to the Title IX Coordinator.

Title IX Coordinator:

Kate Grimes

570-577-1554

306 H Elaine Langone Center, Bucknell University

Lewisburg, PA 17837

titleix@bucknell.edu

www.bucknell.edu/titleix

If the incident involves alleged criminal activity or presents a safety concern, it may also be reported to the Department of Public Safety.

Department of Public Safety:

570-577-1111 (emergency) 570-577-3333 (non-emergency)

580 Snake Road, Bucknell University

Lewisburg, PA 17837

www.bucknell.edu/publicsafety

Students have the option to make an anonymous report to the Department of Public Safety using the anonymous tip form at www.bucknell.edu/publicsafety. The amount of detail provided will determine the University's ability to respond.

Incidents involving University faculty or staff members may be reported as specified above or to Human Resources.

Human Resources:

570-577-1631

1st Floor, Cooley Hall, Bucknell University

Lewisburg, PA 17837

hr@bucknell.edu

www.bucknell.edu/humanresources

The University does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the University's ability to take certain actions. The University retains the authority to pursue disciplinary action against students who withdraw or are on a leave of absence from the University after an incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking is alleged to have occurred. The University may withhold a student's diploma where a report of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking is pending. It may also, with Board of Trustee approval, revoke any degree awarded for an individual who is found responsible for prohibited conduct occurring prior to conferral of the degree.

Alleged Victims have other reporting options, which they can pursue regardless of whether or not they choose to invoke the disciplinary process on campus. These options are not mutually exclusive. Alleged Victims can pursue criminal charges (through the University's Department of Public Safety or local authorities) and, in some instances, may wish to talk with a private attorney about civil litigation. University personnel will assist the Alleged Victim in notifying authorities if the Alleged Victim so requests. It is important to understand that the standard for criminal prosecution is different from that used in student conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other. Additionally, in most situations, where a report is made on campus, it will move forward without regard to the status of criminal or civil proceedings.

Responsible Employees: If a Responsible Employee becomes aware of an instance of alleged Sexual Misconduct, Relationship Violence or Stalking involving a student, the employee must promptly report that information to the Title IX Coordinator. The Title IX Coordinator makes an online reporting form available for this purpose at www.bucknell.edu/TitleIX.

III. CONFIDENTIALITY

The University will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The University will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the Alleged Victim. It will also maintain as confidential any interim measures or remedies provided to the Alleged Victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

Confidential resources and support services, such as the Advocates, are listed in Section XI of this Policy.

IV. INTERIM MEASURES

During the investigation and prior to a final determination, the Title IX Coordinator and/or the Dean of Students will provide appropriate interim measures to protect the Alleged Victim and provide appropriate support to all students involved. These measures may include, but are not limited to, the imposition of a no-contact order; employment, transportation, residence, and academic modifications; and access to counseling services. The Title IX Coordinator and/or the Dean of Students or their designee may limit a student's access to certain University facilities or activities pending resolution of the matter. The Dean of Students may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Dean determines, in the Dean's sole discretion, that it is necessary in order to protect the safety and well-being of members of the Bucknell community, to protect the Respondent's own physical or emotional safety and well-being, or if the Respondent poses an ongoing threat of disruption of or interference with the normal operation of the University.

V. INVESTIGATING REPORTS OF SEX DISCRIMINATION (INCLUDING SEXUAL MISCONDUCT), RELATIONSHIP VIOLENCE & STALKING

The University will investigate reports of Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking to the extent appropriate and possible.

Resolution of all reports made under this Policy will be conducted in a prompt and equitable manner by an Investigator who has received appropriate training. Resolutions will typically be completed within 60 days. This time frame may be extended at the sole discretion of the Title IX Coordinator.

Other Code of Conduct Violations: The University has discretion whether or not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. Such violations may be resolved in a hearing held under this Policy, may be resolved under the Code of Conduct, or may not be pursued.

VI. DISCIPLINARY PROCEEDINGS

Complaint: To initiate an Investigation, the Complainant must submit a statement to the Title IX Coordinator that contains:

- The name of the Respondent, if known,
- A description of the alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking, and
- The date, approximate time, and location of the alleged violation, if known.

The Title IX Coordinator will provide the Complainant with a copy of this Policy, review procedures, and inform the Complainant of available resources, support services, and options, including the option to be assisted by an Adviser of choice.

The Title IX Coordinator will contact the Respondent in writing to notify the Respondent that a Complaint has been filed, provide notice of the allegations, and advise that these allegations will be investigated. The Title IX Coordinator will meet with the Respondent to review the allegations in greater detail, provide a copy of this Policy, review procedures, and inform the Respondent of available resources, support services and options, including the option to be assisted by an Adviser of choice.

Student Conduct Investigative Report: After a Complaint is filed, the Investigator will conduct an Investigation and prepare a Student Conduct Investigative Report, which may be accompanied by supporting documentation or items (for example, statements, photographs, etc.). The Investigator will move forward with a hearing if sufficient information of a violation of this Policy is found.

If the Investigator determines to hold a hearing, the Investigator will inform the Parties in writing of the date, time and place of the hearing, the alleged violations that will be investigated in the hearing, and the names of those who have been selected to serve as the Hearing Panel.

Each Party shall have an opportunity to challenge Hearing Panel members for bias or conflict of interest. The challenge must be rooted in a specific bias or conflict of interest (e.g., the proposed Hearing Panel member is someone with whom a Party has had a previous conflict or relationship) rather than a general objection (race, religion, gender, etc.). A challenge must be made in writing to the Investigator within two (2) calendar days of notification of the composition of the Hearing Panel. The Dean of Students, in the Dean's sole discretion, shall determine whether a Hearing Panel member will be removed for possible bias or conflict of interest.

Informal Resolution: The University may facilitate an informal resolution, including mediation, to assist the parties in reaching a voluntary resolution if all the following are met:

1. All parties voluntarily agree to participate in an informal resolution, without a full investigation and adjudication, with the understanding that informal resolution may be ended and formal processes invoked at any time prior to conclusion; and
2. All parties have received full disclosure of the allegations and their options for a formal resolution; and
3. The University determines that the particular Title IX complaint is appropriate for such a process.

Acceptance of Responsibility: If a Complaint is not addressed through Information Resolution, the Respondent chooses to accept responsibility for the alleged violation(s), the Respondent will provide the Investigator with a written statement identifying the specific violation(s) and/or conduct to which the Respondent admits. The Investigator will share the Respondent's statement with the Complainant and the Hearing Panel. Sanctions will be determined by the Hearing Panel, which may hold a hearing solely for the purpose of determining sanctions and accountability plan recommendations.

Information: Information relevant to the alleged violation(s) or defenses thereto may be presented at the hearing. Statements concerning a Party's character do not constitute Information.

The Hearing Panel Chair will review the Student Conduct Investigative Report with the Investigator and will determine which witnesses, documentation, and other information will be called or presented at the hearing. No later than five (5) calendar days prior to the hearing, the Investigator will provide the Parties with a copy of the alleged violation(s), the Student Conduct Investigative Report, the list of witnesses, and any other information that will be presented at the hearing. The Investigator may redact the Student Conduct Investigative Report to the extent necessary to comply with the law.

No later than three (3) calendar days prior to the hearing, the Parties may request that additional witnesses, supporting documentation, or other information be presented at the hearing. The request must be in writing, submitted to the Investigator, and include a brief description of why the information is relevant to the determination of responsibility. The Parties may not introduce witnesses, documentation, or other information at the hearing that were not provided to the Investigator by this deadline. Exceptions may be made at the sole discretion of the Hearing Panel Chair if the identity of the witness or the documentation or other information was not available to the Party as of this deadline or for other extenuating circumstances.

The Investigator has sole discretion to alter the time frames provided in this Policy for good cause and with written notice of the delay and reason for delay to the Parties.

Prior to the hearing, the Investigator will offer to meet with each Party to review hearing procedures, the alleged violation(s), and the list of witnesses and other information that will be presented at the hearing.

The Investigator will forward a copy of the alleged violation(s), the Student Conduct Investigative Report, the list of witnesses, and any other information that will be presented at the hearing to the Hearing Panel in advance of the hearing.

Hearing Panel members and Advisers are required to keep the information learned in preparation for the hearing and at the hearing confidential. No copies of documents provided are to be made or shared with any third parties.

All copies provided must be returned to the Investigator, or deleted if provided in electronic form, at the conclusion of the hearing or, if applicable, the appeal. The Investigator will advise when materials are to be returned or deleted.

Statements Relevant to Sanctioning: On or before the day of the hearing, the Respondent may submit a written statement relevant to sanctioning and the Alleged Victim or Complainant may submit a written impact statement for consideration by the Hearing Panel. The statement must be provided to the Investigator in a sealed envelope. The statements will be read by the Hearing Panel only if it has found the Respondent responsible. If the Hearing Panel does not find the Respondent responsible, the envelopes will be destroyed, unopened, by the Investigator.

Hearing:

Participants: Hearings are closed proceedings. The individuals who may appear before a Hearing Panel are: the Complainant (who may be accompanied by an Adviser), the Respondent (who may be accompanied by an Adviser), and Witnesses. The Complainant and Respondent, and their Advisers, may be present throughout the responsibility phase of the hearing. Witnesses are permitted in the hearing room only when they providing information to the Hearing Panel. The Investigator will attend and question witnesses. Other University personnel may attend as necessary at the discretion of the Dean of Students.

Attendance at Hearings: If a Party fails to attend a hearing, the hearing may be held in the Party's absence. The Hearing Panel Chair has discretion to reschedule a hearing if the Chair determines that it is necessary in order to achieve a prompt and equitable resolution.

Standard of Proof: The Hearing Panel will find the Respondent responsible if a preponderance of the evidence indicates that the Respondent violated this Policy. This means the Hearing Panel must determine whether it is more likely than not, based on the information presented at the hearing, that the Respondent is responsible.

Supplemental Material: If the Hearing Panel Chair believes further information is necessary to make an informed decision, the Chair may allow additional information to be presented and/or call additional witnesses, regardless of whether or not such information or individuals were previously identified.

Audio Recording: The Investigator will audio-record the hearing, but not the deliberations of the Hearing Panel. The audio recording is created for two limited purposes only: for reference by the Hearing Panel during deliberations and for review by the Dean of Students (or designee) in connection with an appeal. The audio recording is kept for ten (10) days after all appeal options are exhausted. After that time, the audio recording is destroyed by the Investigator.

Hearing Procedures: The following procedures are meant to be general guidelines for conducting a hearing. The Hearing Panel Chair may vary the procedures, including adjourning the hearing, if the Chair determines it is appropriate to do so in order to reach a full and fair understanding of the facts. Procedural issues that arise during the hearing (e.g., relevancy determinations) will be resolved by the Hearing Panel Chair, who may consult with the Hearing Panel, the Investigator, and/or the Dean of Students before making a determination.

The Dean of Students also has authority to vary procedures as necessary to ensure the prompt and equitable resolution of Complaints.

- 1. Introduction:** After the Parties enter the hearing room, the Hearing Panel Chair will call the hearing to order. The Investigator will introduce all of the individuals present and provide an opportunity for the Parties to ask procedural questions. The Investigator will inform the Parties that the hearing is being recorded.
- 2. Reading of the Alleged Violation(s):** The Investigator will read the alleged violation(s). To each alleged violation, the Respondent will either accept or deny responsibility. If the Respondent declines to answer, the hearing will still proceed. If the Respondent admits responsibility, the Investigator may question the Respondent to identify the conduct to which the Respondent is admitting. If the Respondent admits responsibility to the conduct giving rise to all of the alleged violations, the Hearing Panel will abbreviate the hearing and only consider information relevant to sanctioning.

If the Respondent admits responsibility to some but not all of the alleged violations, the Hearing Panel may abbreviate the hearing, considering information relevant both to responsibility and sanctioning on the disputed violation(s) and relevant only to sanctioning on the violation(s) admitted.

- 3. Presentation of Information:** The Investigator will call and question all witnesses, including the Parties. The Parties may ask the Investigator to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Chair. The Chair is empowered to reframe or disallow any questions that are irrelevant, redundant, or otherwise inappropriate. The Hearing Board Panel may pose additional questions or inquire further into specific matters.

Parties and Witnesses are expected to respond honestly, and to the best of their knowledge, without guessing or speculating.

Parties have the option not to provide information at the hearing. The Hearing Panel will base its decision on the Investigative Report and the information provided at the Hearing.

Complainant Presentation: Generally, the Complainant will be questioned first and is encouraged to provide all pertinent information to the Hearing Panel regarding the alleged violation(s). The Complainant may also be questioned about written statements, documents, items, or oral information.

Respondent Presentation: After the Complainant has been questioned, the Respondent will be questioned and encouraged to provide all pertinent information regarding the alleged violation(s) or any defense thereto. The Respondent may also be questioned about written statements, documents, items, or oral information.

Witness Presentations: A similar process will be followed for each Witness called by the Investigator.

Questions about the Complainant's sexual history with anyone other than the Respondent are not permitted.

The Investigator and/or the Hearing Board Chair reserve the right to recall any Party or Witness for further questions and to seek additional information.

4. **Closing Statements:** After all information is presented, each Party will have the opportunity to make a brief closing statement. The Hearing Panel Chair has the authority to limit lengthy or irrelevant statements. Closing statements are not subject to questioning by the Parties.
5. **Determination of Responsibility:** After the closing statements, everyone will be dismissed from the hearing room and the audio-recording device will be turned off so that the Hearing Panel may deliberate in private. The Investigator is not an active member of deliberations but is available to answer questions during the deliberations. In determining responsibility, the Hearing Panel is not limited to a consideration of only the violations alleged, and may find the Respondent responsible for other violations of this Policy. The Hearing Panel must reach a decision on responsibility by majority vote. The vote itself will not be shared with the parties.
6. **Determination of Sanction:** If the Hearing Panel finds the Respondent responsible, it will immediately deliberate sanctions. Only the Hearing Panel and the Investigator are present for the deliberations. The Investigator will share the Respondent's prior conduct record and the sanctioning statements with the Hearing Panel. Any sanction imposed upon the Respondent must be selected from the sanctions identified in the Policy. The determination of sanctions is based upon a number of factors, including: the nature of the violation; the harm suffered by the Victim; any ongoing risk to either the Victim or the community posed by Respondent; the impact of the violation on the University community; any previous conduct violations; and any mitigating or aggravating circumstances. The Hearing Panel will determine sanctions by majority vote.
7. **Notification of Outcome:** Within three (3) calendar days from the date of the conclusion of the hearing, the Investigator will communicate in writing to both Parties the results of the hearing (consistent with the University's obligations under federal law) and procedures for appeal.

VII. SANCTIONS

A Hearing Panel will impose at least one of the sanctions listed below for any Respondent found responsible of a violation of this Policy. At the recommendation of the Hearing Panel, Respondents may also be subject to an accountability plan imposed by the Dean of Students, as described below. Accountability Plans and underlying recommendations are not subject to appeal.

Sanctions

- a. Letter of Censure: official disciplinary action conveying to the student that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Disciplinary Probation, Suspension, or Expulsion.
- b. Disciplinary Probation: pre-suspension period in which the student's behavior is under University review, conveying that the student's behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Suspension or Expulsion.
- c. Suspension: separation from the University for a period of time no less than the remainder of the current semester and no more than seven (7) semesters. Suspension may be effective immediately or deferred until the end of the current semester, subject to the limitations on University representation during the period that suspension is deferred. During the period of suspension, the Respondent is not permitted on campus without the written permission from the Dean of Students. The record of suspension will be maintained by the Dean of Students' Office in accordance with the retention of student record policy. The record will be maintained by the Office of the Registrar only during the period of Suspension. Any refund of room, board, tuition, or fees as result of the suspension shall be in accordance with applicable Finance Office policies.
- d. Expulsion: permanent separation from the University effective immediately. The record of expulsion is maintained in both the Dean of Students' Office and the Office of the Registrar. Any refund of room, board, tuition, or fees as result of the expulsion shall be in accordance with applicable policies. No academic credit may be earned for that semester.
- e. Degree Revocation: revocation of any degree awarded for a student who is found responsible for prohibited conduct but has already received a degree. Revocation of a degree requires Board of Trustee approval.

Accountability Plans

In addition to the above sanctions, the Hearing Panel may recommend an Accountability Plan, including but not limited to terms such as:

- a. Restitution for loss, damage, or actual expenses incurred as a result of the Respondent's behavior.
- b. Volunteer service as a corrective measure or learning experience within the University or Lewisburg communities.
- c. On-line tutorials designed to educate the Respondent on a particular topic that is relevant to the prohibited conduct and/or designed to improve the Respondent's decision-making.
- d. Participation in educational programming, including alcohol and other drugs evaluations, assessment, or reflection activities.

- e. Restriction on or prohibition against participation in student activities and/or eligibility to represent the University in any official function or leadership position (e.g. varsity athletics, student leadership positions, cheerleader, committee chair, BSG congress member or officer, or elected office in any recognized student organization.)
- f. Change in housing assignment or academic schedule.
- g. Loss of privileges, including housing, organization participation, or event attendance.
- h. Restriction of contact with other specified members of the University community.
- i. Any other measure determined appropriate by the Dean of Students.

VIII. REMEDIES

Following a hearing, the Title IX Coordinator, in consultation with the Dean of Students, will determine whether remedies for the Alleged Victim and/or the University community are necessary to eliminate any Hostile Environment, prevent its occurrence, and remedy its effects.

Remedies for the Alleged Victim may include, but are not limited to, the imposition or continuation of a no-contact order, employment, transportation, residence, or academic modifications, support services, and other measures to ensure safety. Remedies for the broader University community may include, but are not limited to, training and education, support services, review and, if appropriate, revision of policy, assessment of campus climate, and other measures to promote safety.

IX. APPEAL

Either Party may appeal a Hearing Panel decision on responsibility or sanctions (but not accountability plans or recommendations) in writing to the Dean of Students within five (5) calendar days from the time of written notification of the decision. The appeal may be based only on one or more of the following grounds:

1. There is previously unavailable relevant evidence that likely would have significantly impacted the outcome of a hearing;
2. There was procedural error that likely would have significantly impacted the outcome of the hearing; or
3. The sanctions imposed were substantially disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining grounds for appeal. The Appellee will be provided a copy of the appeal (with grounds not subject to appeal redacted) and will have three (3) calendar days from date of the written notification to submit a written response to the Dean of Students, if desired. A copy of the response will be provided to the Appellant. No further communications from the Parties in support of or opposition to the appeal will be accepted. The Hearing Panel Chair may have the opportunity to submit a statement explaining the basis for the decision and/or sanction(s).

The appeal decision by the Dean of Students or designee will typically be made within ten (10) calendar days after the time for the Appellee to respond to the appeal has passed.

If the Dean of Students or designee determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will ask the original Hearing Panel to reconvene to consider the information and render a determination after considering the new information.

If the Dean of Students or designee determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will order a new hearing before a new Hearing Panel.

If the Dean of Students or designee determines the sanction to be substantially disproportionate to the findings, the Dean of Students or designee may revise the sanction or order a new hearing before a new Hearing Panel solely for the purpose of sanctioning.

The Dean of Students or designee will provide written notification (which may include by email) of the result of the appeal (consistent with the University's obligations under federal law) to the Parties within three (3) calendar days from the date of the decision.

X. SEX DISCRIMINATION (INCLUDING SEXUAL MISCONDUCT), RELATIONSHIP VIOLENCE & STALKING ABROAD

Students who have experienced Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking in a study-abroad program are encouraged to promptly report incidents to on-site program staff, who can explain options for disciplinary action and reporting criminal offenses to local authorities, arrange for medical treatment, and offer resources and interim measures.

Students may also report incidents to the Title IX Coordinator:

Title IX Coordinator: 570-577-1554
306 H Elaine Langone Center, Bucknell University
Lewisburg, PA 17837
titleix@bucknell.edu
www.bucknell.edu/titleix

XI. RESOURCES & SUPPORT SERVICES

Bucknell University recognizes that in instances of alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking, community assistance is both necessary and helpful. Parties are encouraged to access the support services identified below:

CONFIDENTIAL RESOURCES

The Advocates (24 hours) 570-850-6115
For Alleged Victims
www.bucknell.edu/TheAdvocates

The Advocates are trained members of the campus community who provide information and support to students regarding the legal, medical, counseling, academic and housing options a student may have following an incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. They help to facilitate referrals, accompany students to medical treatment, answer questions about legal and judicial options, and help to ensure appropriate follow-up and support. The Advocates also assist students in connecting with resources that can help minimize the impact an incident may have on a student's academic career.

The Advocates are available to provide 24/7 confidential support and referral.

Counseling & Student Development Center (CSDC) (business hours and after hours crisis service)

570-577-1604

For Alleged Victims & Respondents

Graham Building, Bucknell University

Lewisburg, PA 17837

www.bucknell.edu/counseling

CSDC provides individual and group counseling, psychiatric consultation, crisis intervention, consultation and outreach programming. Services are available for all students free of charge.

Bucknell Student Health (business hours) 570-577-1401

Graham Building, Bucknell University

Lewisburg, PA 17837

www.bucknell.edu/studenthealth

Bucknell Student Health provides medical attention that includes treatment of any physical injuries and treatment to prevent pregnancy and certain sexually transmitted infections (generally most effective within 72 hours).

Bucknell University Religious & Spiritual Life (business hours) 570-577-1592

For Alleged Victims & Respondents

109 Rooke Chapel, Bucknell University

Lewisburg, PA 17837

www.bucknell.edu/chaplains

The Chaplains for the Catholic, Jewish, Muslim and Protestant communities are available to discuss religious, spiritual and personal issues.

Transitions (24 hours) 800-850- 7948

For Alleged Victims

Transitions is a local crisis center that provides confidential counseling services, advocacy, emergency shelter and relocation assistance to survivors of sexual assault, domestic violence and other serious offenses.

Evangelical Community Hospital: 570-522-2640

Evangelical Community Hospital's Sexual Assault Nurse Examiners (SANE nurses) are on call 24 hours a day to conduct sexual assault evidentiary examinations to collect and preserve evidence (generally within 96 hours of an incident). Ordinarily, when an evidentiary examination is performed, the hospital will contact local police to inform them that evidence was collected, but this does not mean that one has to proceed with criminal charges. Treatment is also available to prevent pregnancy and certain sexually transmitted infections (generally within 72 hours of an incident) and for injuries.

ADDITIONAL RESOURCES

Title IX Coordinator: 570-577-1554

306 H Elaine Langone Center, Bucknell University
Lewisburg, PA 17837
titleix@bucknell.edu
www.bucknell.edu/titleix

The University's Title IX Coordinator is responsible for overseeing all reports of Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking and identifying and addressing any patterns or systemic problems that arise during review of such reports. Allegations may be reported directly to the Title IX Coordinator. The Title IX Coordinator can answer questions and provide information concerning this Policy, available resources and support services, and external criminal and legal options. The Title IX Coordinator may issue no-contact orders. The Dean of Students may arrange other accommodations in consultation with the Title IX Coordinator. An Alleged Victim who wishes to initiate disciplinary proceedings should submit a Complaint to the Title IX Coordinator.

Interpersonal Violence Prevention Coordinator** 570-577-3574

211 Elaine Langone Center, Bucknell University
Lewisburg, PA 17837

Dean of Students** 570-577-1601

211 Elaine Langone Center, Bucknell University
Lewisburg, PA 17837

Department of Public Safety (24 hours) 570-577-1111 (emergency) 570-577-3333 (non-emergency)

580 Snake Road, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/publicsafety

Buffalo Valley Regional Police (24 hours): 911 (emergency) 570-524-5151 (non-emergency)

2009 West Market Street
Lewisburg, PA 17837

Human Resources** 570-577-1631

1ST Floor, Cooley Hall, Bucknell University
Lewisburg, PA 17837
hr@bucknell.edu
www.bucknell.edu/humanresources

** These resources will protect privacy and confidentiality to the extent possible and allowed by law, but they are required to inform the Title IX Coordinator of any reports of sexual misconduct or relationship violence. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

Sex Discrimination (including Sexual Misconduct), Relationship Violence, and Stalking allegedly committed by a faculty or staff member may also be reported to Human Resources. Complaints against faculty or staff members will be handled consistent with applicable applicable procedures in the faculty or staff handbook and policies.

V. RESIDENTIAL LIVING POLICIES

Community Living

The residential living environment is designed to foster a community in which students form lasting relationships and develop as individuals throughout the collegiate experience. In an effort to enhance the experience, students are encouraged to make suggestions to Residential Advisers,

initiate program ideas, engage with friends and make the most of their time on campus. An essential component of community living is mutual respect among residents. All students residing in Bucknell housing are expected to treat each other, their staff and their building with respect and courtesy.

Staff

Residential Advisers (RAs) are upperclass students who work with an assigned residential floors or living areas to create a sense of community among residents. RAs are expected to support all residents and serve as a resource. Additionally, RAs serve in an on-call rotation where they can provide support after hours to residents in need. RAs will also confront violations of residential and university policy. Residents are required to comply with authorized requests from a university staff member, including RAs and professional staff members. In addition to RAs, each residential area is overseen by a full-time professional Community Director (CD). These professional staff members are available as resources to all residents.

Individual Room and Community Responsibilities

Students may be held responsible through the Student Code of Conduct for any act, behavior or conduct that originates from their assigned residential space regardless of whether or not they are present. Students can face student conduct sanctions for any actions based from their room.

Since living in University Housing is a privilege accompanied by certain responsibilities associated with community living, the occupants assume responsibility for loss or damage to any property in the public area (lounge(s), hallway, bathrooms, etc.) within the community. The charge for replacing items stolen or damaged will be divided equally among all hall group residents. Students with any information pertaining to community damages are encouraged to report that information to a University staff member.

A. RESIDENTIAL LIVING COMMUNITY STANDARDS AND PROHIBITED CONDUCT

1. Alcohol

- a. Students who are 21 years of age or older:
 - i. Are permitted to possess and consume a moderate amount of alcohol in their own on-campus residence hall room/apartment. Alcohol is not permitted in common or shared living areas in these spaces unless all occupants are 21 years of age or older
 - ii. Alcohol is not permitted in outdoor living spaces, including porches or patios.

While students of legal age may choose to possess and consume alcoholic beverages, they are expected to do so consistent with the concept of responsible and moderate consumption. The University will not tolerate abusive or dangerous consumption or any disruptive or disorderly conduct related to the excessive consumption of alcohol either on or off the campus.

- b. Students who are under the legal age of 21:
 - i. Are not permitted to possess, consume, purchase, attempt to purchase or transport alcoholic beverages on or off the campus consistent with state law.

- ii. May not permit anyone (except current roommates who have attained the legal age and the guests of those roommates who have also attained the legal age) to possess or consume alcoholic beverages in their on-campus residence hall rooms/apartments.
- iii. Collecting and/or displaying empty alcohol containers, such as a wall of empty beer bottles or cans, wine or liquor bottles is not permitted. This prohibition applies to items used for decorative purposes, hobbies and projects.

2. Community Space Usage

Personal Items

- a. Storage of personal belongings of any type in common areas, hallways or in stairwells.
- b. Storage (within or in close proximity to residential areas) of motorcycles, mopeds, ATVs, grills, petroleum products and/or any other items with combustible engines and materials.

Residential Common Building Spaces

- a. Use of common space resulting in the space being obstructed from other individuals' use.
- b. Removing and/or damaging lounge/common space furniture from its designated location.
- c. Failure to maintain an appropriate level of cleanliness in residential common areas.
- d. Damage, destruction, vandalism and/or defacing of residential common areas.

3. Fire Safety

- a. Tampering with fire safety equipment, including fire alarms, door stoppers, smoke detectors, fire extinguishers and/or hanging items from sprinkler heads.
- b. Possession and/or use of prohibited electrical appliances including, but not limited to, refrigerators larger than 4.5 cubic feet, microwaves drawing more than 750 watts, and any personal appliances drawing more than 400 watts including but not limited to: hot plates, toasters, toaster ovens, hot pots, and hoverboards. This includes items with a heating element of any kind. Keurigs are permitted.

In Bucknell West, South Campus Apartments and the Gateways the following kitchen appliances are permitted: 4.5 cubic feet, microwaves no more than 750 watts, George Foreman grills, toasters, toaster ovens.

- c. Tampering with, covering, disabling, or otherwise damaging fire safety equipment including smoke detectors and fire extinguishers, improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows and other means of ingress/egress.
- d. Possession and/or use of candles (lit or unlit), oil lamps and incense.
- e. Failure to evacuate during a fire or emergency alarm.
- f. Possession and/or use of extension cords which are not UL approved.
- g. Hanging items from the ceiling or covering light fixtures including but not limited to string lights, tapestries, fishnets, ceiling fans and decorations of any kind.

4. Grills

When use of grills is permitted the following is required:

- a. In all circumstances, grills cannot be used within 25 feet of a University structure, including residential houses, academic buildings, etc. This means that permanent and/or mobile grills must be placed on the perimeter of the property away from the building and overhanging trees. Grills used in non-residential spaces require approval from Events Management prior to use.
- b. All fuel agents must be stored in the applicable storage shed or in an area approved through Bucknell's Environmental Health & Safety Department.

5. Guest and Visitor Policy

Bucknell residential facilities are welcoming and open to guests and visitors. For the purposes of these policies, "guests" refer to current Bucknell students who live in another location on or off campus, and "visitors" refer to individuals not enrolled or employed at Bucknell, who are visiting campus.

A student is permitted only two guests or visitors at any one time, with the exception of family members. Roommate(s) must approve of guests and visitors within individual residence hall room spaces.

Residents are responsible for their guests and visitors and can be held responsible through the student conduct process for their visitor and guest's actions while in the residence halls. Bucknell students are expected to reside in their assigned residential space. Guests and visitors are permitted to stay with their host for up to six (6) days in one calendar month, but no more than three (3) days consecutively.

6. Housing Accommodations

Bucknell University recognizes that some students may require exceptions to its housing assignments as a reasonable accommodation for a documented disability. The University has procedures in place to work with students making such requests. See bucknell.edu/accessibility for more information, including relevant deadlines.

7. Indoor Sports

For the safety of other students and the maintenance of our facilities, residents may not engage in any sporting activities within residence hall rooms, lobbies, lounges, hallways or other public areas. Sporting related activities may include but are not limited to the following: rollerblading, frisbee, hockey, golf, bowling, throwing balls, as well as the use of skateboards, scooters, bicycles, or water guns of any kind.

8. Noise Policy

- a. Quiet hours are in effect from 11 p.m. to 8 a.m., Sunday night through Friday morning. On weekends, quiet hours are 1 a.m. to 10 a.m. Saturday and Sunday mornings. Official quiet hours may not be shortened by individual community agreements, but they may be extended.
- b. Courtesy hours are always in effect and it is expected that residents be respectful of others. Excessive noise caused by radios, stereos, speakers facing out the windows, or other behavior will not be permitted at any time of day. During final examinations all university residential areas must abide by 24 hour quiet hours.

9. Pets

Possession, for any period of time, pets of any kind (with the exception of non-carnivorous fish in a tank not exceeding 30 gallons) within individual or common residential spaces.

Service Animals should be identified to the Office of Accessibility Resources. Emotional Support Animals must be approved by the Office of Accessibility Resources prior to coming to campus. More information can be found here: <http://www.bucknell.edu/about-bucknell/accessibility-resources/services-and-resources-for-students.html>.

10. Smoking and Tobacco Policy

The University prohibits smoking and tobacco use in all University buildings and facilities, including but not limited to academic, residential and administrative buildings; rooftops, decks and patios; University vehicles; athletic and recreational stadiums, fields and events; tent events; outdoor eating areas; and within 25 feet of building windows, doors or other entrances. For purposes of this policy, "smoking" also includes e-cigarettes, vaping, JUULs and other such smoking and smokeless devices. The use of hookah devices, synthetics (e.g. Spice, K2) and marijuana on campus or at University events is strictly prohibited.

11. Social Gatherings – Affinity Houses

Affinity Houses are permitted to plan and execute events open to the greater campus community beyond the residents of the house. It is possible that one or more of these events could be categorized as a social gathering. For the purpose of the Affinity Housing Program, a "social gathering" will be defined as an event 50 or more people in attendance. Contact the Community Director for the complete Social Gathering policy.

Making a Reservation

Residential Education. Notify the Community Director for the Affinity Housing Program at least one week in advance of your social gathering. If your Affinity House has a reservable space through Events Management, the space must be reserved through Events Management. Please see your Community Director to identify these spaces and for further instructions.

Public Safety. Residential Education is responsible for notifying Public Safety of the social gathering. The Affinity Leader and RA are required to complete a pre-event walk-through with Public Safety on the day of the event to ensure the safety of the event space.

Guidelines

- The following guidelines have been put into place to ensure the successful planning and execution of a social gathering as well as the safety of all guests:
- The Affinity Leader and Residential Adviser are both expected to be present for the duration of the social gathering.
- No alcohol is permitted at any social gathering taking place in an Affinity House. Alcohol is not permitted in the common rooms nor may be served to any student, regardless of age. Any persons appearing under the influence of alcohol should not be permitted into the house.
- All social gatherings must conclude by designated time: Sunday thru Thursday midnight and Saturday and Sunday 2 a.m. Please see Scheduling Events and Activities section under section VI. Student Organizations and Policies for more information.

- Affinity Houses hosting events must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.
- All social gatherings are to take place in the common areas listed below. Student guests attending the event are not permitted in individual residence hall rooms unless accompanied by a host.

12. Trash and Recycling

- a. Failure to properly dispose of trash in your room and/or recycling material.
- b. Failure to keep individual living space in clean, livable condition and properly disposing of trash and food items and maintaining an appropriate level of cleanliness.

13. Unauthorized Access

- a. Unauthorized access or use of restricted areas within residential areas, including but not limited to roofs, ledges, terraces, basements, storage areas or emergency exits.
- b. Unauthorized entry into any part of a university residence hall, including someone else's room, or contributing to such unauthorized entry of another individual. This includes allowing an unauthorized individual to enter a building without properly swiping their BU ID card.
- c. Solicitation, loitering and/or unauthorized presence or activity within university residential areas.

14. Additional Residential Living Prohibited Conduct Policies

- a. Occupying a residence hall space other than the one officially assigned by Housing Services. A student may not move from their assigned space to another space or another hall without the prior knowledge and authorization of Housing Services.
- b. Altering an individual residence hall room (painting, installing shelving, defacing or destroying university provided furnishings, etc).
- c. Failing to retain all residence hall room furnishings in appropriate undamaged condition.
- d. Failing to ensure that all university-provided furniture stays within the assigned space throughout the academic year and remains undamaged.
- e. Unhooking or removing screens from windows.
- f. Using windows as entrances to or exits from buildings.
- g. Throwing or pouring items or objects from windows.
- h. Displaying or hanging any items, including banners, from roofs, windows or the exterior of residence hall buildings without prior university approval. Any items hanging on public-facing internal residence hall doors must be consistent with all University policies, including its prohibition against harassment and discrimination.
- i. Unauthorized duplication of or hiding/sharing of room keys or BU ID Cards.
- j. Failing to lock assigned residential spaces.

- k. Possession of an air conditioning unit without written approval from the Director of Accessibility Resources.
- l. Unauthorized construction of a loft or other furniture within a residence hall room.
- m. No cut or live trees or wreaths are permitted in campus housing.
- n. Students are permitted three lockouts per semester. Additional lock-outs may result in formal documentation and referred to Residential Education or Fraternity and Sorority Affairs.

B. RESIDENTIAL LIVING REQUIREMENT

As a residential liberal arts institution, Bucknell University strongly believes that the residential setting is home to foundational learning, growth and development of our students. The impact of residential living on the development of critical thinking, strong leadership and intellectual exploration is grounded in research and is the driving force behind our philosophy of providing students with a variety of on-campus living options during their four years as an undergraduate at Bucknell.

Students are required to live in University housing for the first four years of their undergraduate enrollment unless granted an exception by Housing Services. A student must be enrolled in a minimum of two full-credit courses to be eligible to live in University housing.

A limited number of students will be approved during the fall of their junior year to live off campus the following fall for their fourth year at Bucknell, provided that they meet stated eligibility requirements. If a student is not approved to live off for their last year at Bucknell, then they should proceed through the room selection process. A student's conduct record will be reviewed in evaluating the student's application to live off-campus and may be the basis for denial.

C. CAMPUS HOUSING CLOSINGS

Campus housing closes at the conclusion of finals during the fall and spring semesters. Only approved students are permitted to stay past the published campus housing closing dates at the end of each semester.

Resident students completing degree requirements or leaving the campus at the conclusion of a semester must vacate their space 24 hours after their last final examination in the fall semester. Resident students completing degree requirements in the spring may remain in their space until 10 a.m. on the day following Commencement.

Damages and Left Behind Items

1. The University will not be responsible for personal items left behind.
2. All rooms will be inspected by University staff members after they are vacated. If damages are noted at that time, the appropriate resident(s) will be held responsible for the damages. If residents are aware of damages in their room, they should notify their RA before departing.
3. A returned key means your space is completely vacant. All personal items left behind will be discarded.
4. If a key is not returned by the date and time the residence halls close at the end of each semester, items left behind will be discarded and considered trash.

D. VACATING ROOM

Students withdrawing or taking a leave of absence during the semester have 24 hours to vacate their assigned space including removing all belongings and returning the key to Housing Services or Public Safety. Once a key is returned, University staff will begin preparing the space for the next resident.

E. ROOM INSPECTIONS

Staff members of the Facilities, Housing Services, Residential Education and/or Fraternity and Sorority Affairs offices will conduct an inspection of each individual residence unit to ensure that rooms meet fire and safety requirements and are in compliance with other standards as outlined in the Residential Living policies, to determine the need for repairs, to ensure that all furnishings remain in the space throughout the year, and to evaluate the general condition, safety and maintenance of the room. The resident will be billed the current replacement value of those items damaged or broken. Notices will be posted outlining a range of dates and times that the inspections will take place. In the event that the staff member, during the course of the inspection, observes in plain view in a student room misplaced University property or prohibited items, the staff member may remove the item/s and pursue conduct charges, as appropriate.

F. ROOM RELOCATION POLICY

The University reserves the right to temporarily or permanently reassign students at any time during the term of occupancy.

G. ROOM ENTRY AND SEARCH

1. Room Entry

Separate from room inspections, authorized University personnel may enter a student's room or residence unit without notice for the following purposes:

- a. To respond to a student work order request.
- b. To address an emergency or where there is a reasonable belief that an imminent safety or health risk is present.
- c. To investigate possible violations of University policies and regulations, where credible information suggests such a violation has occurred or is occurring.

If a staff member enters a room for one of the above reasons and notices in plain sight evidence of a violation of University policy, the staff member may refer the matter to appropriate University personnel for further action.

2. Room Search

University personnel may conduct a search of a residence room or unit without further approval by a University official (1) in the case of emergency involving danger to health or safety, or (2) for the limited purpose of searching the contents of a refrigerator or where alcohol is observed in plain view upon entering a residence room or unit. Furthermore, a full search of a residence room or unit may be conducted to investigate possible violations of University policies and regulations, where credible information suggests such a violation has occurred or is occurring, if approved by the Dean of Students or the Dean's designee.

This policy does not apply to searches conducted by the Department of Public Safety, or other law enforcement officials, with an appropriate warrant.

VI. POLICY ON WITHDRAWAL, LEAVE OF ABSENCE AND REINSTATEMENT

Separation from Bucknell University

There are several reasons why a student may be separated from the University. The forms of separation recognized by the University include two general categories, *Withdrawal* and *Leave of Absence*, with the former denoting that the student does not intend to return to Bucknell and the latter that the student does intend to return to complete their degree requirements. As defined below, several sub-categories exist within each category.

Students on any type of separation must leave campus within 24 hours of approval or notification of the separation, unless otherwise directed by the Dean of Students. Students subject to any separation covered by this policy may not attend classes, participate as a member of a student organization or athletic team, or be on campus for any reason without prior written permission from the Dean of Students.

Separations are not indicated on a student's transcript. Separated students will retain access to their Bucknell (bucknell.edu) email, except in the case of a mandated withdrawal. In all cases, a separation occurring after the start of the semester will result in the loss of some or all tuition (see [Credit and Refund Policy](#) and [Finance and Financial Aid Information](#)).

1. WITHDRAWAL

- a. **Voluntary Withdrawal** – A separation denoting that the student has decided, for any reason, to leave the University without the intention to return to Bucknell at a later date. Students interested in withdrawing from Bucknell should contact the Dean of Students or the appropriate assistant or associate academic dean of their college to initiate the process. To complete this process, the student must fill out a form that is available online at a link that may be obtained from the Dean of Students or appropriate assistant or associate academic dean of their college. A voluntary withdrawal is not effective until approved. Students may not voluntarily withdraw in order to avoid student conduct, academic misconduct or other disciplinary proceedings.

A voluntary withdrawal after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

A student who has withdrawn from Bucknell, enrolled as a full-time student at another institution, and wishes to be considered for return to Bucknell must apply using the same process as students applying to transfer to Bucknell. A student who has withdrawn from Bucknell but has not enrolled as a full-time student at another institution who wishes to be considered for return to Bucknell must submit a written request to the appropriate assistant or associate academic dean of their college. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement.

- b. **Mandated Withdrawal (Expulsion)** – A separation imposed by the University for disciplinary or academic reasons with the understanding that the student may not return to the University. The record of such a separation is maintained in the appropriate academic dean's office, the Office of the Dean of Students and the Office of the Registrar.

A mandated withdrawal (expulsion) incurred after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

2. LEAVE OF ABSENCE

- a. **Personal Leave of Absence** – A separation denoting that the student has decided to leave the University for personal or other non-health reasons, including, e.g., financial, military service, missionary service, an internship or assessment of future educational and professional plans.

Students may not take a personal leave of absence in order to avoid student conduct, academic misconduct or other disciplinary proceedings. A student on a personal leave of absence will receive reinstatement materials from the University during the semester on leave.

Personal Leave of Absence prior to the start of the semester

A student who wishes to temporarily interrupt studies following the end of a semester and prior to the start of the next semester should contact the Dean of Students or the appropriate assistant or associate academic dean of their college to initiate the process for a personal leave of absence.

The personal leave of absence will be for one semester. A student on leave will not be considered enrolled at the University during the period of the leave. A student may be approved for only one personal leave of absence in any 12-month period. The 12-month period begins on the first day of the student's leave of absence.

Applications for a leave of absence should be submitted by August 1 for the fall semester and by January 1 for the spring semester, unless there are circumstances beyond the student's control. To complete this process, the student must fill out a form that is available on-line at a link that may be obtained from the Dean of Students or the appropriate assistant or associate academic dean of their college.

During a personal leave of absence, students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the the appropriate assistant or associate academic dean of their college. No more than two course credits per semester will be approved.

Students on a personal leave of absence who fail to return to the University at the end of the approved personal leave of absence will be placed on an administrative leave of absence (see below) with an effective date reverting back to the last date of attendance at Bucknell. If a student intends to enroll at another institution and not return to the University, the student must contact the Dean of Students or appropriate assistant or associate academic dean of their college and initiate a *voluntary withdrawal* from the university.

Personal Leave of Absence during the semester

A student who seeks a personal leave of absence after the semester has started should contact the Dean of Students or the appropriate assistant or associate academic dean of their college.

A personal leave of absence after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

A personal leave of absence must be initiated on or before the last day of classes for the semester. To complete this process, the student must fill out a form that is available on-line at a link that may be obtained from the Dean of Students or the

appropriate assistant or associate academic dean of their college. The timeline related to reinstatement following a personal leave of absence taken during the semester must be approved by the Dean of Students or the appropriate assistant or associate academic dean of their college.

- b. Health Leave of Absence** – A separation denoting that the student has decided to leave the University for health reasons, with this decision supported by Bucknell Student Health or the Counseling & Student Development Center.

Bucknell Student Health or the Counseling & Student Development Center will consider supporting a student's request for a health leave of absence during a semester based on physical health/illness or mental health reasons, respectively, if the student has been actively engaged in treatment/counseling with one of these offices or another clinician/agency. If a student has not been engaged in treatment/counseling, Bucknell Student Health or the Counseling & Student Development Center will assist the student in efforts to obtain the necessary assessment. This assessment might be with Bucknell Student Health or the Counseling & Student Development Center, with a provider/clinician in the community, or with a provider/clinician at home. A student must initiate a health leave of absence at least two weeks before the last day of regular classes and have all supporting documentation to Bucknell Student Health or the Counseling & Student Development Center by the last day of classes. A health leave of absence after the first four weeks of the semester typically requires the student's absence from the University for at least one complete regular semester before consideration will be given for reinstatement. This is intended to allow the student adequate time to address the issues that necessitated the health leave of absence.

A student on a health leave of absence from the University must apply for reinstatement by submitting a letter of intent to the appropriate assistant or associate academic dean of their college. The deadline for submitting a letter of intent is June 1 for a fall semester reinstatement, November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Shortly after the letter is received, the assistant or associate dean will direct the student to provide the Director of Bucknell Student Health or the Director of the Counseling & Student Development Center (as identified in the letter approving leave of absence) the following documentation from their treating clinician(s) or physician(s): 1) Diagnosis or clinical assessment; 2) Summary of treatment, including progress in treatment and resolution of the issues that prompted the withdrawal; 3) Current medications; 4) Evaluation of the student's readiness to resume his/her university responsibilities; and 5) Any recommendations that the clinician/physician has provided to the student related to follow-up treatment or support. If after reviewing these materials a determination is made that the student may return, reinstatement procedures can be initiated. The Director of Bucknell Student Health and Director of the Counseling & Student Development Center may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required based on the documentation provided.

A health leave of absence incurred after the fourth week of the semester will result in the recording of W (withdraw) grade for each course.

During a health leave of absence, students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the the appropriate assistant or associate academic dean of their college. No more than two course credits per semester will be approved.

- c. Academic Leave of Absence (Academic Suspension)** – A separation denoting that a student must temporarily leave the University as imposed by the appropriate assistant or associate academic dean of their college for reasons including, but not limited to, lack of attendance, academic misconduct, or GPA below University requirements.

A student may be required to take an academic leave of absence (academic suspension) for one academic year, or in exceptional circumstances one semester, as a result of poor academic performance over a single or several semesters.

An academic leave of absence (academic suspension) imposed after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

During an academic leave of absence (academic suspension), students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the appropriate assistant or associate academic dean of their college. No more than two course credits per semester will be approved.

A student on an academic leave of absence (academic suspension) from the University must apply for reinstatement by submitting a letter of intent to the appropriate assistant or associate academic dean of their college. The deadline for submission of this letter is June 1 for a fall semester reinstatement, November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Such students may be required to provide additional documentation as deemed appropriate. The appropriate assistant or associate academic dean of their college may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after a period of academic suspension may not apply for housing or register for classes until after the last semester of their suspension has concluded.

- d. Disciplinary Leave of Absence (Disciplinary Suspension)** – A separation denoting that the student must temporarily leave the University as imposed by the Dean of Students as a result of Student Code of Conduct violations or other disciplinary reasons.

The written statement sanctioning the student with a disciplinary leave of absence (disciplinary suspension) will include the date when the suspension shall take effect, the earliest date that the student is eligible for reinstatement at the University, and any conditions that must be met before reinstatement is granted.

A disciplinary leave of absence (disciplinary suspension) imposed after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

A student placed on a disciplinary leave of absence (disciplinary suspension) may not transfer any academic credit completed within the period of suspension from other institutions of higher education.

A student may apply for reinstatement to the University for the semester after their suspension has ended by contacting the Dean of Students. In their written request for reinstatement, students should discuss how they have spent their time away from the University. This request should highlight areas of change for the better with a focus on how they have addressed the behavioral concern that resulted in their suspension. Any additional supporting documentation that is required as condition of their reinstatement should also be included. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement. Additionally, the Dean of Students may refer students applying for

reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after a period of disciplinary suspension may not apply for housing or register for classes until after the last semester of their suspension has concluded.

e. Administrative Leave of Absence

- i. **Behavioral** – A separation imposed by the Dean of Students which denotes that the student must temporarily leave the University as a result of behavioral concerns not subject to a disciplinary suspension.

Bucknell University endeavors to provide a safe and orderly environment in which all students are able to pursue their academic and social development. Following a behavioral assessment, the Dean of Students reserves the right to require a leave of absence of a student who engages in certain disruptive conduct, including, e.g.:

- Engages or threatens to engage in conduct posing a danger of harm to self or others.
- Engages or threatens to engage in conduct causing significant property damage, which directly and substantially impedes the lawful activities of other members of the University.
- Demonstrates a failure to fulfill personal needs (e.g., nourishment, shelter), leading to a good-faith determination that serious physical harm or death, serious negative impact on the well-being of other students, or serious disruption of University operations is likely to occur.
- Commits a violation of the University's Student Conduct Code and demonstrates an inability to effectively participate in the University's disciplinary process.

An administrative leave of absence (behavioral) imposed after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

A student placed on an administrative leave of absence (behavioral) will typically not be permitted to transfer any academic credit completed within the period of the leave from other institutions of higher education.

A student may apply for reinstatement to the University for the semester after their administrative leave of absence (behavioral) has ended by contacting the Dean of Students. In their written request for reinstatement, students should discuss how they have spent their time away from the University. This request should highlight areas of change for the better with a focus on how they have addressed the behavioral concern that resulted in their suspension. Any additional supporting documentation that is required as condition of their reinstatement should also be included. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement. Additionally, the Dean of Students may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after an administrative leave of absence (behavioral) may not apply for housing or register for classes until after the last semester of their imposed leave has concluded.

- ii. **Academic** – A separation imposed by the appropriate assistant or associate academic dean of their college which denotes that the student did not return from a personal leave of absence after one semester.

An administrative leave of absence (academic) imposed after the fourth week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA as failing grades.*

During an administrative leave of absence (academic), students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the appropriate assistant or associate academic dean of their college. No more than two course credits per semester will be approved.

A student on an administrative leave of absence (academic) from the University must apply for reinstatement by submitting a letter of intent to the appropriate assistant or associate academic dean of their college. The deadline for submission of this letter is June 1 for a fall semester reinstatement, November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Such students may be required to provide additional documentation as deemed appropriate.

BEHAVIORAL ASSESSMENT

In certain circumstances a Behavioral Assessment is used to determine a student's ability to meet the responsibilities of continued attendance at Bucknell University. The Behavioral Assessment Committee is chaired by the Dean of Students and also includes the Director of Bucknell Student Health and the Director of the Counseling & Student Development Center. Students have the opportunity to fully and completely discuss their situation and provide all information they deem relevant to the Committee. Students may request an independent professional review in accordance with the stated Behavioral Assessment procedures. The decision of the Dean of Students at the conclusion of the Behavioral Assessment process is final.

The result of a Behavioral Assessment may include relevant restrictions while the student remains on campus (e.g., the student might be required to refrain from consuming substances that intensify problematic behavior, to relocate into more appropriate housing on campus, etc.). In certain cases, the student may be required to take time away from the University in order to focus on the issues at hand, in the form of an administrative leave of absence.

The student referred for a Behavioral Assessment is required to sign a release of information in order that appropriate treating professionals may discuss the student's general circumstances with the Dean of Students and other members of the Committee, as appropriate. The release does not require that the treating professional discuss all the details or background of the student's case, but it must allow the treating professional to share information on four elements: 1) that the student has been seen; 2) the general nature of the problem; 3) that a course of treatment has been set and is either on-going or completed; and 4) whether, in the professional opinion(s) of the treating professional, the student is fit or unfit to return to studies and represents (or does not represent) a continuing threat to himself/herself or others. A student who refuses to comply with a Behavioral Assessment, and/or who refuses to sign limited releases (noted above), will have their case assessed on the behavioral circumstances by the Dean of Students.

Where disruptive conduct includes a threat of suicide, suicide attempt or serious self-harm, or harm to others, the Dean of Students must consider both the welfare of the individual and the wider University community, including disruptions to University operations. In situations characterized by a health or safety emergency, the Dean of Students reserves the right to consult with the parents, guardians or emergency contact of the individual in danger, or other personas as appropriate.

FINANCIAL AID INFORMATION

If the student is a current financial aid recipient when they take a leave of absence or withdraw, federal regulations require the Office of Financial Aid to calculate the percentage of the semester completed and determine whether the University must return any of the federal financial aid to the federal government and/or Bucknell financial aid to the University. As a result, it is possible that the student will owe the University a balance because financial aid eligibility will have changed. In addition, federal loans that have been borrowed will go into repayment six months after the student drops below half-time enrollment, unless they are on an approved leave of absence status as defined by the federal government for Title IV financial aid purposes. However, the federal Title IV leave of absence definition is more stringent than the Bucknell leave of absence definition. In the vast majority of cases, a University leave of absence does not qualify as a federal Title IV leave-of-absence. Therefore, the student's official status to the federal government must be reported as a withdrawal and loan repayment will begin six months after the effective date.

In all cases of a leave of absence and for the case of a voluntary withdrawal, the student must reapply for financial aid. Students should contact the Office of Financial Aid for important deadlines.

Credit and Refund Policies/Tuition and Room Fees

Such fees will be credited to a student's account subject to the conditions as outlined under "Credit and Refund Policies" on the Finance Office web page. Questions regarding the policy should be directed to Bursar Services in the Finance Office at 570-577-3733 or e-mail bursar@bucknell.edu.

VII. STUDENT GROUPS AND ORGANIZATIONS POLICIES

Student groups and organizations are responsible for following all policies outlined in the Student Handbook. The following policies are especially important for student groups and organizations.

RECOGNITION OF BUCKNELL STUDENT GOVERNMENT (BSG) AND DEPARTMENT STUDENT ORGANIZATIONS

Student groups that have achieved the status of a recognized student organization under BSG and department sponsored student groups are eligible to reserve University facilities and equipment, and have their events included in the campus calendar. (An exception is made when a group is holding an interest meeting to apply for recognition.) Recognition of new student organizations is the responsibility of BSG in conjunction with University staff. Students seeking club recognition should go to <https://getinvolved.bucknell.edu/>. Those recognized through BSG may seek financial support by applying for a BSG annual budget.

Current recognized student organizations are required to apply for re-recognition on an annual basis during the spring semester.

Groups and organizations not recognized by the University are not permitted. Individuals or groups violating this policy are held accountable through the Student Code of Conduct. Charges could include, but are not limited to: failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures.

University Adviser Requirement

Student organizations are required by BSG and the University to have an adviser, who is a full-time, exempt member either of the faculty or professional staff. Faculty on sabbatical are not eligible to serve as an adviser during their leave. The University has adopted and makes available a statement concerning the role of individuals who serve as advisers to student organizations. <https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf>

Participation in Co-curricular Activities

Because co-curricular activities are funded primarily by undergraduate student activity fees, it is important that Bucknell undergraduates be given priority to participate in these activities. Specifically, such opportunities should not be extended to non-undergraduates at the University if this denies the benefit of the experience to a qualified undergraduate. This applies to all student organizations and other undergraduate activities, including athletic programs, funded either by BSG or by a department.

Budgeting Process

Once an organization has been recognized by BSG, the organization will be funded based on type of organization and established criteria. For funding and budget information, students should go to <https://getinvolved.bucknell.edu>. To submit a budget, students should log into the Involvement Network in myBucknell and find BSG's page or click on <https://getinvolved.bucknell.edu/organization/BSG/documentlibrary> and select the current budgeting form. Please refer to the BSG

Finance Committee Guidelines for more information on the categories and information relating to submitting a budget. <https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf>

FRATERNITIES AND SORORITIES

Bucknell's fraternities and sororities must be affiliated with a national or international organization and recognized by one of the following: Interfraternity (IFC), Panhellenic (PHC), National Pan-Hellenic (NPHC) or National Multicultural Governing Councils (NMGC).

Underground and Unrecognized Organizations

Groups or organizations not recognized by the University are prohibited, including organizations who have lost their charter or been suspended by their national organization, Alumni Board or University, including if they operate under a different name. Individuals violating this policy are held accountable through the Student Code of Conduct. Charges could include but are not limited to: failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures.

University Adviser Requirement for Fraternities & Sororities

All chapters must have a University adviser, who must be a full-time member of the faculty or professional staff.

Events and Social Gatherings

Chapters hosting activities or events, whether located in a privately-owned or University-owned fraternity house, or off campus location must register their event with the Office of Fraternity & Sorority Affairs and abide by University policy.

SCHEDULING EVENTS APPROVALS AND PROTOCOLS

All functions sponsored by any recognized student organizations or department sponsored student groups and held either on or off campus must be registered and scheduled with the Events Management Office according to established guidelines and policies. These events may then be included on the Campus Events Calendar for added publicity. Student organizations planning semester activities must consult the Events Management Office before securing a date.

In scheduling events, student organizations should consider the impact if their event would conflict with major university programs such as Fall Fest, Fall/Spring Concert, Center Stage, Chrysalis, Bison Sound, Diversity Summit, Christy's and Student Lectureship.

Further information about planning and scheduling student activities can be found at www.bucknell.edu/EventsManagement.

Scheduling Events and Activities

1. To schedule an event groups must complete the online Event Request Form accessed at "Schedule an Event" on the Events Calendar <http://events.bucknell.edu/>.
2. A social event may last for a maximum of four (4) hours. Inquiries regarding exceptions may be directed to the Office of the Dean of Students.
3. All members of a group or organization sponsoring an activity are responsible for controlling the safety and security of the event and the facility. Security must be present at events where alcohol is available, at events publicized to the public, or where invitations have been extended to external organizations.
4. Should an incident occur at any event, the student group or organization sponsoring the activity must immediately notify the Department of Public Safety and provide information to assist Public Safety officers with the situation. Student groups violating this policy may be held accountable through the Student Code of Conduct.

Events requiring registration include closed functions with members/alumni only and those with invited guests, including, but not limited to, dates, friends, parents/ relatives, and non-affiliated students.

Capacity of Facility

Student groups and organizations hosting events must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.

Non-Residential Facility/Outdoor Approval

An activity planned to occur in a non-residential University building must follow established policies and have the approval of the department responsible for the building or property and the approval of the organization's adviser, and be scheduled with the Events Management office by completing an on-line event request form located at <http://events.bucknell.edu/> a minimum of 5 business days prior to the requested date. Outdoor events must have the approval of Events Management and the Office of the Dean of Students. All events requesting alcohol must seek advanced approval by the Office of the Dean of Students by noon on the Wednesday preceding the weekend of the activity.

Forrest D. Brown Conference Center (Cowan)

An activity to be held on the grounds or in the Forrest D. Brown Conference Center at Cowan must be registered with the Events Management Office by completing an "Application for Use" form – www.bucknell.edu/events-management-office/cowan-conference-center/cowan-reservation-form.html at least ten (10) class days in advance of the scheduled date of the activity. Alcohol is not permitted anywhere at the Conference Center or the grounds.

Challenge Course/Climbing Wall

Any activity held at the Challenge Course and/or Climbing Wall must be scheduled with the Director of Outdoor Education and Leadership. The Outdoor Education and Leadership team will work in conjunction with the club or organization and the Events Management office to execute the event according to the group's needs.

Diversity & Inclusion Multipurpose Lounge

This space is available for student groups and organizations to reserve through Diversity & Inclusion, ELC 64.

Elaine Langone Center Hearth Space, The Bison and Student Seminar Room

These venues are available for student groups and organizations to reserve through the CAP Center, ELC 47. For information related to the scheduling of these venues and the policies and procedures, please visit the CAP Center.

MacDonald Commons Building

Spaces within The MacDonald Commons building are available for students to reserve by emailing thecommons@bucknell.edu or call 570-577-1887.

Lewisburg Borough Rentals (Hugnagle Park, Lewisburg Area Recreation Park)

All activities sponsored by BSG recognized student organizations held in spaces under the control of the Borough of Lewisburg should be scheduled through the Borough and the Events Management Office. Clubs and organizations must follow borough, state and University policies. Alcohol is prohibited.

Location	Timeframe (Maximum of 4 Hours)		Amplified Sound	Location Vacated	Alcohol Permitted with approval
Affinity Houses	Sunday	noon until midnight	10 p.m.	midnight	No alcohol
	Monday- Thursday	5 p.m. until midnight	10 p.m.	midnight	
	Friday	5 p.m. until 2 a.m.	2 a.m.	2 a.m.	
	Saturday	noon until 2 a.m.	2 a.m.	2 a.m.	
MacDonald Commons	Sunday- Thursday	5 p.m. until midnight	midnight	midnight	Yes - See Alcohol policy
	Friday & Saturday	5 p.m. until 2 a.m.	2 a.m.	2 a.m.	

Location	Timeframe (Maximum of 4 Hours)		Amplified Sound	Location Vacated	Alcohol Permitted with approval
Outdoor Venues	Same as above. Exceptions may be granted by the Dean of Students.		10 p.m.	1 a.m.	Same as above
Fraternity Facilities Elaine Langone Center (ELC) Kenneth Langone Athletic & Recreation Center (KLARC) Gerhard Fieldhouse Larison Hall Uptown	Sunday	noon until midnight	10 p.m.	midnight	No alcohol
	Monday-Thursday	5 p.m. until midnight	10 p.m.	midnight	No alcohol
	Friday	5 p.m. until 2 a.m.	Hunt Hall 10 p.m.	2 a.m.	Yes - See Alcohol policy
	Saturday	noon until 2 a.m.	Hunt Hall 10 p.m.	2 a.m.	Yes - See Alcohol policy

CONTRACTING WITH THIRD PARTIES FOR EVENTS ON CAMPUS OR BUCKNELL-SUPPORTED EVENTS OFF CAMPUS

No student or group of students may negotiate, prepare or sign a contract committing any University resources, including but not limited to funds or space, without appropriate authorization. Approved Student Groups, which for purposes of this section include those formally recognized by Campus Activities and Programs, Fraternity & Sorority Affairs, and/or the Department of Athletics, may investigate the availability of speakers and entertainers, and explore costs, but may not request a contract or commit to any oral or written agreement calling for the commitment of University resources without approval from the appropriate governing office listed above.

The use of University space in connection with a contracted service or activity must be approved by the Events Management Office prior to execution of any contract.

Additional information can be found in the Student Organization Handbook <https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf>.

STUDENT EVENTS WITH ALCOHOL

If a student group or organization wishes to request alcohol at an event, the following approvals must be obtained. Please note that additional requirements may apply based on the type and location of event.

- Appropriate forms must be completed through the Events Management Office. Contact Events Management, ELC 219, to begin the process. Any event requesting to have alcohol must be approved and registered with the Office of the Dean of Students.
- A social event with alcohol may last for a maximum of four (4) hours.

- The service of alcohol must conclude 30 minutes before the end of all events. Additional limitations may apply to specific locations.
- The quantity of alcohol present at an event must be limited to a “reasonable amount” for the number of persons of legal age expected to be present. A “reasonable amount” of alcohol is that quantity which will be sufficient to serve each of those of legal age the equivalent of one 12-oz. glass of beer or one 5-oz. glass of wine during each hour of the event.
- Alcohol may only be dispensed by those individuals who have successfully completed the TIPS (*Training for Intervention Procedures*) Certification through Parkhurst Dining and must be at least 18 year of age or older. The trained bartender may be a current student and/or a member of the organization sponsoring the social activity.
- Approved events with alcohol are required to have licensed security monitors present at all times to ensure University policies are followed. In order to gain admission to a social events with alcohol, the student must present appropriate identification at the time of entrance. The required identification for a underaged Bucknell undergraduate is a valid BU ID card. Bucknell students who are 21 or older and wish to consume alcohol must present a valid BU ID card and a valid driver’s license or other approved photo ID card.
- Possession of, or serving of alcohol from a common source (e.g. kegs, barrels, pails, punch bowls, etc.) on campus, except when expressly authorized at on-campus events is prohibited. The use of hard and grain alcohol is also prohibited.
- University funds (i.e., student activity fee allocations or BSG allocations) may not be used at any time to purchase, or provide alcohol.

Intoxicated individuals will not be served alcohol. Those arriving in an intoxicated condition, even if of legal age, will be denied entrance and may be subject to the Student Code of Conduct. Underage individuals possessing or consuming alcohol will be held accountable via the Student Code of Conduct process. Student groups and organizations may not sell alcoholic beverages. Student groups or organizations holding events where alcohol is provided are not permitted to charge admission to the event without prior approval from the Office of the Dean of Students.

UPTOWN REGISTERS

In an effort to create more gathering and social opportunities for student organizations, each semester Uptown holds select dates to be reserved for a registered event. Student organizations may apply via the form located on the Uptown IN network page <https://getinvolved.bucknell.edu/organization/Uptown/availableforms> by the designated deadline. Submissions will then be reviewed and organization will be randomly selected to host an Uptown Register. No late submissions will be considered. Once selected, the organization will be contacted to begin coordinating the event. During the event, the organization must have one member designated as the point person for the duration of the event. The sponsoring organization will be responsible for the event including misconduct and damages.

TAILGATING

Student tailgating is permitted for home football games. For information about the policies & procedures and how to reserve a spot at home games please go to <https://getinvolved.bucknell.edu/organization>.

SECURITY AT EVENTS

To ensure meaningful campus activities and social climates that help provide safe environments, all campus events must be appropriately scheduled, with proper approvals. The approving office (Events Management, Fraternity & Sorority Affairs, CAP Center, Residential Education or the Weis Center), based on the details of the event (size, location, etc.) will determine whether officers are needed to provide security for the event.

INSURANCE/INDEMNIFICATION

Bucknell University requires all contracted outside individuals and entities (including, but not limited to musical artists, performers, speakers) to sign Bucknell's "Indemnification/Insurance

Riders." Said Riders shall become part of the contract Bucknell's Indemnification/Insurance Rider can be found at <https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf>.

TICKETED EVENTS

Any ticketed Bucknell Event held in a University venue must coordinate with the Campus Box Office in the Weis Center and the Events Management office.

To have an event created in the Campus Box Office system, please contact the Campus Box Office at least two weeks prior to the desired start date of ticket sales to coordinate the process and to allow time for the event to be entered into the box office system.

Groups/departments are not permitted to print their own tickets. All tickets will be sold through the Campus Box Office (Weis Center and CAP Center). Tickets will also be available for purchase online through the Campus Box Office website. EXCEPTION: If you wish to sell tickets at the door, arrangements can be made ahead of time with the Campus Box Office. All groups are responsible for final ticket and cash reconciliation.

Groups can promote events in numerous ways on campus. For marketing and promotion ideas, groups should utilize the CAP Center resources. Tables are available for student organizations to promote events and sell products and should be scheduled through the Events Management office.

SALES, FUNDRAISING AND PROMOTIONS

The Sales, Fundraising and Promotions policy ensures that fundraising, promotions, and the sale of goods and services by students, student organizations, athletic teams, departments, programs, faculty, staff, and other approved members or affiliates of the Bucknell community are aligned with the University's mission and status as a tax-exempt nonprofit institution of higher education.

No student or recognized student organization may propose, request or enter into a contract or agreement that obligates the University (including a recognized student organization funded by or operating in the name of the University) to take or permit any action, or commits any University funds. This includes fundraising in Bucknell's name in partnership with any entity, without the written approval of the University.

Additionally, no recognized student organization, including fraternity and sorority chapters recognized at Bucknell, may solicit support from Lewisburg businesses and/or the Lewisburg Downtown Partnership without approval through the Office of Events Management, allowing the University to avoid multiple contemporaneous requests of the same entity, coordinate efforts, and ensure there is no conflict with existing University commitments/agreements. Any such activity conducted on campus, or in the name of or to benefit Bucknell University (including student organizations and University departments), regardless of whether for profit or not-for-profit, must be in compliance with this policy.

Bucknell's Events Management Office is responsible for the administration of the policy. All sales, fundraising, and promotional activity must be registered with and approved by the Events Management Office.

Students should refer to the Sales, Fundraising and Promotions Policy found online under Forms and Policies at *myBucknell* or contact the Events Management Office for more information at 570-577-1741.

Table in ELC Mall: Tables must be clearly marked identifying the sponsoring organization during sales. Tables are issued for a maximum of five days for sale of items. One table and two chairs will be provided. The University reserves the right to immediately cancel a table reservation if procedures are not properly followed.

Details regarding sales and promotions can be found in the Events Management Office <https://my.bucknell.edu/Documents/EventsManagement/SalesAndPromotionPolicy.pdf>.

VIII. UNIVERSITY POLICIES AND REGULATIONS

Many policies and regulations, which are continually amended, are incorporated as a part of this Handbook. The descriptions below are current as of the publication of this Handbook. Review the source documents cited below, including any links provided, for the most up-to-date version of the policies.

ABSENCE FROM CLASS DUE TO ILLNESS

Each professor has his or her own attendance policy, and if it is not printed on the syllabus, students have been instructed to ask about it. It is the student's responsibility to know each professor's policy and what counts as an excused absence.

If a student is too sick to go to class, s/he is responsible for notifying the instructor. If the student goes to Bucknell Student Health and the medical provider determines that s/he needs to be out of class for three days or more, the provider will notify the appropriate Dean's Office (Engineering, Management or Arts & Sciences) so that the student's instructors will be notified. The providers will not issue absence notifications for routine illnesses that do not require students to miss class.

If a student feels ill on the day of an exam, presentation, or other significant academic exercise, the student has been instructed to notify his/her professor in advance and go to Bucknell Student Health for an evaluation. If the provider concludes the student is too sick to take the exam, s/he will notify the appropriate Academic Dean's Office and they will send a memo to notify the student's instructors. Presenting to Bucknell Student Health alone does not guarantee an absence notification. One must meet significant clinical criteria as judged by a medical professional. Additionally, an absence notification from Bucknell Student Health does not guarantee the professor will excuse the absence.

Please note that the Deans will not be able to provide absence notifications to a student's professors unless they are notified by a medical provider.

If a student needs to leave campus for treatment, they are instructed to call their Academic Dean's Office to let them know when they are leaving and how long they will be gone. The Dean's office will notify the student's professors.

If a student needs to leave campus for a non-medical reason such as a funeral, wedding, graduation, or family emergency, students should call their Academic Dean's Office as soon as possible so they can alert the appropriate professors.

In all cases, the Dean's office notifies instructors only; it is the instructor's prerogative regarding how any absence is counted.

ANIMALS ON CAMPUS AND IN CAMPUS BUILDINGS

Except for Service or Emotional Support Animals, approved animals owned by faculty and staff living in University housing units, and those animals specifically approved for the educational purposes of the University, the presence of animals in University buildings (residence halls, special interest houses, classroom and office buildings, University-owned fraternity houses, public buildings, etc.) is prohibited. Dogs and other animals are permitted on campus roads, walks and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal.

A Public Safety Officer will respond to reports of animals loose on campus or in buildings. The officer will remind the animal owner (if available) of the University policy and request compliance. If there are reports in the future involving the same animal, and the municipal ordinances are violated, Public Safety will contact the Union County Animal Control Officer and request that the animal be removed. If the presence of the animal does not violate municipal ordinances, a University sanction will be levied for the second and each subsequent violation of this policy.

The Animals on Campus Policy is available through *myBucknell* at the Forms and Policies link. The Service and Emotional Support Animal Policy can be accessed on the Office of Accessibility Resources website, www.bucknell.edu/Accessibility.

BICYCLES

They are quick, easy to park and environmentally friendly.

All bicycles stored on campus should be registered with the Department of Public Safety. Since bicycles are popular items of theft, owners are urged to engrave their bicycles at the Department of Public Safety, especially those without a serial number. Registration also enables Public Safety officers to return lost or stolen bicycles to their owners.

Bicycles should be secured in the designated bicycle racks located throughout campus with strong locking devices. All bicycles must be removed from the bicycle racks the last day of finals at the end of the year. Any bicycles left past this period are subject to removal by the University.

- Bicycles are not to be locked to trees, signposts, lampposts, railings, or places where they may be an obstruction.
- Any bicycles found abandoned (locked in an improper location, left in a bicycle rack after the end of the academic year) will be removed and placed in a Department of Public Safety storage area for 90 days. The Department will attempt to locate the owners of lost, abandoned or confiscated bicycles. After 90 days, Public Safety will dispose of such bicycles.
- The Department of Public Safety and the University assume no responsibility or liability for bicycles abandoned, left in improper locations or not claimed after 90 days.

CARD USAGE POLICY (BU ID CARD)

The Bucknell Photo Identification Card (BU ID Card), is the official Bucknell University identification card and is property of Bucknell University. Each individual is responsible for their own card care and replacement when the card becomes damage or is not operating. The BU ID Card provides students with privileges from multiple campus services.

CELL PHONES

Because of the University's need to contact students in case of emergency, every student is required to register their cell phone number through banner web on *myBucknell*. This information is then stored for use as part of the University's emergency notification system which uses alerting methods that include both text messages and phone calls.

FILM LICENSE

The Office of Campus Activities and Programs with support from the Bucknell Student Government purchases a Public Performance Film License that permits the use of films for feature movie showings on campus and complies with the U.S. Copyright Law (Public Law 94-553). This law prohibits the use of films rented or purchased from local stores or catalogues to be shown publicly. Purchased films can be shown publicly if the purchase price included coverage under the Copyright Law.

DVD's marked "Public Domain" can also be shown publicly. Films shown at Bucknell in "common space" areas (e.g., lounges, suite living rooms, auditoriums, any University rooms) are considered "public viewing" areas and require films ordered via the film license.

Films need to be ordered at least two weeks in advance through the Office of Campus Activities and Programs (CAP Center), 47 Elaine Langone Center. Contact the CAP Center for assistance or visit <https://getinvolved.bucknell.edu/organization/CAP/availableforms>.

BUCKNELL UNIVERSITY ANTIHAZING POLICY

I. Policy.

Bucknell University prohibits students and recognized student organizations, fraternities and sororities, varsity athletic teams and all other student groups from engaging in Hazing. For purposes of this policy, the University defines Hazing consistent with Pennsylvania's Timothy J. Piazza Antihazing Law (Act 80 of 2018).

II. Definitions.

Hazing: Intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on- or off-campus:

- a. Violate Federal or State criminal law.
- b. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- c. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- d. Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- e. Endure brutality of a sexual nature.
- f. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

It shall not be a defense to a charge of Hazing that the student consented to the conduct in question.

Bodily Injury: Impairment of physical condition or substantial pain.

III. Procedures and Sanctions.

Hazing constitutes prohibited conduct under the Bucknell University Student Code of Conduct. The procedures for disposition of and sanctions for Hazing are as set forth in the Code of Conduct.

IV. Reporting Hazing.

Individuals may report hazing by contacting the Dean of Students' Office (570-577-1601 or deanofstudents@bucknell.edu) or the Department of Public Safety (570-577-3333). Anonymous reports of Hazing can be submitted online at www.bucknell.edu/hazing.

V. Criminal Prosecution.

Hazing is a crime under Pennsylvania law and may be investigated and prosecuted as such, regardless of whether or not an individual or organization is found responsible for Hazing in accordance with this policy.

HEALTH INSURANCE REQUIREMENT

Bucknell University makes available an Affordable Care Act compliant student health insurance plan. All full-time undergraduate and graduate students are required to enroll or waive out of the University offered plan. Students that wish to waive coverage must provide proof of comparable coverage. All International students are required to enroll in the International student health plan that's specifically designed for their needs. Further details on how to enroll or waive can be found at www.bucknell.edu/general-counsel/student-health-insurance.html

IMMUNIZATION POLICIES

Immunization records must be received no later than June 15 for fall enrollment and January 3 for spring enrollment. Students who do not meet these immunization requirements will not be permitted to receive their residence hall room key. Questions may be directed to Bucknell Student Health, 570-577-1401.

INFORMATION TECHNOLOGY

The use of Bucknell University technology and networking resources is a privilege, not a right, and is granted under the conditions of appropriate use as stated in the Appropriate Use Policy. By using Bucknell's network, technology facilities, resources, and accounts, users agree to comply with this Appropriate Use Policy which can be found here: <https://www.bucknell.edu/AUP>

Do not use Bucknell technology resources to violate federal, state or local laws or regulations, or university policies. This includes the illegal use of non-licensed software or other material in violation of copyright law, or the illegal download of digital content in violation of the Digital Millennium Copyright Act (DMCA).

PARKING, DRIVING ON CAMPUS AND TRAFFIC REGULATIONS

Students who drive vehicles on campus will be responsible for proper registration, use and operation of their vehicles in accordance with the regulations set forth by Bucknell University policy and Pennsylvania state law. The Department of Public Safety has developed a website www.bucknell.edu/publicsafety (also offered in print format) for the use of vehicles on campus, containing all traffic rules and regulations, as well as the campus parking map.

General Rules and Regulations

Bucknell students, including the dependent children of Bucknell faculty and staff members who are enrolled at Bucknell, are required to purchase student-parking decals and abide by the parking rules.

- Students are eligible to receive a parking permit when they are in their sophomore, junior or senior year or a graduate student, providing there are not any restricting sanctions from the Office of the Dean of Students.
- All parking spaces, except visitor parking, on University property are parking by permit only.
- Bucknell University does not guarantee parking will be available. All legal parking areas are posted. If an area is not posted or lined for parking, vehicles may not park there.
- By bringing a vehicle on campus, the operator is agreeing to comply with the parking regulations of the University. Every vehicle must be registered with the Department of Public Safety. The vehicle must properly display a decal or temporary permit issued by the Department of Public Safety. Students may request permits online at www.bucknell.edu/parking. *Parking decals or visitor permits that are not displayed properly are not considered valid.*
- Permit holders are responsible for all violations and fines incurred by a vehicle registered to them, regardless of who operates the vehicle.
- Guests who wish to park on University property may obtain a visitor permit valid for up to three days, from the Department of Public Safety. Hosts are responsible for notifying their guests of the parking rules and regulations to ensure their compliance.
- Permits are for the registered vehicle only. It is not permissible for students to transfer permits from one vehicle to another. A new vehicle or change of license plate must be reported to the Department of Public Safety. Parking permits cannot be sold to another person and an individual may not register a vehicle for another person.
- Students who intend to have a vehicle on campus for a short period of time may purchase a temporary permit online. Students may not renew these and must register any vehicle that will be on campus in excess of three days.
- Street legal 2-wheeled transports, such as motorcycles, motor scooters, motorized bicycles, mopeds or Segways, must comply with all parking and traffic regulations. Two-wheeled transport parking is available.
- Hoverboards are not permitted.
- Drones are not permitted except as specifically permitted in limited circumstances by separate University policy.
- The maximum speed on campus roads is 15 miles per hour. The parking lot speed limit is 5 miles per hour.
- All vehicles must be parked within the two designated white lines provided. Only authorized handicap or service vehicles may park within the designated blue or green lines.
- 15 minute parking spaces are monitored and tickets are issued to violators. *Ticketers use a chalk timer and photographic evidence log for violation tracking.*
- Lost or stolen decals must be reported immediately or you may be responsible for any tickets accrued for that decal.

Ticketing and Ticket Appeals

The Bucknell University Parking Appeals Committee reviews all current appealed parking tickets.

The committee is comprised of one faculty member, one staff member and one student member to review all current appealed parking tickets. The determination of the Appeals Committee is final. The Parking Appeals Committee remains anonymous to the campus community just as the appealing individual remains anonymous to the Parking Appeals Committee. No member of Public Safety holds a position on the Parking Appeals Committee. All tickets can be appealed online as [www. bucknell.edu/parking](http://www.bucknell.edu/parking) no later than 10 days after the ticket is issued.

Habitual offenders, those with five or more violations, may be booted and have their parking privileges revoked. They will be required to meet with the Parking Management Coordinator before having their privileges reinstated. They may also be placed in restricted parking without use of their vehicle. Additional violations may result in towing and loss of further vehicle privileges.

Vehicles subject to towing at the owner's/operator's expense include but are not limited to:

- Those posing a danger to campus property and/or any individual.
- Those that have been abandoned or unidentified.
- Those that interfere with emergency personnel in the performance of their duties.
- Those habitual offenders who have demonstrated a lack of concern and respect for University policies.

Person with a Disability Access

Students who become medically in need of a Person with a Disability placard or plate may apply online at www.dmv.org. Students in possession of a Person with a Disability placard or plate, may park in any valid accessible parking space. If these are occupied, students may park in staff, student, 15 minute or visitor parking areas.

Bucknell University does not issue Person with a Disability parking placards, but can issue a temporary University placard with documentation from a medical doctor. This will allow students to park in student, staff, 15 minute and visitor spaces, but not the valid accessible parking spaces. Students should indicate on the application, where provided, if in possession of a current Person with a Disability placard or plate.

Violations and Fines

Vehicle operators apprehended operating a motor vehicle while under the influence of alcohol, in an unsafe manner or involved in major violations of University traffic regulations may have their parking and driving privileges suspended for one year or longer.

All violations accrued by any driver operating a motor vehicle will be charged to the registrant of that vehicle.

First-year Students

First-year students are not permitted to bring or possess motor vehicles on the campus or in the Lewisburg area while the University is in session; this restriction applies to any vehicle regardless of its type, ownership, or registration. However, a first-year student is permitted to drive a vehicle registered to an upperclass student.

Upon receipt of the notice of violation, the student has seven days to permanently remove their vehicle from campus. Any student found in violation of this regulation is fined by the

Department of Public Safety for unauthorized possession of a motor vehicle and automatically loses their parking/ operating privileges for the first semester of their second year.

Exceptions

Exceptions to the policy are granted according to guidelines established by the University Parking Committee – and normally only for brief periods of time. All requests for exceptions must be addressed to Chief of Public Safety with appropriate documentation, at least five days in advance. Appeals may be forwarded to the Office of the Dean of Students for review.

Emergencies

In cases of emergency, requests may be directed to the Department of Public Safety, 24 hours a day at 570-577-3333.

Visitor Parking

Because students, regardless of class year, will be held accountable for its presence, it is necessary for parents, siblings and friends who bring a vehicle to campus, even for a short period of time (and whether the vehicle is “on campus” or not), to obtain a visitor pass. Three-day visitor passes are available free of charge. The guest, not the student host, must be present to obtain the pass, and the actual vehicle registration must be provided. Students that reside off campus are not eligible to park in Visitor Parking.

Visitors to the University for less than 72 hours may themselves, or have the office they are visiting, telephone their vehicle information to the Department of Public Safety office at 570-577-3333.

Loading and Unloading

Any persons desiring to park their vehicles close to a building, outside authorized parking areas, for the purpose of loading or unloading items, must contact the Department of Public Safety.

Disabled Vehicles

The Department of Public Safety must be notified immediately of a disabled vehicle on campus. Disabled vehicles must be removed from campus within 24 hours or they may be subject to towing. Disabled vehicles parked illegally will be subject to the appropriate violations and penalties.

RELEASE OF STUDENT INFORMATION

A federal law known as the Family Educational Rights and Privacy Act (“FERPA”) limits the information that the University can share with third parties, including parents, unless the student has completed a waiver available in the Office of the Registrar and the Office of the Dean of Students. There are, however, exceptions to the FERPA restrictions. For example, Bucknell may release certain information in a health or safety emergency, and also may disclose to a parent a student’s violation of any federal, state or local law, or University policy, governing the use or possession of alcohol or controlled substances if the student is found responsible for a conduct violation and is under the age of 21 at the time of disclosure. Please visit bucknell.edu/FERPA for additional information.

SMOKING POLICY AND TOBACCO POLICY

The University prohibits smoking and tobacco use in all University buildings and facilities, including but not limited to academic, residential and administrative buildings; rooftops, decks and patios; University vehicles; athletic and recreational stadiums, fields and events; tent events; outdoor eating areas; and within 25 feet of building windows, doors or other entrances. For purposes of this policy, “smoking” also includes e-cigarettes, vaping, JUULs and other such smoking and smokeless devices. The use of hookah devices, synthetics (e.g. Spice, K2) and marijuana on campus or at University events is strictly prohibited.

STUDENT FILES

Except in the case of expulsion, student files are generally maintained in the Office of the Dean of Students from the time of a student's first enrollment until five (5) years after graduation or departure from the University. Included in these records are behavioral incidents; student conduct; student work history; appointments to committees, boards and task forces, honors; and other materials. It is on the basis of these records that the Deans of Students complete various recommendations and references consistent with the University's FERPA obligations.

UNIVERSITY NAME, SEAL AND TRADEMARKS

Items bearing any of the Bucknell University trademarks may not be manufactured, sold or otherwise distributed without proper approvals. The University's trademarks include "Bucknell," "Bucknell University," the "split-B," "Bucknell Bison," and the several configurations of the Bison. Individuals should consult with the Events Management Office prior to such manufacture, sale or distribution, which will seek approval from the Office of General Counsel and/or Athletic Department, as appropriate. The decision of the General Counsel or their designee shall be final with regard to such approvals and requests. In addition:

1. The University name, seal or logo should not be used on unofficial stationery if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.
2. All uses of the University name, seal or logo must follow Bucknell's visual identity and style guidelines, which are available on the University website.
3. The Bucknell seal is the copyrighted property of the University and is to be used only for official University purposes. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel, through the Events Management Office. Printed reproductions of the seal may be used on official publications or stationery, with the approval of the Office of Communications.
4. The name, seal, logo or pictures of the University shall not be used in any advertisement that sponsors a commercial product or service, except on the recommendation of the Office of Communications with the approval of the President.

UNIVERSITY VEHICLES

A limited number of University vehicles are available for official University business. University business is defined as that business necessary to facilitate the operation of the University and its programs, which includes transportation in support of academic affairs and administrative process, transportation in support of participation in athletic competition and that which is used in the group activity of BSG-recognized organizations which is consistent with the organization's chartered purpose. Students are not allowed to use University vehicles for personal internships, research, volunteerism, employment or employment interviews. Students are reminded that Zipcars are available for personal driving use.

Student organizations and clubs using University vehicles must abide by the following additional rules:

Only BSG recognized student organizations or clubs (with BSG approval for funding) and intramural and club sports teams may use University vehicles. Student organizations, clubs and teams must have BSG/Recreation Services recognition with an official club or student organization account.

- a. All trips must be approved in writing by the student organization's adviser or in the case of intramural or club sports, by the director of Recreation Services. No vehicle will be released without this approval.
- b. Organizations using a vehicle for an overnight trip must provide written confirmation that they will be accompanied by a University faculty or staff member. This person must be an employee of the University, but not an undergraduate or other student. A director of the Events Management Office and/or the Risk Manager must approve overnight trips using University vehicles.
- c. No student club/organization trip may exceed 300 miles, one way. No driver may exceed driving 300 miles or seven (7) hours a day, whichever occurs first. Organizations traveling 200 or more miles one way must obtain the approval of a director of the Events Management Office and/or the Risk Manager.
- d. Organizations or clubs requiring more than three mini-vans or 2 omni buses should contract the use of a private bus contractor.

Students should refer to the Transportation Policy found online under Forms and Policies at *myBucknell* or contact Transportation Services at 570-577-3785.

IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:

BUCKNELL PUBLIC SAFETY (24 HRS)

570-577-1111

570-577-3333 (non-emergency)

For personal emergencies, please contact Public Safety and request to speak with a Student Affairs staff on-call member.

If you have had an unwanted sexual experience or have questions about something that has happened to you or a friend, please call:

THE ADVOCATES (24 HRS)

570-850-6115

For more information: bucknell.edu/SexualMisconduct

ADDITIONAL ON-CAMPUS RESOURCES

Bucknell Student Health	570-577-1401
Counseling & Student Development Center	570-577-1604
Office of the Dean of Students	570-577-1601
Title IX Coordinator	570-577-1554

OFF-CAMPUS RESOURCES

Local police or ambulance (24 hrs)	911
Transitions (24 hrs) local crisis center	800-850-7948
Evangelical Community Hospital (24 hrs)	570-522-2000



One Dent Drive
Lewisburg, Pa. 17837