

Keystone College

Student Handbook

2016-2017



TABLE OF CONTENTS

Administrative Directory	1
Introduction	3
Student Life Statement of Purpose	3
Student Life Core Values	3
Student Code of Ethics	4
Student Activities and Leadership Development.....	5
Clubs and Organizations	7
Campus Community Center.....	11
Athletics	11
Intramural Sports and Recreation.....	12
Career Development Center	12
Dining Services	13
Miller Library	14
Post Office.....	15
Commuter Living.....	16
The Office of Civic Engagement & Service Learning.....	16
Campus Safety	17
Health Services	17
Keystone Counseling Center	20
Residence Life	21
Students' Rights under FERPA	37
Administrative Withdrawal of Students	41
Office of Student Conduct.....	45

Article I Introduction and Purpose.....	46
Article II Definitions	47
Article III Student Conduct Authority.....	50
Article IV Proscribed Conduct	51
- Jurisdiction of the College	51
- Prohibited Conduct-Rules and Regulations	53
- Abuse of the Student Conduct Procedures.....	53
- Academic Misconduct and Acts of Dishonesty	54
- Alcohol	55
- Arson	56
- Assault.....	56
- Automotive	56
- Complicity.....	57
- Computer /Technology/Theft and Abuse	57
- Contractual Obligations	57
- Demonstrations/Riotous Conduct	58
- Disorderly/Disruptive Conduct	58
- Drugs and Controlled Substances.....	59
- Failure to Comply/Noncompliance	60
- Failure to Respond to Notice.....	60
- Falsification/Fraud/False Testimony	61
- Fire and Safety	61
- Gambling	62
- Harassment	62

- Hate Crimes.....	62
- Hazing	62
- Littering	63
- Mass Threats: Firearms/Weapons/Explosives/Date Rape Drug	63
- Misuse of Materials	64
- Misuse of Identification	64
- Misuse of Keys	64
- Obscene/Lewd Conduct	64
- Off-Campus Conduct.....	65
- Privacy	65
- Promotions/Posting	65
- Residence Hall Visitation.....	65
- Rollerblades/Skates/Bicycles	65
- Sexual Misconduct.....	66
- Terrorist Threats.....	67
- Theft/Attempted Theft/Unauthorized Use of Property	68
- Threats of Violence	68
- Tobacco Use/Smoking	68
- Trespassing.....	68
- Unauthorized Entry/Unauthorized Use	69
- Vandalism	69
- Violation of Local, State, or Federal Law	69
Article V Student Rights.....	69
Article VI Student Conduct Policies and Procedures.....	71

Article VII Student Alcohol Policy.....	83
Article VIII Medical Amnesty.....	86
Article IX Student Drug Policy.....	87
Article X Student Smoking/Tobacco Use Policy.....	89
Article XI Student Hazing/Assault/Fighting/Violence Policy.....	90
Article XII Student Sexual Misconduct Policy.....	90
Appendix I Drug and Alcohol Information and Statistics.....	108
Appendix II On and Off Campus Resources for Drugs and Alcohol.....	114

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KEYSTONE COLLEGE

STUDENT INFORMATION GUIDE

The Division of Student Life welcomes you to Keystone College. This handbook has been created to introduce you to the opportunities and services available through the Division and to provide an overview of other services available on campus. This Student Information Guide will help you to make the most of your college experience. If used well, the book will allow you to be more organized and have more time to participate in the programs and to utilize the services offered to enhance your personal growth and professional development.

STUDENT LIFE STATEMENT OF PURPOSE

The primary role of Student Life professionals involves the development, implementation, and assessment of programs and services designed to enhance student engagement and retention. Working closely and collaboratively with all areas of the institution, Student Life professionals contribute their knowledge of student development theory and best practices beginning with pre-engagement admissions activities through post-engagement involvement with alumni. Programs and services directly under the purview of Student Life professionals are delivered in a strategic and developmental manner, providing ample opportunities for all students to participate in and benefit from their total college experience. Additionally, these programs and services emphasize and promote educationally-purposeful activities and, whenever possible, attempt to seamlessly link in-class learning with out-of-class activities.

STUDENT LIFE CORE VALUES

Diverse and inclusive campus community: We value students as diverse and unique individuals all equally appreciated in their own right. We value the opinions of all and seek to foster open communication.

Student-centered community: We value personal growth and development of our students who are encouraged, challenged, and expected to grow as human beings by engaging in new experiences and programs.

A professional and ethical community: We value professional growth, development, and ethical conduct of our staff. We honor our commitments and use the principles of honesty and trustworthiness to guide our decisions and practices.

A resourceful community: We value our service to students, by supporting the College community in its challenge to promote an environment that enhances student success.

Academic community: We value academic success and recognize that learning takes place in and out of the classroom. Student Life actively builds collaborative relationships with all other divisions at the College. We promote the building of residential learning communities and encourage service learning that focuses on societal issues.

A global community: We value the College's role as a member of a global community through support of global learning initiatives.

A green community: We value the natural environment through our commitment to support the College's environmental initiatives.

Located on the 2nd Floor of the Hibbard Campus Center, the Dean of Student Life oversees the Division of Student Life. Student Life provides a broad range of services to the students of the College. This is accomplished through a composite of programs, offices, and staff including:

- Campus Community Center
- Commuter Living
- Community Outreach and Volunteering
- Counseling
- Disability Services
- Diversity
- Health Services
- Residence Life
- Student Activities
- Student Conduct
- Substance Abuse Prevention

STUDENT CODE OF ETHICS

Keystone College is dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community living. As a member of this community:

I will respect the tradition of academic inquiry, the College's rules of conduct, and its mission.

I will respect the opinions and differences of all members of the Keystone community.

I will practice civility and demonstrate conduct that reflects the values of the institution.

I will respect the rights and property of the College and its members.

I will be diligent and honest in my personal and academic endeavors.

I will exhibit appropriate behavior both on and off campus.

I will adhere to all judicial procedures including provision of accurate information and the completion of sanctions.

I will exhibit behavior that does not interfere with academics, research, administrative, judicial, and other College activities.

I will respect the rights of others and adhere to all duly established College, local, state, and federal laws.

I will report violations of the Student Code of Conduct.

I will refrain from actions that deny other members of the community their rights.

I will adhere to the instructions of College employees acting within the scope of their employment.

I will preserve the privacy of other individuals and groups, and respect the property of individuals, groups, the neighboring community, and the College itself.

I will follow and respect all policies established by the College.

THE OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP DEVELOPMENT

The Office of Student Activities and Leadership Development provides cultural, recreational, social, and leadership opportunities that promote personal development and enjoyment while encouraging a strong sense of community. All students are eligible to take part in extra-curricular activities. Activities along with academics provide a balanced education and therefore are highly recommended.

Student Activities brings students together through programs that will serve to educate, develop, and entertain. Students who are involved on their campus will likely become more acclimated and developed during their college years. The Office of Student Activities and Leadership Development reflects and promotes the diversity of student interests and needs, allowing students to achieve a sense of worth and pride.

The activities that take place on campus through Student Activities are primarily student initiated and run. For more information on how to be involved in the process of bringing events to campus, please stop into the Student Activities Office! There are many great opportunities for students to get involved, even as a first year student through work-study positions. Hurry, these spots fill up very quickly!

Wonder where you can find out about the exciting events happening on campus? Student Activities informs the campus community of the events taking place in many different ways! Check out KC Morning E-Notes every day to see what is happening. Brightly colored signs and posters are hung in campus buildings and residence halls, along with the kiosk, sandwich boards, and bulletin boards that contain information about the events happening at Keystone College. Students can join the Student Activities Crew Facebook or Twitter pages to also know what is happening! Also all of the events are posted on the online calendar typically by the beginning of the semester.

The Office of Student Activities and Leadership Development is located on the 2nd Floor of the Hibbard Campus Center in the Chamberlin Center for Student Life. Stop in and see how you can get involved!

GIANTS' DEN

Have some time to spend before your next class? Come hang out in the Giants' Den, located on the 1st Floor of The Hibbard Campus Center. A pool table, a ping pong table, and a foosball table are available for student use.

DIVERSITY AND CAMPUS MINISTRY

Keystone College acknowledges and embraces the importance of diversity in today's world. By providing experiences for learning about other cultures and lifestyles on campus, we prepare students to be contributing members of the diverse workforce of our nation. We strive to provide several programs to foster diversity on campus. Some recent programs include, but are not limited to; MLK Day Program, Holocaust and Genocide Awareness Program, Diversity Topic Luncheon, The Director of Student Activities, Lucas Taylor, serves as a liaison, resource person, and advocate for the Keystone College community by providing opportunities to foster an environment of respect and appreciation for diversity, including but not limited to race, age, ethnicity, nation of origin, gender, sexual orientation, religious affiliation, and disabilities.

Campus Ministry of Keystone College is an ecumenical department that works closely with the Northeast Pennsylvania Campus Ministry and together strive to promote a caring community that provides services to students, staff, and faculty as deemed necessary and appropriate among different faiths. We provide a program called The Listening Post which gives students the opportunity to communicate with local ministry leaders. This communication is voluntary and confidential. The Listening Post can be found on the third floor of the Hibbard Campus Center at specific times throughout the week. We also provide Ash Wednesday Services and much more. We are always open to new ideas for providing services that accommodate all faiths for students on campus. To get involved in Diversity or Campus Ministry stop by the Chamberlin Center for Student Life and see us!

CLUBS AND ORGANIZATIONS AT KEYSTONE COLLEGE

Keystone College is proud to offer a variety of clubs and organizations to our student population. Whether you enjoy sports, theatre, singing, or cooking, Keystone has just the right selection for you! You can also choose to start your own club. But, before you do, take a look at what Keystone College has to offer!

Student Government Association

Student Government is the central governing body of all student clubs and organizations. It serves as a liaison between students and administration, allocates student activity funds and coordinates social activities.

Keystone College Cheerleaders

The Keystone College cheerleaders are a group of athletic and energetic students who are devoted to the traditions of the College and its school spirit.

Keystone College Mofyah Step Team

Mofyah Step Team involves students in an activity that promotes cultural diversity, sisterhood and unity both on campus and in the community.

Keystone Snow Team

The Keystone Snow Team accommodates the general need for student, staff and community members of Keystone College to participate in skiing and snowboarding.

Alpha Lambda Delta Honor Society

Alpha Lambda Delta is a nationwide honor society for freshmen who are pursuing a bachelor degree, are enrolled full time and have earned a 3.5 or higher grade point average during the first semester or first year in college.

Armed Forces Club

The Keystone College Armed Forces Club (KCAFC) is a club which enables student veterans, their spouses, dependents and anyone wishing to support our troops to speak with a unified voice.

Colleges Against Cancer

Colleges Against Cancer is a nationwide collaboration of college students, faculty and staff dedicated to eliminating cancer by working to implement the programs and missions of the American Cancer Society.

Eco Club

The Eco Club is based on the principle of establishing an ecologically aware campus community while providing educational, social and community service opportunities relating to the environment.

Forensic Science Club

The Forensic Science Club of Keystone College is an academic club; providing student members with the opportunity to participate in activities pertaining to science and law in order to help prepare for a career in forensic science.

Inter-Hall Council

Inter-hall Council is comprised of elected and appointed representatives from each residence hall. This group evaluates and recommends changes in the residence halls, and promotes and sponsors hall and campus activities.

Intercollegiate Leadership

Intercollegiate is a program designed to bring together students from six local colleges and universities. Programs are held once a month at the various institutions to focus on topics such as Interpersonal and Leadership Skills, Government and Justice, Community Issues, and Community Service.

Key Choices Club

Key Choices promotes student and young adult based, campus and community-wide leadership on healthy and safe lifestyle decisions with the BACCHUS Initiatives concerning alcohol abuse, tobacco use, illegal drug use, nutrition, physical activities, positive interpersonal relationships, unhealthy sexual practices and other high-risk behaviors.

Keystone Anime Club

Keystone Anime Intelligence, or K.A.I., is a club focused around Japanese animation bringing anime fans together in a place they can freely express their likes and Japanese culture in anime itself.

Keystone Art Society

The Keystone Art Society broadens students' world perspective on art and culture.

Keystone College Admissions Ambassadors

Ambassadors are students interested in building leadership and public speaking skills, as well as an enhanced knowledge of Keystone College by conducting guided campus tours.

Keystone Creekwalkers

Keystone Creekwalkers is Trout Unlimited "5-Rivers" collegiate program, activities include; fly fishing and fly tying seminars, fishing trips, stream habitat and erosion control projects, aquatic life and water sampling, trips to conventions.

Keystone Horse and Rider Club

The Horse and Rider Club is for students with an interest in horses.

Keystone Service Club

The Keystone Service Club (K.S.C.) provides students with many opportunities to engage in service projects and to assist those in need.

Keystone Tech Club

The Tech Club brings together students of similar interests in, but not limited to: technology, video and board gaming.

Multicultural Affairs Student Association (MCASA)

MCASA seeks to promote diversity awareness, cultivate interest in diverse heritages, provide experiences, friendship, and happiness in the pursuit and development of our education, and

organize events that relate to multiculturalism.

Opposing Prejudice Ending Negativity (O.P.E.N.)

O.P.E.N. provides Keystone Students who are gay, lesbian, bisexual, questioning, and heterosexual a safe place to discuss their feelings and fears related to sexual orientation.

Psychology Club

Psychology Club is open to all Keystone College students who have an interest in the field of psychology.

Society for Human Resource Management

Keystone SHRM is geared toward those interested in human resources, but participating can benefit everyone by providing presentations and information regarding National SHRM, interviews, resumes, and career planning.

Sport Management and Recreation Team (S.M.A.R.T.)

S.M.A.R.T. is geared toward students interested in networking and exploring careers in the sport and recreation industry.

Student Philanthropy Club

The Student Philanthropy Club promotes philanthropic impact at Keystone College and creates a lasting awareness that donor support is critical by engaging in both educational and fundraising activities.

Student PSEA

Education majors are expected to join a professional organization as part of their portfolio requirements. A good choice for most students is the SPSEA, (Student Pennsylvania State Education Association).

The Keystone Players

We invite everyone to audition, regardless of experience. Participation in the annual Keystone Players' theater productions is open to all students, alumni, administrators, faculty, and staff, and we often invite community residents (including children) to audition for large-cast shows.

Twenty-one Plus Students (T.O.P.S.)

T.O.P.S. is a support network for adult students; it provides educational and personal enrichment through a variety of extracurricular activities.

Voices

Voices is Keystone College's all acapella choir. The group performs many different types of music at campus and community events.

Winner's Circle

Winners Circle encourages students involved to have an understanding of the Christian faith through bible study, other spiritually based programs and discussion.

WKCV Radio

Keystone Colleges' student radio station is on-air 24 hours a day, 365 days a year, and advances Keystone's educational programs as per the FCC's regulations for non-commercial educational stations.

Theatre Production

The Keystone Players: The Keystone Players produce one major theatre production each semester. Plays range from the classics of the theatre to contemporary plays to experimental pieces. Auditions are open to all Keystone students and employees. For more information about The Keystone Players please see Jane Honchell.

Leadership Opportunities

Intercollegiate Leadership: Intercollegiate Leadership is a program designed to bring students together from six local colleges and universities. Programs are held once a month at various institutions to focus on topics such as Interpersonal and Leadership Skills, Government and Justice, Community Issues, Diversity, and Community Service.

National Conference on Student Leadership: The National Conference on Student Leadership equips collegiate student leaders with the comprehensive tools to achieve their leadership potential and positively impact their campuses and communities through practical, focused training and opportunities to collaborate with other student leaders. Students who are selected to attend this conference will be responsible for planning and implementing the Student Leadership Conference at Keystone

Club Rush!

September 13, 2016 at 12:30pm Hibbard Patio

Interested in being a part of a club or organization? Attend Club Rush!!

THE CAMPUS COMMUNITY CENTER

The Campus Community Center, a hub of information and resources for our student population, is located in the heart of the residential side of Keystone College's main campus, on the first floor of Patrick Hall. The center is collaboration between Residence Life and Student Activities and is staffed by work study students during the day and the Residence Life staff during the evening to assist students and answer any questions they may have.

The following equipment is available in the Community Center for all Keystone students:

- Sporting equipment (footballs, volleyballs, etc.)
- Snow shovels
- Vacuums for use in the residence halls
- Cooking equipment (pots, pans, utensils, etc.)
- Board games

The Center also provides:

- The campus shuttle schedule and a place to wait for the shuttle during operating hours
- Visitation sign-ins / sign-outs for all guests in the residence halls (see [visitation policy](#) for specific information)
- Automobile guest parking passes for approved overnight resident guests
- Response to lock-outs in the residence halls
- And more to come!

ATHLETICS

The Gambal Athletic Center, located across College Avenue from Harris Hall, is the center for many activities year round at Keystone College.

Keystone is a member of the Colonial States Athletic Conference (CSAC) and is a member of the National Collegiate Athletic Association (NCAA). Keystone's intercollegiate teams compete with other institutions of comparable strength in the following sports:

Men

Soccer Tennis Golf
Basketball Cross Country
Baseball Outdoor/Indoor Track
Lacrosse Wrestling

Women

Soccer Cross Country Tennis
Basketball Field Hockey Volleyball
Softball Outdoor/Indoor Track
Lacrosse

Many self-paced activities are also available, such as walking, running, and weight lifting. The Ace Spaulding Arena and Athletic Field and Track Complex are also available for use around intercollegiate athletic team practices and contests. Those times are posted in the Gambal Athletic Center. A schedule of all team contests for each semester is sent to every member of the College. Any questions can be answered by calling the Athletic Department at extension 8232.

Intramural sports are coordinated out of the Athletics. The programs offer various sports such as flag football, sand volleyball, waffle ball, softball, and horseshoes to name a few.

These programs promote the interaction of students in order to have fun with friends while competing against opposing teams/individuals.

During the semester, the Fornicola Wellness Center is available to all students, employees, and alumni of the College, except when physical education classes are in session. Visit the Athletic page of the web site for current Gambal Athletic Center hours.

INTRAMURAL SPORTS & RECREATION

The Office of Intramural Sports and Recreation is located in the Gambal Athletic Center and is responsible for offering a variety of intramural sports and activities throughout the year. The activities offered are designed to promote both recreational and healthy competition among the Keystone College community. Intramural sports are open to the entire Keystone College community including students, faculty and staff with an emphasis on promoting good sportsmanship and a safe playing environment for all involved. Programs range from the traditional basketball, flag football, and volleyball, to dodge ball, frisbee competitions, horseshoes, and wiffle ball. Off-campus recreational activities and trips are also offered.

CAREER DEVELOPMENT CENTER

The Career Development Center assists students in clarifying their career goals and exploring career options through individual counseling, workshops and access to a career library of various electronic and hard-copy research materials. Assistance is available with career assessment and planning, preparing a professional resume and cover letter, planning a job search, preparing for interviews, applying to graduate schools and more. Listings of full-time, part-time, and seasonal jobs, as well as internships and other real-world experiences are available for students to review on the College Central Network, which can be assessed from the Career Development Center's website, www.keystone.edu/cdc.

On-campus and off-campus recruiting provides students the opportunity to interview for jobs and internships with national, state and local employers. As a member of the Northeast Pennsylvania Employment Consortium (NPEC), Keystone College also partners with King's College, Marywood University, Misericordia University, the University of Scranton and Wilkes University to hold an annual employment and internship fair for students and alumni.

Students are encouraged to schedule an appointment with a career counselor and sign up for various workshops, information sessions, and events conducted by the Career Development Center, located on the second floor of the Hibbard Campus Center. For more information, contact the Career Development Center, at (570) 945-8312 or cdc@keystone.edu.

DINING SERVICES

The “KEYKARD”

The Student ID card or “KeyKard” is necessary to enter the student restaurant and access your meal plan. The KeyKard also acts as a debit card and can be used at any dining service location. Adding money to your KeyKard will give you more flexibility and security. The KeyKard eliminates the need to carry cash on campus and provides easy spending power for those between-meal snacks and other items. You may add money to your KeyKard at Student Accounts. Each time you use your card for meals or purchases the amount will be deducted from your debit account.

Student Restaurant

The Student Restaurant is located in the Hibbard Campus Center and provides an “all-you-care-to-eat” situation with a variety of food concepts to satisfy any appetite. Your student ID card or “KeyKard” must be shown to enter. No food or restaurant equipment, including silverware and china, is permitted to leave the Student Restaurant. Students who do not abide by the rules will be subject to disciplinary action.

Giant’s Grill

The Giant’s Grill is located on the 1st floor of the Hibbard Campus Center. The Giant’s Grill is the campus snack bar, offering a wide variety of made-to-order *rappz* and sandwiches, burgers, flat bread pizza, and other items for people on the go. Coffee, bottled beverages, soups, and salads can be purchased to eat in the Grill or carried out to meet your busy schedule. In a hurry, call extension 8906 to order in advance. The KeyKard will come in handy in the Giant’s Grill.

Catering

Keystone Dining Services provides full-service catering to the campus community. Coffee breaks, luncheons, residence hall parties, and BBQs are just some of the services available. Please call ext 8905 for information.

Student Employment

Keystone Dining Services offers part-time jobs for our students. Catering, short order cooks, and service attendants are some of the positions available. We offer competitive wages and flexible hours that can fit most student schedules. Please apply at the Dining Services office.

Check out the Dining Services Web Site!!! <http://www.keystonecollegedining.com>

MILLER LIBRARY

OVERVIEW

- The Miller Library is the primary information center of the College.
- Its resources include over 45,000 volumes, 100 print subscriptions, 75,000 E-books, maps, laptops, microfilm, online databases, music, and over 1300 DVDs. Most items are available for checkout.
- Library Staff are also available to assist with research needs.
- Your Student ID card is your library card. You must present your Student ID to check out library materials, check out laptops, and view items on Closed Reserve.
- Hours during holidays and inclement weather may vary so check out the library's Facebook page for times and available.
- Special Services and Facilities include:
 - One computing lab
 - Interlibrary loan
 - Scanning
 - Photocopying
 - Group study rooms
- Items can be returned in the Library's Book Drops located at the circulation desk and outside the building to the left of the main doors

Please consult the Library's web pages for more detailed information on

- Checkout periods/Loan length
- Online renewal
- Fines
- Accessing electronic information from home
- Getting started with research
- Evaluating and synthesizing information
- Citing sources

FINES

1. If materials are not returned, a reminder email will be sent. This will be the only notices sent prior to the posting of a bill for material replacement.
2. Debts apply 30 days after the due date, at which time borrowers will be charged replacement costs.
3. Failure to receive an overdue notice, debt notice, or other collection notices does not remove responsibility for paying associated fines and fees.
The replacement cost will be waived if the material is returned within 60 days of the original due date; however, the fines will not be waived.

Keystone College Post Office

The Keystone College Post Office is located on the second floor of the Hibbard Campus Center. Business hours are posted on the window outside the Post Office.

The Post Office will be closed:

New Year's Day, Birthday of Martin Luther King, Jr., President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day.

Policies

- All resident students will be assigned a mailbox and will receive a key for the box at the beginning of the year.
- Commuter students may request a mailbox at the Post Office
- Students must use their key to obtain mail. Mail will not be given out by the attendant at the window.
- Packages: To claim a package the recipient must present a "package slip" to the attendant. The "package slip" will be placed in a recipient's mailbox when a package arrives. Packages must be signed for, and will not be given without the "package slip".
- UPS and Fed Ex packages may NOT be sent from the Post Office, unless you have a prepaid label attached.
- Mailbox keys must be returned at the end of the semester or upon student's departure from the college. A charge of \$10 dollars will be posted to a student's account for a lost or un-returned key.
- If a student wishes to have mail forwarded to them upon departing the college, they must fill out a mail forwarding card. This card can be obtained from the Post Office. Mail that has not been claimed by the end of the semester or arranged to be forwarded, will be returned to sender at the end of the semester.

Key return procedure

- A signature is required when returning mail box keys. Please bring your key to the Post Office during business hours.
- Students may keep the same box number for the next school year but are required to return keys when not attending classes.

Steps for receiving Personal Mail Box and Key

- Resident students will be assigned a box number and key on Check-in Day
- Resident students who miss check-in day can stop by the Post Office during business hours to obtain a mailbox
- Commuter students may stop by the Post Office during business hours to obtain a mailbox.

Services

The following services are provided by the Post Office:

- Send letters and other mailings
- Purchase money orders, stamps, and envelopes
- Send priority and express mail
- Receive USPS, Fed Ex and UPS packages

- Send packages (USPS)
- Send mail to friends and offices on campus (Use the “On Campus Mail Slot” located outside of the entrance to the Post Office) Postage is not needed for on campus mail.

When sending family and friends your address, be sure it reads:

(Your Name)

One College Green PMB Box (Insert your box number here)

La Plume, PA 18440

COMMUTER LIVING

Located on the 2nd floor of the Hibbard Campus Center, The Chamberlin Center for Student Life serves as a resource center for all students, including commuters. Whether you currently live off campus with friends, live at home with your family and wish to live on your own or are current resident student wishing to find a place with a few friends, this office will provide you with the information you need in order to make the best decision.

The Student Code of Conduct applies to all students regardless of where you live. In order to best serve you as a commuter, we ask that you pay close attention to the Visitation, Parking and Smoking policies in this guide while on campus.

Most of all, remember that you represent Keystone College while living in your respective communities. Be mindful that while hosting functions at your home, you fall under Federal, State and local laws as well as those of the College. If you have any questions, feel free to stop by the Student Life Center.

THE OFFICE OF CIVIC ENGAGEMENT AND SERVICE LEARNING

Located on the 1st floor of the Hibbard Campus Center, The Office of Civic Engagement and Service Learning, promotes and supports the College’s student development philosophy and goals by providing opportunities for students to enhance their personal and professional development as productive, service-oriented and ethical members of the college community and society through civic engagement and service learning.

The opportunity to serve others, in many ways, is the essence of a Keystone College education. By participating in service projects, you will develop the capacity to meet social challenges, solve problems, and make a positive difference in the world in which you live.

CAMPUS SAFETY

The Department of Campus Safety is the official Keystone College authority for reporting and investigating emergency situations, incidents of criminal activity and other conditions that may have a negative impact on the campus community. The Department of Campus Safety operates twenty four hours a day, 365 days a year, and is responsible for a full range of campus safety oriented services. These services include, but are not limited to, around the clock foot and motorized patrol, securing of campus facilities, providing student escorts, maintaining a lost and found, administering parking enforcement, and fire prevention and detection. Special emphasis is placed on the concepts of community oriented policing and crime prevention.

The Department of Campus Safety is the focal point for the transmission of official emergency communications and timely warnings to the College. This is generally accomplished through the use internet, the Wireless Emergency Notifications System, (WENS) and others modes of communication including bulletins and flyers.

Consistent with the mission of Keystone College, the Department of Campus Safety is a service oriented community based Department that exists to serve the campus community with respect, fairness, dignity and professionalism. The diversity of our campus is one of our most valuable assets. All policies, rules, and regulations are enforced in a fair and equitable manner, regardless of age, sex, ethnicity, race, religion, national origin or sexual orientation.

All students, faculty, staff and guests of the College are encouraged to report all emergencies, criminal activity, and conditions that may negatively impact the college community. All reported crimes are investigated, recorded and transmitted to the Pennsylvania State Police and the Department of Education in accordance with existing law. A Daily Crime Log is prepared, maintained and open for inspection at the Office of Campus Safety. The Annual Security Report, prepared in October of each year is available from the Department of Campus Safety, Office of Admissions, and the Department of Human Resources. Electronic copies are available at www.keystone.edu.

HEALTH SERVICES

The Health Services Office provides comprehensive quality health care to the students at Keystone College without regard to age, race, gender, ethnic heritage, or national, or sexual orientation. The office strives for a campus atmosphere of wellness to facilitate healthy lifestyle choices for students, staff, and faculty. The Health Services Office educates students to be conscientious health care consumers. The staff is available to provide compassionate care, but also to promote self-care and independence in our students.

Eligibility for Services

Keystone College Health Services does not refuse care to any student in need of medical treatment. All traditional full-time students attending the La Plume campus must have a complete, up-to-date medical form on file, as well as a record of required immunizations. Part-time students that wish to use Keystone College Health Services have a \$25.00 walk-in fee that is collected at the time of service.

Confidentiality

All health records and information are strictly confidential. Students should be assured of confidential treatment at the Health Services Center. Access to medical records is limited to Health Services personnel and will not be released without written consent from the student. Parents do not have access to students' medical records without their consent. In the event of a medical emergency, Student Life Staff or Campus Safety will notify the student's listed emergency contact.

Immunizations

All traditional full-time students attending the La Plume campus must have a physician or physician extender signed record of required immunizations. Those students who choose not to have the required vaccinations must contact Health Services to receive educational materials and submit a letter stating their refusal of immunizations. Documentation from physician or clergy is also appreciated. If there is an outbreak of communicable diseases, for which a vaccine exists, students with vaccine waivers may be asked to vacate their room until deemed safe to return.

In Case Of Illness

A student who is ill during the day should report to Health Services, the Office of Campus Safety, a Residence Director, or Resident Assistant immediately. In the event the staff is unavailable in the Health Services Office, students should notify Campus Safety for assistance.

Serious Illness

In the event of serious illness or injury, the Physician Assistant, the Interim Dean of Student Life, or designee of either, will notify the parents. At no time is this responsibility delegated to another student.

Health Services Visits

Students are encouraged to visit Health Services for care when needed. However, if the complaints are not urgent they should visit at times that do not conflict with their class schedule. At no time will excuses be given out from the office. Students who miss class because of illness are responsible for communicating to their instructors the reason for absence.

Appointments are strongly encouraged, but walk-ins will be accepted based on staff availability. Notification at least 24 hours in advance for cancelled appointments is appreciated. If this is not possible, as much notice as possible is encouraged. Early cancellations give other students the opportunity to utilize that available time slot.

Students are expected to arrive on time for their scheduled appointment. Appointments may need to be rescheduled if the student arrives more than 10 minutes late for the appointment. If the student schedules and repeatedly does not show up for an appointment, they will not be allowed to schedule another appointment and must be treated as a walk-in patient.

When emergency situations arise unexpectedly, appointments and walk-ins may need to be rescheduled. At times, there may be unavoidable delays in the timeliness of the scheduled

appointment. Each student is treated equally and is provided the appropriate time to treat their individual condition. Patience and understanding is appreciated.

Medications

Keystone College Health Services requires residential students to lock up all prescription medications. The College is not responsible for lost or stolen prescriptions that have not been properly secured. Prescription medications should only be taken by the student for whom the prescription was written. Students will be subject to Student Conduct investigation if prescriptions are distributed to anyone other than the prescribed individual.

Special Medical Needs

Students who require chronic medications are asked to check with Health Services to discuss support services. If a resident student has potentially serious health problems, it would be to their benefit to make the Resident Assistants and Area Coordinators aware and/or wear a medical alert identification. Students on special diets are encouraged to meet with dietary services at ext. 4301 to review menu plans.

Off-Campus Treatment

A resident student requiring off-campus treatment by a physician, surgeon, dentist, etc., can be referred through Health Services or their own primary care physicians or specialists. Students are responsible for transportation and fees.

Nurse Practitioner and Physician

A certified nurse practitioner can perform routine physical exams, exams for illness or injury, gynecologic exams, can obtain blood and/or other specimens for lab exams, and write prescriptions. The nurse practitioner is available Monday through Friday 8:30 - 4:30. Call extension 8255 for an appointment. Appointments with Dr. Terrance Chilson, MD can be made by calling his office directly at (570)836-4400. Students are responsible for physician's fees and transportation to his office.

Health Insurance Billing and Medical Expenses

Health Services is not equipped to bill health insurance. No copayments will be charged for an appointment. Should laboratory or radiology testing, referrals or prescriptions be needed, the staff will do its best to help the student choose an in-network provider, but it is ultimately of the responsibility of the student to comply with insurance requirements. The student is responsible for any medical expenses incurred during their enrollment at Keystone College and the College will not be responsible for any medical expense.

Insurance

Keystone College expects all full-time students to carry personal health insurance. Effective August 22, 2015, Keystone College no longer sponsors a student health insurance plan.

All College Athletes and International Students must provide proof of health insurance coverage. International students can contact Shirley Michaels for assistance at 00-1-(570) 945-8252 or email shirley.michaels@keystone.edu. International students must have policies written in English and have a U.S. claims office or they will have to purchase U.S. health insurance.

Students studying abroad should check with Health Services 6 months prior to travel to see what immunizations will be needed while abroad. For additional information regarding the College Student Health Insurance Policy go to Health Services page on the website.

KEYSTONE COUNSELING CENTER

The mission of Keystone College is enhanced when the student population feels equipped to handle personal and academic stressors and can focus on growth and openness to academic experiences. The mission of the counseling services offered at Keystone College models the mission of the CAS Professional Standards of Higher Education. Our mission in providing supportive counseling services is to create an environment that fosters the intellectual, emotional, and personal growth of students so that they can accomplish personal, academic, and career goals. With this mission in mind, we hope to contribute to a healthy and diverse college environment where students respect themselves and each other while also succeeding in their academic and personal endeavors.

Keystone Counseling Center Services

During your initial visit to the KCC, the intake counselor will discuss a number of options for treatment with you. The KCC offers many different therapeutic options to students based on each client's individual needs. The following services are provided through the KCC:

- Individual Mental Health Counseling Services
- Counseling Referrals
- Case Management Services
- Group Counseling Services
- Crisis Intervention Services
- Psychoeducational Events
- The KEYnote Speaker Series
- Disability Services (Disabilities Coordinator)

Disability Services

The Coordinator of Disability Services works with students with documented disabilities to maximize their educational potential and have a successful college experience. The mission of Disability Services is to provide equal access to opportunities, including the establishment and coordination of academic accommodations, auxiliary aids and programs to qualified students in accordance with Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

RESIDENCE LIFE

The mission of the Office of Residence Life is to encourage the educational and personal growth of all students. This is accomplished by facilitating residential communities that support both curricula and co-curricular experiences. Students have an opportunity to live in a diverse, fun and safe living-learning environment. Activities and opportunities within the residence halls are provided to stimulate intrapersonal and interpersonal development and growth. The Office of Residence Life at Keystone College strives to create a student-centered community to enhance their college experience.

Residence Administrative Offices

The Residence Life Administrative Offices are located on the 2nd floor of the Hibbard Campus Center. Here, you can meet with the Residence Life Staff, to discuss housing issues, roommate concerns, or ask a question. The Office of Residence Life works to ensure that you have an optimum living and learning experience at Keystone College.

Residence Life Policies

The Residence Life Office oversees nine residence halls. In order to help maintain responsible living for our residents, the College has established the following policies and procedures:

Meningitis Vaccination

Since 2002, Pennsylvania Law has required all students living in college residence life housing to have a meningococcal vaccine.

First-year students

First-year students who live outside a 50-mile radius from Keystone College and who are under the age of 21 must live on campus if they are not residing with a parent or legal guardian. There are three residence halls (Moffat, Hollinshead, and Tewksbury) designated for first-year students. The residence halls compliment what happens in the classroom through the First Year Experience Community (FYE). The FYE Community focuses programming on adjusting to college, life skills, personal growth, and social development.

Residence Hall Occupancy Policy

Students living in the residence halls must be registered, full time (12+ credits) students at Keystone College. Students who fall below full time status (less than 12 credits) will need approval and must submit a written request to the Office of Residence Life, located on the 2nd floor of the Hibbard Campus Center, to remain living in the residence halls for the duration of the semester. This request must clearly state the reason(s) why the student wishes to carry fewer than twelve (12) credit hours and still live in the residence halls. Approval must come from the Director of Residence Life.

Any student who falls below 12 credits and their appeal to remain in the residence is denied, will have to move out of the residence halls within 24 hours. Students can only request a pro-rated refund on their meal plan, not their housing, in this circumstance.

Students who fail to attend classes on a regular basis may be subject to dismissal from the residence halls.

Students may reside in the residence halls during the academic year when classes are in session. Students are not allowed to stay in the residence halls over breaks or when the residence halls are closed. Students are responsible to make arrangements to stay with family or friends over breaks or when the residence halls are closed.

Students may reside in the residence halls when the residence halls are closed only if the student is participating in an approved Keystone College sponsored activity (Athletics, Student Activities, Academic related project, etc.). To be eligible to reside in the residence halls over breaks or when the halls are closed, the following needs to be done:

- Student must submit a written request or email to the Office of Residence Life detailing the reason for needing to stay in the residence halls.
- Coaches or faculty/staff advisors should contact the Office of Residence Life to confirm a student's request and need to stay in the residence halls.
- All requests should be made at least two (2) weeks in advance.
- Coaches or faculty/staff advisors will be responsible for the conduct of their students over breaks or when the residence halls are closed and there is no residence life staff available. Inappropriate conduct within the halls during this time period may result in loss of privilege, causing the student to not be eligible to remain in the residence halls during breaks or when the halls are closed.

All student requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the student request, in writing, after the request has been submitted.

Residence Hall Early Move-in Policy

Students moving into the residence halls for the fall and spring semester should plan to move into the residence halls during the allotted times, as set by the Office of Residence Life. Move-in times will be posted in the residence halls (for the spring semester), the Keystone College Residence Life website and the Facebook page.

Students who need to move-in early, should meet the following requirements for early arrival:

- Student should be an active member of a Keystone College athletic team and needs to return early for practice or scrimmages
- Student needs to return early due to the start of an academic internship or student teaching position.
- Student should be an active member of a Keystone College student organization and needs to return early for trainings or events
- Student needs to make arrangements because he/she is arriving via other means of transportation (bus, airplane, etc.)

Students who need to move-in early, should contact the Office of Residence Life at least two (2) weeks prior to the move-in day and submit a request in writing. This ensures that keys and rooms are ready for student arrival. Requests from faculty, staff and coaches are encouraged in order to verify the legitimacy of all early move-in requests.

All student requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the student request, in writing, after the request has been submitted.

College Property

All college owned property must remain in its original place at all times and shall not be damaged or moved or removed without consequences. In a residence hall setting, an individual is not only responsible for his/her own room and the contents therein, but also shares responsibility for the living units (floors, suites, etc.) and ultimately the entire residence hall.

Damage to a Resident's Room

Any damage to a resident's room, including the door and entire locking system, is the responsibility of that resident(s). The resident(s) room must be in the condition it was when the student(s) checked in. This includes but is not limited to bunked beds, all furniture, all personal belongings and trash must be removed. The student will be assessed the dollar amount, including labor and cleaning costs necessary to repair any damage or return the room to its original condition. The residents(s) and any other individual(s) identified as being responsible for the damage will be billed, and may be subject to disciplinary action.

All College furniture must remain in the student's room. No object may be fastened to walls, woodwork, windows, ceilings, or doors except with masking tape, poster putty, or sticky tack.

Please note that Keystone College is not responsible for the personal belongings of the student. Students are strongly encouraged to carry an appropriate level of personal property insurance or can order personal property insurance through www.CollegeStudentInsurance.com.

Damage to Public Areas

The responsible party will be billed for material and labor for any damage or excessive cleaning within a hall or common area of a specific living unit (floor, suite, hall, bathroom, etc.). In the event that individual responsibility cannot be determined for any damage that occurs in public areas, ALL RESIDENTS in the specified living area, will be held responsible and equally assessed for the damage or clean-up. Any disciplinary action due to excessive damage may be administered at the discretion of the Area Coordinators or the Assistant Director of Residence Life and Coordinator of Student Conduct.

Damage Payments

Damage bills are issued each semester. All damage bills include the cost of material and labor required in replacing or repairing the damaged item. Students will receive a written notification of any damage billing charged to their account. In the event of a building wide charge, students will be notified either verbally or issued a letter.

Appeals: Student may file a written appeal for consideration of damage bills to the Office of Residence Life within ten (10) days after notification. The appeal should clearly state the reason(s) why a student feels the bill should be reconsidered.

Fire Safety

Resident students are limited to 4 guests to a room at a time in addition to the students living there. This includes resident and non-resident guests. There should be no more than 6 people occupying any room at any time for any reason to ensure proper fire safety codes.

When a fire alarm is going off all residents within a residence hall are required to leave the building. Even though there are some false alarms each student should treat every fire alarm as if a real fire is occurring and evacuate the building promptly. The Residence Life staff and Campus Safety Officers will check all rooms to ensure the building is clear and everyone is out safely.

Resident students are expected to comply with all fire safety rules and policies. Items considered to be violating fire safety policies include, but are not limited to, intentionally setting off the fire alarm; tampering with fire/safety equipment; failure to evacuate during a fire alarm; having/using candles or incense; or smoking in the residence halls.

Listed below are the consequences for any violations of fire safety policies.

<i>Fire Safety Violation:</i>	<i>Sanction(s):</i>
Intentionally setting off a fire alarm	1 semester housing suspension, \$200 fine
Tampering with fire/safety equipment	\$100 fine, potential housing suspension
Failure to evacuate during a fire alarm	1 st offense: \$50 fine, educational sanction 2 nd offense: \$100 fine, housing suspension
Possession of candles / incense	\$50 fine, community service, educational essay
Smoking in the residence halls	\$100 fine, community service, educational essay

Power Outages

If the power goes out in the residence halls, find a Residence Life staff member to speak with to find out what is going on. If the power outage is expected to last longer than a couple minutes, all students living in the building may have to evacuate to the Hibbard Campus Center. Members of the Residence Life staff will give instructions and will assist in evacuating the residence halls if necessary. Once all the buildings are evacuated, the residence halls will be locked down until the power is restored. All students need to remain out of the residence halls until instructed to return by a Residence Life or Campus Safety staff member. Any students found in the residence halls after being evacuated will be subject fines and sanctions under the Fire Safety policy.

Noise and Public Disturbances

An atmosphere conducive to normal living and study must be maintained 24 hours a day/seven days a week in the residence halls. The individual student's conduct in the residence hall has a direct effect on other residents. Therefore, respect for the rights and freedoms of other residents should be the basic guideline for your behavior. For this reason, the college insists that all students exercise responsibility, thoughtfulness and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical.

The Residence Life Office will establish minimum guidelines. Students residing in each hall, wing and suite may further restrict quiet hours for their area and must take responsibility for enforcing these hours.

Courtesy Hours

Courtesy hours are in effect 24 hours a day in ALL residence halls. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also means showing courtesy for fellow residents by acknowledging requests made for sleep or study.

The College understands that different students have different conceptions of what constitutes noise in excess of what is allowed by the above guidelines. Therefore, the Resident Assistants, in consultation with the Senior Resident Assistants and Area Coordinators, will make the determination of acceptable noise levels.

Residence Hall Meetings

Residence hall meetings are held on a regular basis and are announced at least 24 hours in advance, unless there is an emergency situation. All resident students are required to attend the meeting of their respective halls. Notices will be posted in lobbies, hallways, and on bulletin boards in your residence hall. Failure to attend these meetings without notifying and obtaining permission from the Residence Assistant, Senior Resident Assistant or Area Coordinator may result in disciplinary action.

Health and Safety Inspections

Authorized college personnel may enter resident rooms at any time for reasons of health, maintenance, safety, security, and/or general welfare. The Residence Life Office may conduct unannounced inspections of residence hall rooms each semester. During inspection of resident rooms, any violation of college and residence life policy will be documented. When the college is closed for regular breaks, residence life staff will check the halls and resident rooms for safety and fire prevention purposes. It is the resident's responsibility to lock the door and window(s).

Gambling

Gambling is prohibited inside and within the immediate vicinity of any College-owned building or residence hall.

Residence Hall Pet Policy

Students living in the residence halls are allowed to have pets such as: fish, frogs, turtles, hermit crabs and other aquatic pets. These pets are allowed in the residence halls in tanks but the tanks are not to exceed 10 gallons.

The following items are prohibited in the residence halls:

- Any reptiles such as snakes or lizards (with the exception of turtles)
- Any mammals including but not limited to: cats, dogs, rodents, etc.
- Any kind of birds
- Tarantulas

Exemptions are granted for animals which assist people with disabilities. The Office of Residence Life reserves the right to ask any student to remove their pet from the residence halls if causes an inconvenience, safety or health concern to the student population. All pets should be taken home over semester breaks. All electrical items (including aquariums) are

unplugged during breaks. The College will not be held responsible for the safety of the pets in the event of a power failure or an emergency.

Unapproved Solicitation in the Hall

Solicitation and sales of any service or product door-to-door in a residence hall or by way of the college telephone system, is strictly prohibited. Solicitation and sales by student registered organizations of any service or product in the lobby of a residence hall must have approval of the Assistant Dean of Residence Life two school days in advance of the sale.

Commercial sales will not be allowed from individual student rooms or other areas within the residence halls. Anyone interested in selling within the residence halls must receive approval from the Assistant Dean of Residence Life. The residents may not use residence hall rooms or telephone numbers as a place of business, or for purposes of solicitation, or for any purpose other than as a residence. Advertisement, sale, or solicitation of alcoholic beverages is not allowed in the residence halls or student mailboxes and, therefore, will not be approved.

Public/Privacy Issues

While privacy of the individual's residence hall room is respected, it is also recognized that the part of the room visible to the general public reflects upon the policies, commitments and philosophy of the College. Therefore, signs, containers, trademarks and other overt displays in windows or on doors of College-owned residence halls which advertise or represent products (such as alcoholic beverages, behaviors, philosophies, etc.) not compatible with College policies or commitments are prohibited. Any material that is deemed explicit or inappropriate by any member of the campus community must not be posted in a location that can be viewed by the general public. In addition, the display in windows and on doors of College-owned residence halls of signs or other facsimile which appear to be the property of municipalities or private businesses (without proof of ownership) is also prohibited and is subject to judicial referral. Violations of the afore-mentioned procedures and the following policies can result in the cancellation of one's housing contract or the non-renewal of one's housing contract for the next academic year or semester.

Residence Hall Student Storage Policy

Students living in the residence halls may not store their belongings in the residence halls when the residence halls are closed for summer break. All students must remove all of their belongings prior to leaving the residence halls. The Office of Residence Life is not responsible for items left in the residence halls after the students have checked out of their room. Any items left behind may be discarded. Students are ultimately responsible for their belongings after leaving the residence halls. If a student is in need of storing their belongings when the residence halls are closed for the summer, the student should contact the Office of Residence Life to receive a list of local storage facilities within the local area around Keystone College. The College is not liable for items stored in recommended storage facilities.

Students can keep their belongings in the residence halls during the normal academic year when the residence halls are closed (Thanksgiving break, Winter break and Spring break). Students can also keep their belongings in the residence halls while they are residing on campus during Intersession or Summer Session classes.

Micro-fridge Policy

A micro-fridge is a refrigerator/microwave combo. Keystone College has an exclusive contract with Campus Specialties Incorporated of Dunmore, PA. The micro-fridge unit from Campus Specialties Incorporated meets energy and safety requirements for the residence halls. Personal refrigerators and microwaves are not permitted in the residence halls unless purchased/rented through this company. If students bring their own refrigerators or microwaves into the residence halls, they will be asked to remove them. For more information regarding the micro-fridge or other products from Campus Specialties Incorporated, please refer to their website www.mymicrofridge.com or call them at 1-800-525-7307.

The purchase or rental of a micro-fridge unit is a direct contract between the student and Campus Specialties. Keystone College will not be held liable for any issues regarding this contract.

Residence Hall Facilities

Lounge Furniture

Lounge furniture is provided in the halls for the use of resident students. ***It cannot be removed from the common areas for any reason.*** Any loss or damage to furniture or equipment will result in residents being charged accordingly.

Laundry Facilities

Laundry facilities are located in each residence hall or within a close distance to a residence hall. They are swipe card activated and are offered at no extra charge. These facilities are for the sole use of the residents of the hall in which they are located. The college is not responsible for the condition of items washed or dried in the machines. Several factors contribute to the efficient operation of laundry machines. Please follow the guidelines posted in each laundry room in order to increase the efficiency of your use of the laundry room.

Kitchens

Students are not permitted to cook in their rooms except through the rental or purchase of a MicroFridge unit (see below). Therefore, most residence halls have a small kitchenette unit for the use of all the residents in their respective building. These kitchen facilities are equipped with at least a microwave and refrigerator. Residents are asked to keep the kitchen areas clean and to be considerate of others when using the facilities.

Cable TV

All student rooms are cable ready for the hook-up of one TV. There is no charge for basic cable service. Students will need to provide their own cable that connects the television to the cable jack.

Network/Internet Connectivity from Residence Halls

Keystone College residence halls all provide connectivity to the campus network and the Internet. Each building has an 802.11b wireless system (a.k.a. "Wi-Fi").

All of the residence halls have wireless connectivity in an array of strategically placed wireless access points. Since many factors influence wireless reception (distance to nearest access point, interference from other electronic devices, student equipment compatibility, etc), the college cannot guarantee signal strength. In the event of reception problems, the College will assist in verifying proper setup of student equipment. Students with connectivity problems should contact the helpdesk at extension 8778.

Parking

Students can apply for their parking permit by logging onto MyKC and filling out the parking pass form. Parking permits can be obtained at the Student Business Services in Ward Hall. The entire parking policy can be found online through the Campus Safety web site or at the Campus Safety Office.

Accommodations

Standard accommodations

Most residence halls are coed and separated in gender by floor or suite. The majority of residence hall rooms are double occupancy. Single room availability for upperclassmen will depend on supply and demand.

Special accommodations

There are limited housing spaces available for special accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 of the Americans with Disabilities Act (ADA). Special housing accommodations are not standard. In order to determine if special housing is a reasonable request, we must receive detailed documentation. Documentation must be from a medical doctor or licensed professional with expertise in the area of diagnosis.

Process for consideration for special accommodations

A resident student requesting a recommendation from Keystone Health and/or Counseling Services for a special room assignment for health reasons should contact Campus Health Services and/or Counseling Services for the proper forms. Health and/or Counseling Services will request additional consultation with the primary care provider that will include health history, treatment plan, and the role a special accommodation will play in the treatment plan.

Upon receipt of the recommendation, Health and/or Counseling Services will consult with Residence Life and a team assessment of necessity will be made. The final decision to arrange for special housing accommodations will be made based on availability and the assessed needs of the student and the College and on a first- come-first served basis.

Davis Hall, Keystone Commons, and the Keystone-In-Town properties:

These buildings are home to the Independent Living Community. This community creates an environment that fosters independence, responsibility, and communal living while still experiencing the benefits of living on campus and preparing for life after college. To be eligible to live in this community you must be at least a sophomore, have at least a 2.5 grade point average and be in good social standing with the College.

Additional Housing Opportunities

Room Consolidations

Consolidations may occur at any time in the semester when space is needed. Every attempt will be made to assure that students paying double room rates have a roommate. As stated in the Housing Contract:

“The College reserves the right to reassign or remove any student from a particular resident hall or a specific room due to the need to consolidate residence hall space”

If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A student who has been reassigned must move their belongings within 48 hours of notification and must follow the proper room change procedure.

Single Rooms

A very limited number of single accommodations are available. Students requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life due to health problems or other extenuating circumstances.

If you are without a roommate and depending on the number of available spaces, you may be given the option to remain in a single. Payment for a single must be made within two weeks following room exchange or you will receive a roommate.

Room Selection

Residence Life conducts a room selection event to allow current residents the opportunity to select a room for the next academic year. Students will have the option to reserve their current room, switch rooms/halls or reserve a room in one of the campus communities. Residents will receive notice of the housing selection process, important dates, and requirements during the spring semester. Please note that in order to participate in the room selection process, students must pay a deposit prior to the room selection event they will be attending and must have a roommate unless selecting a single. Single room availability will depend on supply and demand and will be offered on a first-come first-served basis.

Once a student has paid the housing deposit and been cleared of any financial and academic holds, they will submit a housing application. After the housing application is received, ***it is the responsibility of the student to check MyKC for their official residence hall and room placement.*** Any student in need of housing should contact the Office of Residence Life in the Chamberlin Center for Student Life in the Hibbard Campus Center. Housing is available on a first come, first serve basis dependent upon availability in the residence halls.

Residence Hall Procedures

Check-in Procedure

After you have paid your housing deposit, you will receive a housing contract. After your housing contract is returned to the Office of Residence Life, students are to log onto MyKC to check their housing information. MyKC will contain the information regarding your room assignment and roommate information. Check-in and check-out dates and times are listed on the Keystone College website under the “Living at Keystone” section. Check-in events are held in a specific place and at specific times. All requirements and clearance for check-in must be completed prior to arrival. Upon checking into your room, you will be required to complete a room condition form that verifies the condition of the room upon occupancy.

Winter Break Check Out Procedure

The residence halls will close at the end of the fall semester for winter break. Prior to leaving for winter break, students must return their keys to the Office of Residence Life.

If the student is returning for the spring semester:

- Clean room and unplug all electronics. Make sure the trash is taken out. Clean out refrigerator and make sure it is defrosted prior to departure.
- Return all keys to a member of the Residence Life Staff. If keys are not returned, the student may be fined or sanctioned for non-compliance.

If the student is not returning for the spring semester:

- See the Advising Center, prior to leaving to officially withdraw from the College.
- Schedule a meeting with your Area Coordinator for an exit interview.
- Follow the End of Year Check-out procedure below.

End of the Year Check-out Procedures

A resident student leaving the college at the end of the academic year, or leaving permanently during the year, must complete the following tasks:

- Remove all personal items and clean the room. If the room is vacated and there is an excessive mess, the student(s) may be billed for excessive cleaning charge.
- Have the room inspected by a member of the Residence Life Staff and complete and sign the room inventory form and key information form. It is extremely important that the student take great care in completing the room inventory form because he/she will be billed for any damage to the room. Damage will be determined by examining the difference between the room inventory form at check-in and checkout. The student will be charged for improper checkout. **ALL ROOMS SHOULD BE RETURNED TO THE SAME CONDITION AS THEY WERE UPON MOVE-IN!**
- Return all keys to a member of the Residence Life Staff. If keys are not returned, the student will be charged for a core change.
- If furniture is left in the room and must be removed by Keystone College staff (or removed and must be replaced), there will be an additional charge.
- All personal belongings left in the room or the residence hall will, after two weeks from departure, become the property of the college and will be disposed of.
- Satisfy all financial obligations at Student Business Services.

Roommate Change Procedure

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

- Both roommates must meet together with their Resident Assistant to discuss their concerns. Resident Assistant will mediate between the roommates.
- The residents will create a roommate contract with their Resident Assistant, Senior Resident Assistant or Area Coordinator, designed to resolve specific needs/concerns of both roommates.
- The roommates must make every effort to abide by this contract for a minimum of one week.
- If the roommate differences are still irreconcilable at the end of the one week contract period, both roommates must again meet with their Resident Assistant, Senior Resident Assistant and Area Coordinator to discuss a room change.
- It is the resident's responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- It is the responsibility of the residents involved to decide who is moving out of the room. If a decision cannot be reached, a decision will be made by the Area Coordinator.
- Upon approval, rooms must be inspected by the Resident Assistant prior to the move.
- Residents who are changing rooms are responsible for making arrangements to be properly checked out of his/her room (including the room inspection by a Resident Assistant).
- The Office of Residence Life reserves the right to charge a \$25.00 room change fee in the event of students not following proper room switch procedures.

NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING THE PROPER PROCEDURES OR WITHOUT THE APPROVAL FROM THE RESIDENCE LIFE STAFF.

Residence Hall Visitation Policy and Procedure

Current Resident or Commuter Student Visitors:

Any person who is a currently registered student at Keystone College (either resident or commuter) may have open visitation in the residence halls. They must be accompanied by their resident host at all times while within the residence hall. Resident students have unlimited visitation in the other buildings.

Non-resident visitors have limited visitation as outlined below:

For guests visiting Upperclassmen students:

- Can visit between the hours of 10:00 am – 1:00 am (do not have to be signed in)
- Non-Resident Students can stay overnight no more than three (3) consecutive nights during the week, Sundays-Thursdays (MUST be signed in at Campus Community Center and have a pass).
- Non-Resident Students may have 24-hour visitation on Fridays and Saturdays. (MUST be signed in at the Campus Community Center and have a pass).

For guests visiting Freshmen / First Year Experience students:

- Can visit between the hours of 10:00 am – 1:00 am (do not have to be signed in)
- No overnight visitors are permitted Sundays – Thursdays unless approved by either a Senior Resident Assistant or Area Coordinator for a valid reason.***
- Non-Resident Students may have 24-hour visitation on Fridays and Saturdays. (Visitors MUST be signed in at the Campus Community Center and have a pass).

Family / Friends / Non-Keystone Student Visitors:

Any person who is not a currently registered student at Keystone College (16 years or older) must be signed in at all times and accompanied by their resident host while visiting the residence halls. For visitors under the age of 16, see the Minors Residence Hall Visitation Policy. The resident student host must go to the Campus Community Center to obtain a visitor's pass and be signed into the building.

Non-Keystone College visitors have limited visitation as outlined below for upperclassmen and freshmen:

For guests visiting Upperclassmen students:

- Can visit between the hours of 10:00 am – 1:00 am (MUST be signed in)
- Non-Students can stay overnight no more than three (3) consecutive nights during the week, Sundays-Thursdays (MUST be signed in at Campus Community Center and have a pass).
- Non-Students may have 24-hour visitation on Fridays and Saturdays. (MUST be signed in at the Campus Community Center and have a pass).

For guests visiting Freshmen /First Year Experience students:

- Can visit between the hours of 10:00 am – 1:00 am (MUST be signed in)
- No overnight visitors are permitted Sundays – Thursdays unless approved by either a Senior Resident Assistant or Area Coordinator for a valid reason.***
- Non-Students may have 24-hour visitation on Fridays and Saturdays. (MUST be signed in at the Campus Community Center and have a pass).

*** Valid reasons include weather hazards, bad driving conditions, sick, personal crisis, family emergency, etc.

All visitors who stay overnight will be issued an official Keystone College visitors pass which the visitor must have in their possession at all times while visiting the campus.

The Residence Life staff and the Office of Campus Safety reserve the right to decline overnight visitation or ask visitors to leave the residence halls. All visitors to the residence halls must adhere to all of the policies as outlined in the *Student Handbook*. Failure to follow College policies or sign into the residence halls under the terms listed above will result in fines and loss of privileges for the host resident student and their visitor.

Minors Residence Hall Visitation Policy and Procedure

Minors:

Any person under the age of 16 years old is considered a minor. Minors are not permitted in any residence hall unless they are a relative of the resident student or participating in a college—sponsored event or visitation is approved through the Office of Residence Life.

Daytime Visitation

- Minors may visit the residence halls between the hours of 10:00am – 8:00pm
- All visitors, especially minors, must be signed in at all times at the Campus Community Center and accompanied by their resident host while visiting the residence halls.
- Visitor should have visitor pass with them at all times while visiting the residence halls.

Overnight Visitation

- Any related or unrelated minor must meet the following conditions to stay overnight in the residence halls regardless of participation in a college-sponsored event:
 1. The minor must be invited by the host resident student
 2. Prior to signing in, minor must provide a signed parent/guardian liability release and medical permission form to the Campus Community Center and given approval from one of the Assistant Directors of Residence Life.

Room Keys and Lock Outs

Students should remember to carry his/her keys at all times when leaving their rooms.

Residence hall keys are not to be duplicated or lent to any other person, including Keystone students and guests. Residents found in violation of this policy will be sanctioned accordingly. In addition, students are not permitted to lend their Keystone College ID to another student for the purposes of entering a residence hall.

In the event that a student is locked out of his/her room, students should first go to their Resident Assistant (RA), Senior Resident Assistant (SRA), Area Coordinator (AC) or other staff member in their building. If there is no building staff available, the student may contact Campus Safety at extension 8989 for assistance. Either Campus Safety or a Residence Life staff member will respond to the lock out. Students may have to wait until a Residence Life staff member or Campus Safety Officer is available to address the lock out. Verification is made of the identity of the student before the door is opened. Verification of key possession is also made at this time.

The fine for a lock out is \$5.00. Following the first lockout, each additional lockout will increase in \$5.00 increments (\$5.00 for the 1st, \$10.00 for the 2nd, \$15.00 for the 3rd etc.). All fines will be billed to the student's account.

Room Key Replacement

A lost key is a serious security concern and must be immediately reported to the Senior Resident Assistant, Area Coordinator or the Office of Residence Life. Lost keys will require a core (lock set) change and replacement keys at a substantial cost to the student. You have 24 hours after the date the key was reported missing, to find it. After the 24-hour grace period has expired, the Area Coordinator will request a core/key change.

MISSING RESIDENT STUDENTS

As an institution that provides on-campus student housing facilities, the following is the Keystone College statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.

Policy Statement

This policy has been established by Keystone College in order to be in compliance with the *Higher Education Opportunity Act of 2008*. The policy applies to all Keystone College

resident students (those living in on-campus housing or housing properties leased by the College). The policy does not cover students other than resident students.

For the purpose of this policy, a missing student is considered to be a resident student whose absence from campus is contrary to his or her normal pattern of behavior and/or there is a concern that unusual circumstances may have caused the student's absence from campus. Such unusual circumstances may include, but are not limited to:

- a report or suspicion that the person may be a victim of foul play, or
- the person has expressed suicidal thoughts, or
- the person is drug or alcohol-dependent, or
- the person is in a life threatening situation, or
- the person has been with persons who may endanger the student's welfare or,
- the person is overdue to return to campus and has not been heard from after giving a specific return time to friends or family.

In the event of a missing resident student, College Officials will refer to the student's emergency contact information. Students are responsible for updating their emergency contact information on a regular basis and should update their emergency contact information at least once each semester by logging onto MyKC. Responsibility for the accuracy of emergency contact information belongs solely to the student. Keystone College faculty and staff remind the students of this important task at the beginning of each semester.

Procedure – Missing Resident Student:

Anyone – including students, faculty, and staff – who has reason to believe that a resident student has been missing for twenty-four (24) hours should immediately report the occurrence to an on-duty resident assistant (R.A), the Director of Residence Life, or an on-duty member of the Department of Campus Safety. The emergency number for Campus Safety is 570-945-8989.

Definition - Missing Resident Student

A resident student is determined to be missing when a report comes to the attention of a Keystone College Official and the report is determined to be credible. Circumstances used in determining credibility may include, but are not limited to establishing that:

- a student is out of unexplained contact after reasonable efforts to reach that student by phone/text, email, and/or in-person attempts to establish contact have failed;
- circumstances indicate that an act of criminality may be involved, even lacking twenty-four (24) hours in time;
- circumstances indicate that the student's physical safety is in danger, even lacking twenty-four (24) hours in time;
- circumstances become known that medicine dependence may affect the student's life or health, even lacking twenty-four (24) hours in time;
- the existence of a physical or mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

Missing Persons Contact (Optional for Students)

Each student has the option to identify a *missing person* contact person or persons whom Keystone College will notify within Twenty-four (24) hours of the determination being made by the Department of Campus Safety or any of our local law enforcement agencies, that the student is missing.

The missing person contact person or persons may include, be the same as, or be different from the student's emergency other contact information.

The missing person contact information provided by a student will be registered confidentially. This contact information will be accessible only to authorized campus officials, and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Action the College Will Take

Any official report of a missing resident student requires that the Department of Campus Safety be notified immediately.

The Department of Campus Safety will be responsible to notify local law enforcement, within 24 hours of the determination that the student is missing (unless the local law enforcement agency was the entity that made the determination that the student is missing).

The Department of Campus Safety / Residence Life staff will notify the contact person or persons (pre-identified by the student at his or her option) within 24 hours of the determination that the student is missing.

If a missing resident student is under the age of eighteen (18) and not emancipated, a custodial parent or guardian will also be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The Department of Campus Safety will continue the investigation, in conjunction with Residence Life staff and make a determination whether the student has been missing for more than twenty-four (24) hours and has not returned to campus. If a resident student is still missing after 24 hours, notifications will again be made as indicated above.

During the investigation, efforts will be made to establish and document the following information:

- Name, location, and contact information of the person reporting the missing student
- Name and vital information of the student reported to be out of contact
- Nature of the circumstances supporting the determination that the student is out of contact
- Steps taken to establish that the student remains out of contact
- Dates and times of notifications made

The Dean of Student Life, the Assistant Dean of Student Life, and the Director of Residence Life will be kept informed by the Department of Campus Safety of attempts to contact the student and the results thereof.

During regular business hours, the Dean of Student Life may also involve other Keystone College faculty, staff or administrators to assist in establishing contact with the missing student.

FIRE SAFETY POLICIES

Fire Evacuation

WHEN AN ALARM SOUNDS, EVACUATE THE BUILDING IMMEDIATELY!!

(Failure to evacuate in a timely and orderly manner may lead to disciplinary action!)

1. Feel your room door or doorknob. If either is hot, **DO NOT OPEN!** Call Campus Safety, extension 2777 and signal rescue personnel from your window.
2. Take keys, shoes and a towel, if possible. **WALK – DO NOT RUN –** to the nearest safe exit. **MAKE SURE YOU CLOSE YOUR DOOR BEHIND YOU!**
3. Do not enter areas if thick or heavy smoke is present.
4. Exit the building and go immediately to the location designated by the residence life staff in the building.
5. **DO NOT RETURN** to your room or building until told to do so by Campus Safety or a residence life staff member.

Fire Hazards

The college is very concerned about the safety and well being of its students. In the event of a fire, if any of the following items are found in the residence hall rooms and found to be the origin of the fire, the student(s) responsible may be suspended or expelled from the Residence Halls. If the fire causes major damage, the student(s) may be suspended or expelled from the College. If a resident has a specific question about an item, they should contact a Residence Assistant or Area Coordinator. Residence Life will conduct random and unannounced safety inspections throughout the course of the year. At least two (2) safety inspections will be conducted each semester.

The following items are not permitted in residence hall room under any circumstances:

- Ordinary Household Extension Cords
- Power strip without surge protectors
- Holiday lights (including rope lights)
- Incense
- Halogen Lamps
- Toaster Ovens
- Electric Frying Pans
- Hot Plates
- Indoor Grills

- Open Burners
- Heaters
- Covering light fixtures
- Candles (Burned or Decorative)
- Electric Potpourri Burners
- George Foreman Grills
- Toasters
- Black Lights
- Fireworks
- Lava Lamps
- Refrigerators larger than 2.0 ft.
- More than one (1) refrigerator per room
- Coffee makers without auto shut-off
- Microwaves (except in Micro fridge unit)

Misuse or Abuse of Fire Safety Equipment

False fire alarms are considered serious violations; therefore, in cases where false alarms occur in a specific residence hall and the responsible party is not found, all students in that hall will be fined accordingly.

The College prohibits tampering with fire extinguishers, smoke or heat detectors and residence hall safety screens. For anyone found in violation of this policy, disciplinary action will be taken.

STUDENTS RIGHTS

FERPA Policy Statement

Overview

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, protects the privacy of a student's educational records. All of the rights under FERPA belong to the student, once he or she has enrolled in a post-secondary institution.

Students' rights under FERPA include:

- the right to inspect and review information contained in educational records;
- the right to request amendment of educational records to ensure they are not inaccurate, misleading, or otherwise in violation of privacy or other rights;
- the right to consent to disclosure, with certain exceptions that are specified in the Act (see below under Directory Information), of personally identifiable information contained in educational records;
- the right to be apprised of this policy on an annual basis;
- the right to file complaints with the Department of Education concerning alleged failure of the College to comply with the Act.

Waivers

No one other than the student is granted access to the student's educational records unless the student has granted that person permission through MyKC, the College's student portal. Students have the opportunity to grant and remove permissions at any point after their initial orientation day at Keystone College. Persons identified by the student will have access to the student's educational records through a unique log on for MyKC. This access does not provide the ability for the designee to act on the student's behalf.

Directory Information

FERPA allows the College to release certain "Directory Information" about our students without the need for a waiver. This information includes:

full name

address

College e-mail address

telephone number

date and place of birth

major

degrees and awards received

dates of attendance

most recent previous school attended

classification (first-year, sophomore, junior, or senior)

participation in College-recognized activities and sports

weight and height (members of athletic teams only)

photograph

enrollment status (full- or part-time)

Directory Information does not include:

Social Security number

student identification number

race

ethnicity

nationality

gender

A student can direct the College not to release her/his Directory Information by completing the appropriate form in the Registrar's Office. The College accepts no liability for any Directory Information released before a student completes this form.

Releasing Information

Keystone College does not publish Directory Information to vendors. A student's educational records may not be released without the student's specific written consent, with the following exceptions:

to College officials, including instructors, who have a legitimate educational interest and need to know;

to officials at institutions at which the student is seeking to enroll;

to the parents of a dependent student as defined by the Internal Revenue Code;

upon receipt of a lawfully issued subpoena or court order;

in a health or safety emergency; or
in any other circumstances permitted by the regulations of the U.S. Department of Education.

Billing and Grade Reports

Upon course registration, invoices are sent in the student's name once a semester, prior to the start of classes, to the permanent address listed for the student. Students should also access and review their student accounts via the MyKC portal on a regular basis. Correspondence regarding student account matters is sent to the student via their Keystone College email account. It is the student's responsibility to regularly read and respond as necessary to any correspondence. For students who have elected additional individuals for financial FERPA access, these individuals may also review the student's account via the MyKC portal. Invoices may be created in the MyKC portal on demand in a PDF format. Grade reports are available for both the student and any persons designated to have FERPA academic access via the MyKC portal. Mid-term grades are unofficial records of student performance and attendance up to that point in the semester. It should be noted that mid-term grades are assigned only for the purpose of informing students of their progress. Only final grades become part of a student's official transcript.

Student Access to their Records

In accordance with FERPA, students, upon request, will be given access to all of their evaluative or opinion records established by Keystone College. Such records include those maintained by the Registrar, the Career Development Center, and the Office of the Interim Dean of Student Life. These records will be open to inspection in the presence of the appropriate College official. A student must make an appointment at least one day in advance to review his/her records. The College will also maintain, as part of the student's education records, a list of all outside people or agencies who have had access to the student's records without the student's prior consent.

Information Students May Not Access

The following information will not be released to any student:

letters of reference and recommendation placed in a student's file prior to January 1, 1975;
confidential letters and statements of recommendation placed in the student's education records after January 1, 1975, if the student has waived his or her right to inspect and review those letters
and statements and those letters and statements that are related to the student's admission to an educational institution, application for employment, or receipt of an honor or honorary recognition;
parents' financial records, unless written authorization has been obtained from the parents;
private notes created by College officials to serve as memory aids.

Other Types of Information

FERPA deals with students' educational records. The College maintains other records on current and former students (such as medical records, counseling records, employment records of students working for the College, and alumni records). These other records, while not specifically covered by FERPA, are still carefully safeguarded in order to protect privacy rights. Specifically, medical records are covered by HIPAA (Health Insurance Portability and Accountability Act) and Keystone's Health Services and Keystone's Counseling Center follow these regulations. In addition, our Office of Human Resources follows all regulations pertaining to the employment of a student. For information on records not covered by FERPA, the student should contact the appropriate office.

Definition of Terms in this Policy

A "College official" is:

1. a person employed by the College in an administrative, supervisory, academic, research, or support staff position;
2. a person employed by or under contract to the College to perform a special task,
3. such as an attorney or auditor;
4. a person serving on the Board of Trustees; or
5. a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A College official has a "legitimate educational interest" if the official is:

1. performing a task that is specified in his/her position description or by a contract agreement;
2. performing a task related to a student's education;
3. performing a task related to the discipline of a student; or
4. providing a service or benefit relating to the student or student's family, such as health care, counseling, academic or job placement, or financial aid.

Dissemination of this Policy

FERPA requires that students be notified and reminded of this policy annually. Therefore, this policy will be published in the Student Information Guide, and on the College's web site. In addition, students will be reminded of the policy once each semester by way of campus-wide e-mails and notices in billing statements.

Amending Educational Records and Registering Complaints

Under FERPA regulations, Keystone College must allow students to inspect and review his or her educational records. A student may seek to amend those records if he or she thinks the records contain inaccurate or misleading information contained in them. However, the College is not required to consider requests for amendment that seek to change a grade or disciplinary decision, or to seek to change the opinions or reflections of a school official or other person reflected in an educational record. In addition, students have the right to file a

complaint with the US Department of Education if they feel their rights under FERPA have been compromised. Any student wishing to pursue such issues should contact the Registrar's Office for appropriate processes, forms, and addresses.

Sources Consulted in Developing this Policy

<http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/students.html>

<http://www.unt.edu/ferpa/index.html>

ADMINISTRATIVE WITHDRAWAL OF STUDENTS

I. GENERAL PROVISIONS

A student who: (i) engages in an act or act of serious misconduct; or (ii) constitutes a direct threat to others (pursuant to the criteria set forth in Section II, below) may be temporarily withdrawn from the College by the Dean of Student Life (or his or her designee). For purposes of this policy, a withdrawal effected by the Dean of Student Life (or his or her designee) shall be termed an "Administrative Withdrawal." An Administrative Withdrawal does not involve the referral of the student at issue to the All-College Student Conduct Board, pursuant to the procedures set forth in this Handbook, for the purpose of determining whether or not that student has violated the student code of conduct. An Administrative Withdrawal includes the withdrawal of the student from College classes, and the removal of the student from student housing. Further, students who have been administratively withdrawn are precluded from otherwise being on campus, unless expressly approved by the Dean of Student Life, and from participating in any College activities or programs.

For the purposes of this policy, acts of serious misconduct which may, in the discretion of the Dean of Student Life (or his or her designee) result in the Administrative Withdrawal of a student include:

- a. an act of violence or threat to commit any act of violence against any another student, faculty member, staff member, or other employee of Keystone College;
- b. an act of intimidation toward any another student, faculty member, staff member, or other employee of Keystone College;
- c. an act of theft involving the property of Keystone College, or any another student, faculty member, staff member, or other employee of Keystone College;
- d. the destruction of any property of Keystone College, or any another student, faculty member, staff member, or other employee of Keystone College; or
- e. any act which constitutes a felony under federal law, or the laws of Pennsylvania, regardless of where such an act is committed. A student need not be prosecuted or convicted for the commission of such a felony to be Administratively Withdrawn from the College.

II. CRITERIA TO BE UTILIZED IN DETERMINING WHETHER OR NOT A STUDENT CONSTITUTES A DIRECT THREAT TO OTHERS

For purposes of this policy, a “direct threat” is defined as a high probability of substantial harm to the health and/or safety of others.

In determining if a student poses such a direct threat to the health and/or safety of others, the College shall make an individual assessment of the threat posed by the student, based on a reasonable judgment that relies on current medical or psychological knowledge or on the best available objective evidence, to ascertain: the nature, duration, severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of the College’s policies, practices, or procedures will mitigate the risk. If the student at issue has a disability, the College will confer with individuals who have in-depth knowledge of, and experience in, the area of the student’s disability. The College may, on an interim basis, suspend the student at issue from participation in classes or other College activities, and may prohibit such a student from being present on the Keystone College campus, pending the outcome of the required individual assessment, provided the student is afforded minimal due process (i.e., notice of the proposed interim suspension, the opportunity to present information on his or her behalf, and a right to appeal the interim suspension).

III. NOTIFICATION AND REMEDIATION PLAN

At or near the time of the Administrative Withdrawal, the student at issue shall generally be provided with the following information in writing:

- a. notice to the student that he or she is being Administratively Withdrawn from classes and, if applicable, removed from College housing and the reason(s) for the Administrative Withdrawal;
- b. information regarding the student’s eligibility for any tuition and/or fee refund;
- c. information regarding any impact the Administrative Withdrawal may have upon the student’s current grades and academic progress;
- d. conditions which must be satisfied prior to the student’s re-enrollment, and, if applicable, the earliest date upon which a student may re-enroll, provided all necessary conditions are satisfied;
- e. information related to prohibitions on the student’s presence on campus or use of College services/facilities; and
- f. a delineation of the consequences of the student’s failure to comply with the applicable conditions for re-enrollment;

If necessary in the judgment of the Dean of Student Life, the categories of information to be provided to the student at issue upon or near the time of the Administrative Withdrawal may be subject to amendment or modification. Further, the conditions to be satisfied in advance of re-enrollment, which are provided to the student at or near the time of the Administrative Withdrawal, may subsequently be subject to amendment or modification if necessary in the judgment of the Dean of Student Life. Such amendment or modification may include, but is not limited to, an extension of the time period for the student to comply with the necessary re-enrollment conditions. In formulating the conditions which must be satisfied prior to re-enrollment, or any amendments or modifications to those conditions, the

Dean of Student Life shall be free to consult with appropriate members of the College's staff and/or administration, including but not limited to the Vice President for Academic Affairs and Dean of the College.

Subject to any additional conditions for re-enrollment imposed by the Dean of Student Life, a student who was Administratively Withdrawn upon a determination that he or she constituted a direct threat to others may be re-enrolled at such time as the College determines that he or she no longer constitutes a direct threat to others, pursuant to the provisions of Section II, above, and Section IV, below. Subsequent to such a re-enrollment, the College will not exclude the student from, or place any restrictions upon the student's participation in any College activities or academic programs.

In the event that the student chooses not to satisfy the required re-enrollment conditions, the student will be considered to be permanently withdrawn, and must reapply for admission to the College in order to continue his or her studies. The student will be notified by the Dean of Student Life if he or she is permanently withdrawn.

IV. MENTAL HEALTH EXAMINATIONS OF STUDENTS

The College will only require a student to submit to a comprehensive mental health evaluation in the course of conducting an individual assessment of whether that student poses a direct threat to the health and/or safety of others, when: (i) it has a reasonable basis to believe that the student may pose such a direct threat; or (ii) as otherwise reasonably necessary for the College to comply with its obligations under Section 504. Consistent with the immediately preceding sentence, the College may require a student to undergo a comprehensive mental health evaluation as a component of the individual assessment the College conducts in determining whether the student should be Administratively Withdrawn because he or she poses a direct threat to others, and/or in determining whether a student who was Administratively Withdrawn because he or she posed a direct threat to others may be re-enrolled because the student no longer poses such a direct threat.

V. RIGHT OF APPEAL

A student who is Administratively Withdrawn as a result of serious misconduct, as set forth in Section I, has no right of Appeal from the determination that he or she be Administratively Withdrawn.

A student who is Administratively Withdrawn upon a determination that he or she constitutes a direct threat to others may appeal such a determination. An Administrative Withdrawal shall remain in effect during the period an appeal is pending. Appeals of a determination to Administratively Withdraw a student upon a determination that he or she constitutes a direct threat to others shall be proceed in accordance with the following procedures:

Step 1. Within 15 days of the date of the written notice that the student has been Administratively Withdrawn from the College because he or she constitutes a direct threat to others, the student at issue may file a written appeal of the Administrative Withdrawal. Such written appeal need not adhere to any particular format, but must be addressed to the Dean of

Student Life, and must set forth the reasons for the appeal. Appeals may be transmitted to the Dean of Student Life via United States mail, Fed-Ex or UPS, or by e-mail. An appeal transmitted by United States mail shall be considered timely if it is post-marked within 15 days of the date of the written notice that the student has been Administratively Withdrawn from the College. Similarly, an appeal sent to the College by Fed-Ex or UPS shall be considered timely if it is transmitted to the College within 15 days of the date of the written notice that the student has been Administratively Withdrawn from the College. An appeal by e-mail shall be deemed to be received on the date it is sent to the Dean of Student Life. The Dean of Student Life may grant an extension of time for the filing of the appeal, provided the request for such an extension is received prior to 15 days from the date of the written notice that the student has been Administratively Withdrawn from the College.

Step 2. Upon receipt of a student's appeal, the Dean of Student Life shall schedule a meeting with the student at issue to discuss the merits of his or her appeal. Such a meeting shall take place within 10 days of the date on which the Dean of Student Life receives the appeal at issue. A student may be accompanied at such a meeting by an advisor.

Step 3. Within 10 days of the meeting between described at Step 2 of the appeal process, the Dean of Student Life shall transmit a letter to the student by which he or she indicates whether the student's appeal shall be granted, in whole or in part, or denied, in whole or in part. This letter shall include a recitation of the reason(s) for the decision of the Dean of Student Life.

Step 4. Within 15 days from the date of the letter described at Step 3, the student may file a written appeal of the determination of the Dean of Student Life, as set forth in the letter described at Step 3, to the President of the College. Such written appeal need not adhere to any particular format, but must: be addressed to the President of the College, and must set forth the reasons for the appeal. Appeals may be transmitted to the President of the College via United States mail, Fed-Ex or UPS, or by e-mail. An appeal transmitted by United States mail shall be considered timely filed if it is post-marked within 15 days of the date of the letter of the Dean of Student Life described at Step 3. Similarly, an appeal sent to the College by Fed-Ex or UPS shall be considered timely if it is transmitted to the College within 15 days of the date of the letter of the Dean of Student Life described at Step 3. An appeal by e-mail shall be deemed to be received on the date it is sent to the President of the College. The President of the College may grant an extension of time for the filing of the appeal from the determination of the Dean of Student Life, provided the request for such an extension is received prior to 15 days from the date of the letter of the Dean of Student Life at Step 3.

Step 5. Within 15 days from the President's receipt of the student's appeal of the Step 3 letter of the Dean of Student Life, the President of the College shall transmit a letter to the student by which he or she indicates whether the student's appeal shall be granted, in whole or in part, or denied, in whole or in part. This letter shall include a recitation of the reason(s) for the decision of the President of the College. There shall be no further appeal.

VI. RELATIONSHIP TO OTHER COLLEGE POLICIES

Depending upon the circumstances at issue, a student may be provided with the opportunity to voluntarily avail himself or herself of the College's leave of absence or withdrawal policy prior to the determination that an Administrative Withdrawal of the student is required.

If a student is administratively withdrawn, the student is not eligible for any housing refunds and is responsible for paying any outstanding charges during this time.

OFFICE OF STUDENT CONDUCT

Mission Statement

The Office of Student Conduct is committed to providing all students the best possible service and experience at Keystone College. The primary function of the Office of Student Conduct is to uphold the Student Code of Conduct; administer conduct procedures in support of the College's mission and vision; and to maintain a positive learning community for all faculty, staff and students.

The Office of Student Conduct encourages equality, dignity and mutual respect for all members of the campus community. The office strives to inspire trust and confidence in the College's rules, regulations and student conduct procedures.

Goals of the Office of Student Conduct

1. Facilitate learning and growth by administering sanctions and other requirements designed to allow individuals and groups to make better, more informed, choices for the future.
2. Assist in the development, dissemination, interpretation and enforcement of campus policies.
3. Promote a safe and secure campus environment that supports the overall core educational and social values of the College.

STUDENT CODE OF CONDUCT

ARTICLE I

INTRODUCTION AND PURPOSE

Keystone College has been charged with the responsibility of providing students with an educational experience that prepares them to participate in a rapidly changing world, and to do so with a commitment to the highest moral and ethical standards. To achieve this end, Keystone College has outlined a set of desired values and attitudes considered to be the foundation of intellectual and moral integrity in our future societal leaders. Keystone College has prepared this statement to outline behaviors expected of students in the campus environment. It is anticipated that this conduct will be carried forth in their lives beyond the college experience.

Students are responsible for the consequences of their actions. The College's Student Code of Conduct addresses three major areas of moral integrity including: academic honesty, respect for rules and regulations, and finally, respect for themselves and their community. The first two are more readily established because they relate to written rules, regulations, and laws, which are stated in the Student Code of Conduct and in local, state, and federal codes. Civility, the respect for people, is the foundation upon which the first two principles rest.

AUXILIARY AIDS AND SERVICES

Students with disabilities as defined by the Americans with Disabilities Act requiring special accommodations should notify the Coordinator of Student Conduct in writing at least three (3) calendar days prior to their meeting or hearing.

DISCRIMINATION

It is against College policy to discriminate against any member of the College community based on a person's race, ethnicity, nationality, religion, sex, gender, sexual orientation, age, physical or mental challenge, and/or veteran status. Not only is it prohibited by the College, but it is also a violation of Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964 and Title IV of the Educational Amendment of 1972. Violation of this policy should be reported to the Dean of Student Life.

ARTICLE II

DEFINITIONS

Advisor - The complainant and the respondent shall be entitled to the assistance of an advisor chosen by them. The advisor should be present at the hearing to provide support, counsel and advice regarding the disciplinary process. The advisor is not a representative and does not have a voice in the proceedings. In a hearing involving students who have acted in conjunction with the students who allegedly violated the Student Code of Conduct, as a group, will be permitted to have only one advisor and must agree among themselves on who the advisor will be.

All-College Student Conduct Board - The term “All-College Student Conduct Board” means persons authorized by the Coordinator of Student Conduct or the Dean of Student Life to conduct hearings in order to determine whether a student(s) or student group(s) has violated the Student Code of Conduct and to impose sanctions.

Appeals Process: The term “appeals process” refers to a student’s action to appeal the sanction(s) upon the receipt of the All-College Student Conduct Board’s or the Coordinator of Student Conduct’s decision. The respondent student will have five (5) working days to appeal the decision, in writing, to the Dean of Student Life. Lacking such appeal, the decision is final. Upon receipt of a written appeal, the Dean of Student Life normally will respond to the student within five (5) working days, indicating his or her decision regarding the appeal.

Cheating - The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff (See Academic Misconduct and Acts of Dishonesty under Article 4.B.3.).

College - The term “College” means the community of students, faculty, staff and contractors at Keystone College, as well as to its branch campuses and sites, and premises. The Student Code of Conduct applies to all branch campuses of the College.

College (Sponsored) Activity – The term “College (sponsored) activity” means any activity on or off campus, which is initiated, aided, funded, authorized, or supervised by the College.

College Official - The term “College Official” means any person employed by the College to perform assigned teaching, research, administrative, professional, or other responsibilities.

College Premises – The term “College premises” means all lands, buildings, and facilities owned, leased, or operated by the College (See On-campus).

Complainant: The term “complainant” can be any member of the Keystone College community who presents information to the Office of Student Conduct regarding student(s)

or student group(s) who may have violated the Student Code of Conduct. Persons making such referrals are required to provide information pertinent to the situation and may be expected to appear as the complainant before the Coordinator of Student Conduct or the Student Conduct Hearing Board. Absent extraordinary circumstances, the College may initiate sanctions, if any, within one year of the filing of the complaint

Complaint – The term “complaint” means a written statement, on appropriate College-prescribed forms or media, alleging a violation of the Student Code of Conduct or other published rule applicable to students. Information submitted by other means will be reviewed and may, at the College’s discretion, be acted upon.

Coordinator of Student Conduct – The person authorized by the Dean of Student Life to handle procedural issues of student conduct including, but not limited to, administrative meetings with students, organizing Conduct Board hearings, chairing the Conduct Board as a non-voting member and assigning sanctions for various incidents.

Faculty Member - The term “faculty member” means any person hired by the College to conduct classroom activities.

“Found in violation of” – The term “found in violation” means any student(s) who has been found to have an allegedly violated the Student Code of Conduct.

Incident Report - The term “incident report” means any report of information regarding the time, date, location, persons involved, and specific details (including injuries, witnesses, responding personnel, etc.) relating to an alleged incident from a College office or official.

May - The term “may” is used in the permissive sense.

Member of the College Community - The term “member of the College community” includes, but is not limited to, any person who is a student, faculty member, staff, College official, contractor, or visitor to the campus. A person’s status in a particular situation shall be determined by the Dean of Student Life.

Off-Campus – The term “off-campus” refers to any land, buildings, or facilities not owned, used, or controlled by the College. Off-campus also includes the public internet.

On-Campus - The term “on-campus” refers to all land, buildings, and facilities owned, used, or controlled by the College, including adjacent streets, sidewalks, parking lots, and property shared with other entities outside of the College.

Organization - The term “organization” means any number of persons who have complied with the formal requirements for College recognition or registration.

Plagiarism - The term “plagiarism” means submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency

engaged in the selling of term papers or other academic materials (See Academic Misconduct and Acts of Dishonesty under Article 4.B.3.).

Policy - The term “policy” means the written regulations of the College as found in the Student Code of Conduct, the College Catalog, the Student Handbook and any other College sanctioned publication.

Preponderance of Evidence - The term “preponderance of evidence” means that evidence, considered as a whole, indicates the fact sought to be proved is more probable than not. The standard used in hearing all conduct cases within this Student Code of Conduct is “preponderance of evidence”.

Respondent: The term “respondent” refers to the student(s) or student group(s) who have been allegedly found in violation of the Student Code of Conduct by a complainant or College official.

Sanction – The term “sanction” means the action issued by a conduct body or the Coordinator of Student Conduct as a result of a student being found to be in violation of a College regulation or policy. Such action may be educational and/or punitive in nature.

Shall - The term “shall or will” is used in the imperative sense, not imparting choice.

Student - The term “student” means any person who has paid an acceptance fee, registered for classes, participated in any course or program in any school, division, or unit of Keystone College, or has otherwise entered into a contractual relationship with the College to take instruction. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are considered students. Student status lasts until an individual graduates or is dismissed. The term “student” also includes recognized members of student clubs and organizations.

Student Code of Conduct - The term “Student Code of Conduct” shall refer to all documents relevant to student behavior and the College’s student conduct procedures. The Student Code of Conduct may be amended by the Dean of Student Life with written notice to the College community at least two (2) weeks prior to agreement’s adoption.

Dean of Student Life - Oversees all aspects of Keystone College’s student conduct program to ensure proper handling of alleged violations of the Student Code of Conduct. The Dean of Student Life will make the final decision on any appeal requests, in writing, received after an All-College Student Conduct Board decision or a decision from the Coordinator of Student Conduct.

Victim/Witness Statement – The term “victim/witness statement” means a written statement, completed on the prescribed College form, by a victim or a witness describing the particulars of the alleged incident and detailing the impact of the alleged incident on the victim/witness statement appended to the incident report.

Zero Tolerance – The term “zero tolerance” means that there is no discretion on bringing a formal complaint for violation of the Student Code of Conduct to the Coordinator of Student Conduct or the All-College Student Conduct Board.

ARTICLE III

STUDENT CONDUCT AUTHORITY

1. The Associate Dean of Student Life is that person designated to be responsible for the oversight and administration of the Student Code of Conduct, to include determination and definition of all policies and statements within the Code.
2. The Coordinator of Student Conduct shall provide appropriate training and orientation for successful accomplishment of the All-College Student Conduct Board’s responsibilities.
3. A student conduct officer shall determine whether or not sanctions are brought against a student, decide which type of conduct meeting is needed to address the alleged violation(s), and shall ensure the composition of the All-College Student Conduct Board and appellate boards in accordance with this document and established College policies.
4. The Coordinator of Student Conduct, under the direction of the Dean of Student Life, shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code of Conduct.
5. Decisions made by the Coordinator of Student Conduct or the All-College Student Conduct Board shall be binding, pending the normal appeal and review process.
6. The Dean of Student Life, in consultation with an advisory panel, may serve as arbiter for disputes within the student community in cases that do not involve a violation of the Student Code of Conduct or which the Dean of Student Life determines in consultation with this advisory panel can be adjudicated without the involvement of the All-Campus Student Conduct Board. The student(s) must agree in writing to the sanctions imposed by the Dean of Student Life.
7. The Dean of Student Life may designate a College official to act as his/her designee.

ARTICLE IV

PROSCRIBED CONDUCT

A. Jurisdiction of the College

1. Definition

College jurisdiction and discipline will be applied to student conduct which occurs on College premises, as well as the site of any College-sponsored activity or during the course of off-campus activities related to Keystone College, or student conduct off-campus unrelated to College-sponsored activities which adversely affect the College community and/or its educational mission.

Students subject to jurisdiction and discipline include all persons taking courses within the physical or virtual Keystone campus environment, both full-time and part-time. Individuals who are not officially enrolled but have an ongoing relationship with the College are also subject to the Student Code of Conduct. All those who reside in College housing are subject to this Student Code of Conduct. All students are responsible for the behavior of their visitors, guests, or family members and can be personally sanctioned, including removal from the College or housing, for violation of the Student Code of Conduct by those individuals.

Student organizations and their officers are also expected to conform to Keystone College policies, rules and regulations. Organizations and their officers can be sanctioned as a group or as individuals for failure of the organization to abide by these policies.

2. Off-Campus

The Student Code of Conduct applies to off-campus conduct of students and registered student organizations in direct connection with:

1. an experiential learning assignment.
2. academic course requirements, such as internships, field trips, student teaching, distance education, eLearning, or studying abroad.
3. any activity supporting pursuit of a degree, such as research or coursework at another institution.
4. any activity sponsored, conducted, or authorized by the College or by registered student organizations.
5. any activity that causes substantial destruction of property belonging to the College or members of the College community.
6. any activity that causes disturbance to members of the community surrounding the College.
7. any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred.
8. participating in actions or behaviors which cause the College to be viewed negatively.

NOTE: Students continue to be subject to local, state, and federal laws. Violations of those laws may also constitute violations of the Code. In such

instances, the College may proceed with College disciplinary action and may impose sanctions independent of any criminal proceeding involving the same conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

ANY PERSON FOUND IN VIOLATION OF THE CODE WHICH OCCURS ON COLLEGE PROPERTY, AT COLLEGE-SPONSORED ACTIVITIES, OR OFF-CAMPUS, MAY BE SANCTIONED WITH ALLEGED VIOLATION OF COLLEGE POLICIES IF THE ACTION ADVERSELY AFFECTS THE COLLEGE COMMUNITY AND/OR THE PURSUIT OF THE COLLEGE'S MISSION.

3. Administrative Search and Seizure

Keystone College reserves the right for a Keystone College Official to enter residence hall rooms and search all belongings within the residence hall room when violations of either College policy, State or Federal laws are suspected. Student consent is requested but not necessary to conduct an administrative search since Keystone College is a private institution and all College premises are private property. "Probable cause" exists when a College Official has reasonably trustworthy information to believe that an offense has occurred or is occurring in a residence hall room. After completing an administrative search of a residence hall room all contraband, illegal items or evidence of a College policy violation will be seized by the College Official conducting the search and be removed from the room.

If there is reasonable evidence to suspect more severe violations of either College policy, State or Federal laws (drug dealing, weapons, etc.) after searching a residence hall room, another administrative search may be conducted involving other student property on Keystone College premises such as automobiles, athletic lockers, safes etc. After completing an administrative search of the additional student properties on Keystone College premises all contraband, illegal items or evidence of a College policy violation will be seized by the College Official.

During a search if there is reasonable suspicion a student may be asked to unlock or open locked personal items such as a safe or automobile. Failure to comply with this request will result in the student having to remove the item from College property.

4. Cyberspace

Keystone College does not actively search for violations of the Student Code of Conduct online or in cyberspace. However if a concern or issue is brought to the attention of the College or a College Official which concerns or is related to a student's use of Facebook, Twitter, YouTube etc., the issue will be addressed with the student or students identified as being responsible for or involved with the content. All students should consider the consequences for posting materials prior to putting them online. Any content which adversely affects the College community or diminishes the reputation of the College is subject to the Student Code of Conduct.

B. Prohibited Conduct—Rules and Regulations

Any student found to have engaged in, assisted, or incited prohibited conduct while within the College's jurisdiction shall be subject to disciplinary action through the College's student conduct process. Any student found to be in violation of the following misconduct is subject to the disciplinary sanctions as outlined in Article V. Section C.

Responsibility is not diminished for acts in violation of this Code that are committed in ignorance of the Code, or under the influence of alcohol, illegal drugs, or improper use of controlled substances.

The College reserves the right to discipline any student for any action (or failure to act in a situation where the student has a duty to act) that an ordinary, reasonable, intelligent college student knows or should know might result in discipline.

Violations include:

1. Abuse of Student Conduct procedures

Abuse of the College student conduct procedures includes but is not limited to:

- a. failure to obey the summons of a conduct body or College official.
- b. falsification, distortion, or misrepresentation of information before a conduct body.
- c. disruption or interference with the orderly demeanor of a student conduct proceeding.
- d. knowingly instituting a conduct proceeding without just cause.
- e. attempting to discourage an individual's proper participation in, or use of, the College student conduct procedure.
- f. attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding.
- g. harassment and/or intimidation of a member of a conduct body prior to, during, and/or after a conduct proceeding.
- h. failure to comply with one or more of the sanction(s) imposed under the Student Code of Conduct.
- i. influencing or attempting to influence another person to commit an abuse of the College student conduct procedure.
- j. retaliation or harassment of complainant or other person alleging misconduct, including but not limited to, intimidation and threats.

2. Academic Misconduct and Acts of Dishonesty

Academic misconduct and acts of dishonesty are any activity that tends to compromise the academic integrity of the College or subvert the education process. Examples of academic misconduct include, but are not limited to, the following:

- a. violation of course rules contained in the course syllabus or other information provided to the student, or violation of program regulations as established by departmental committees and made available to students;
- b. knowingly providing or receiving information during examinations (including quizzes), or the possession and/or use of unauthorized materials or electronic devices during those examinations;
- c. knowingly providing or using unauthorized assistance in the completion of course assignments or requirements. This provision includes, but is not limited to, buying, selling, stealing, or engaging in unauthorized exchange of, or improperly using, any assignments, papers, or projects;
- d. submitting plagiarized work for an academic requirement. Plagiarism includes submitting the ideas or work of another as one's own, including laboratory data, written materials, or the computer files of another, regardless of whether that information is used verbatim or in paraphrased form;
- e. submitting materials created by another for fulfillment of an academic requirement. This includes, but is not limited to, purchased papers and/or research materials;
- f. obtaining, through theft, bribery, or collusion, or otherwise improperly securing an examination, or the contents of an examination, prior to the time and date for the administration of that examination. This includes the use of a previously administered examination without the consent of the examination author;
- g. submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without consent of the instructors for each course in which the work is submitted;
- h. submitting falsified or fabricated work for an academic requirement. This includes, but is not limited to, reporting of laboratory results, research results, and/or any other assignments;
- i. alteration of grades or marks by the student in an effort to change the earned grade or credit;

- j. intentionally interfering with any person's scholastic work, or engaging in activities that unfairly place other students at a disadvantage. This includes, but is not limited to, theft, concealment, damage, or destruction of shared course materials, library materials, website content, computer files, or laboratory experiments;
- k. impersonating a candidate at an examination, including on-line examinations, or availing oneself of such an impersonation;
- l. furnishing false information to any College official, faculty member, or office;
- m. forgery, alteration, or misuse of any College document, form, record, or instrument of identification or the unauthorized use of these materials;
- n. tampering with the election of any College recognized student organization.

3. Alcohol (See Article VII for more information)

- a. Possession, use, or consumption of alcohol or PALCOHOL (powered alcohol) on College premises
- b. Underage drinking/possession.
- c. Possession or consumption of alcoholic beverages off-campus by individuals under the age of 21 years.
- d. Dispensing, selling, or supplying alcoholic beverages to an individual who is under the legal drinking age as outlined by Pennsylvania law.
- e. Use or possession of any alcohol related paraphernalia such as beer kegs, shot glasses, bongos, funnels, etc. that are designed for the consumption of alcohol.
- f. Public intoxication.
- g. Excessive use of alcohol resulting in a state of intoxication that endangers oneself or other members of the community.
- h. Driving while under the influence of alcohol.
- i. Misrepresenting one's age or using altered identification in order to obtain alcohol.
- j. A student's presence where any aspect of the alcohol policy is being violated, even if he/she is not directly involved in the specific act. A student who actively, or passively, supports another's violation of College policy is in violation of their duty to uphold community standards, including the Student Code of Conduct.

- k. Violating any other College policy while under the influence of alcohol. Members of the Keystone community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication does not excuse or justify violation of the state law, Keystone College regulations, or the rights of others.
- l. Administration of an intoxicant, without the consent or permission of another, with the intent to impair the other's power to appraise or control his or her conduct or make informed decisions.
- m. Violation of any provision of the 21 and Over Policy.

4. Arson

- a. Setting or attempting to set fire to or creating/causing a fire on College premises.

5. Assault (See Article XI for more information)

- a. Any physical intimidation, act of violence, or conduct which threatens or endangers the health, safety, or well-being of any person or group. Assault includes, but is not limited to, hitting, kicking, slapping, punching, pushing, biting, and or spitting on another person or persons.

6. Automotive

- a. Violation of the College parking regulations governing the use of automobiles, motorcycles, or other motor vehicles parked or driven on College premises and designated parking areas.
- b. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- c. Reckless driving on College premises.
- d. Failure to obey posted speed limit and other traffic-related signs on College premises.
- e. Failure to yield to pedestrians at crosswalks.

7. Complicity

Complicity is the state of being involved in activities which are considered violations of the Student Code of Conduct or illegal activities outside of the College. Complicity includes, but is not limited to:

- a. Making a conscious decision to violate, conceal or obstruct a provision of the Student Code of Conduct or other policy
- b. knowingly assisting another to violate a provision of the Student Code of Conduct or other policy
- c. knowingly acting to conceal, or knowingly obstructing an investigation, will be subject to the student conduct process
- d. failure to remove oneself from a situation when a violation is taking place or about to occur. Students who anticipate or observe a violation of College policy are expected to remove themselves from the situation and to report the violation.

8. Computer/Technology/Misuse and Abuse

Computer/technology/misuse and abuse includes, but is not limited to, computers, services, telephones, voice mail, radio equipment, etc. that are owned, operated, leased, or maintained by or for use by the College or College community. The following is not allowed:

- a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification, access code, security code, or password.
- d. Use of technology facilities to interfere with the work of another student, faculty member, or College official.
- e. Use of technology facilities to send obscene or abusive messages, harass, intimidate, or threaten another individual.
- f. Use of technology facilities to interfere with normal operation of the College computing system.

9. Contractual Obligations

- a. Failure to honor all contracts with and debts to the College.

10. Demonstrations/Riotous Conduct

- a. Participation in a campus demonstration which disrupts the normal operations of the College or infringes on the rights of other members of the College community (including, but not limited to, occupation of College buildings or facilities).
- b. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- c. Participation in a disturbance with the purpose to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property.
- d. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- e. Failure to comply with an order to disburse by College officials, campus safety officers, law enforcement, or emergency personnel in the performance of their lawful duties.
- f. Intimidating, impeding, hindering, or obstructing College officials, campus safety officers, law enforcement, or emergency personnel in the performance of their lawful duties.

11. Disorderly/Disruptive Conduct

Disorderly conduct means behavior with the intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk thereof, by:

- a. making unreasonable noise.
- b. using obscene language or gestures.
- c. creating a hazardous or physically offensive condition by an act that serves no legitimate purpose.
- d. acting in a way that impairs, interferes with, or obstructs the orderly conduct, processes or functions of the College and/or members or guests of the College.
- e. impeding or interference with the rights of others to enter, use, or leave any College facility, in-service, or scheduled activity, or carry out their normal functions or duties.
- f. interference with academic freedom and freedom of speech of any member or guest at the College.

- g. actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions within the classroom or laboratory. This includes interfering with the academic mission of the College or individual classroom, or interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class or laboratory.
- h. acts that disrupt the College disciplinary process, including attempting to coerce or influence any person(s) in order to discourage their participation in any disciplinary proceeding.
- i. actions at College-sponsored events that disrupt, cause harm to others or negatively affect the campus community. Students are expected to govern their behavior and conduct themselves within the Student Code of Conduct at College-sponsored events.
- j. actions that violate set "quiet hours" in the residence halls, disrupting other residents in the building or on the floor.
- k. disrespecting a College Official (i.e. faculty, staff, administrators, etc.)

12. Drugs and Controlled Substances (See Article IX for more information)

- a. Possession, use, sale, or attempt to obtain any illegal drug and/or controlled substance, except as expressly permitted by law. The term "drugs" includes any other substance treated as such and defined by law.
- b. Possession or use of illegal drugs or prescription drugs without a prescription and misuse of over-the-counter medications and/or prescriptions which endangers oneself and/or others.
- c. Distribution, manufacture, delivery, sale, or possession of drugs or controlled substances, except as expressly permitted by law.
- d. Distribution, delivery, or sale of any substance believed to be a drug or controlled substance by either the "buyer" or "seller," which is not a drug or controlled substance.
- e. Possession or use of drug paraphernalia – any equipment, product, or material of any kind (which may contain evidence of any illegal drug and/or controlled substance) that is primarily intended or designed for use in planting, growing, harvesting, manufacturing, compounding, converting, concealing, producing, processing, preparing, selling, injecting, ingesting, inhaling, smoking, or otherwise introducing into the human body a controlled substance.
- f. Administration of an intoxicant without the consent or permission of another with the intent to impair the others' power to appraise or control his or her conduct or make informed decisions.

- g. Public intoxication.
- h. Distribution, possession or use of any kind of synthetic drug or material which results in mind altering or mood altering effects associated with the use of an illegal drug (i.e. getting high, etc.). These kinds of synthetic drugs include, but are not limited to, items such as: “Spice”, “K2”, “Salvia”, “Bath salts.”

13. Failure to Comply/Noncompliance

Noncompliance is established when one or more of the following occurs:

- a. Failure to comply with a lawful order of a College official (i.e., Campus Safety Officers, faculty, staff, administrators, residence hall staff, student employees, etc.) or non-College law enforcement official in the performance of his/her duty.
- b. Failure to provide identification when requested to do so by a College official, faculty, or staff member.
- c. Failure to comply with the final decision/sanctions rendered by a student conduct hearing and/or review body and/or the Coordinator of Student Conduct.
- d. Failure to comply with the request of a College student conduct hearing or review body to be a witness at a College conduct proceeding.
- e. Failure to meet with an authorized College official or staff member when directed to do so.
- f. **Failure to Respond to Notice**
 - a. Failure to make a timely response to any official request from a member of the faculty, administration, or staff.
 - 1) The College requires that each student maintain a current address on file. Official College correspondence mailed to that address will be deemed sufficient notice to the student. It is a student's responsibility to notify the College immediately of any change of address.
 - 2) The College provides each student with an e-mail address. This e-mail address will be used for official College notification. Students are expected to check their e-mail routinely. Official College correspondence e-mail to that address is deemed sufficient notice to the student.

14. Falsification/Fraud/False Testimony

- a. Knowingly making a false oral or written statement to any College board, committee, office, or member of the College faculty, administration, staff, or student body;
- b. Withholding information or providing misleading information to a College official or student conduct hearing or conduct board;
- c. Impersonation or misrepresentation such as acting on behalf of another person, group, or the College without authorization or prior consent;
- d. Providing a worthless check, money order, credit card, debit card or any other type of payment to the College or to a member of the College community;
- e. Any other acts of falsification, fraud, or testimony.

15. Fire Safety

- a. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
- b. Removing, damaging, interfering, or tampering with fire safety or other emergency warning equipment including smoke/heat detectors, sprinklers, extinguishers, fire alarms, fire hoses, and exit signs, etc. Items may not be hung from or block sprinklers or smoke detectors.
- c. Failure to evacuate a College building, facility, or residence hall in a timely manner when a fire alarm is sounded.
- d. Failure to evacuate a residence hall in the event of a power outage.
- e. Resident students are limited to 4 guests to a room at a time in addition to the students living there. This includes resident and non-resident guests. There should be no more than 6 people occupying any room at any time for any reason to ensure proper fire safety codes.
- f. Burning of any items within the residence halls (candles, incense, etc.).
- g. Smoking of any kind of items (cigarettes, cigars, pipes, hookahs or other smoking equipment) within a building(s) on College premises.
- h. Blocking an exit or preventing safe passage out of a building during an emergency (piling up furniture near fire exit doors, locking someone in their room, etc.).

16. Gambling

- a. Conducting or organizing any form of gambling with the intent to make a profit or personal gain or which harms or exploits any member of the College community.

17. Harassment

- a. Conduct (not of a sexual nature) that threatens, harms, or intimidates another person or group or creates an intimidating, hostile, or offensive campus, educational, or work environment for another person or group.
- b. Using technology to threaten, intimidate or slander another person or group. This includes cell phone usage such multiple calls, voicemails and/or text messages; and electronic media including but not limited to emails, IM's, Facebook, Twitter, MySpace, YouTube or any other form of electronic social media.
- c. Following another person in or about a public place or places;
- d. Engaging in a course of conduct or repeatedly committing acts that serve no legitimate purpose;
- e. Communicates to or about such other person any lewd, lascivious, threatening, or obscene words, language, drawings or caricatures;
- f. Communicates repeatedly in any anonymous manner;
- g. Communicates repeatedly at extremely inconvenient hours.

18. Hate Crimes

- a. Inflicting mental, emotional or physical distress upon a person through a course of conduct involving abuse or disparagement *specifically based* upon a person's race, religion, gender, gender identification, creed, sexual orientation, age, national origin or disability.

19. Hazing (See Article XI for more information)

- a. Hazing means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into an affiliation with an organization. Such actions shall include, but not be limited to, any brutality of physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; extreme mental stress, such as food or sleep deprivation, forced exclusion from social contact, performing personal chores

or errands, assigning or endorsing pranks (i.e. stealing, harassing other organizations, defacing property, etc.), any action or threatened action that would subject the individual to embarrassment, humiliation or mental distress, including the use of demeaning names, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

- b. Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person's initiation or admission into, or affiliation with, a student group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a violation of hazing to be upheld. The actions of either active or associate members (pledges) of an organization may be considered hazing.

20. Littering

- a. Dispersing litter in any form on College premises or facilities. This includes, but is not limited to cigarette butts, tickets issued by Campus Safety, flyers, cans, bottles, etc.

21. Mass Threats: Firearms/Weapons/Explosives

- a. Possession, use, and/or storage of any weapon, which is any object that can be used to inflict a wound or cause injury. This includes, but is not limited to, possession and/or use of firearms, ammunition, knives, swords, nunchucks, stun guns, BB/pellet guns, paintball/air guns, look-alike weapons, or explosives, such as fireworks, unsecured compressed air cylinders, or dangerous chemicals, except as authorized for use in class, in connection with College-sponsored research, or in another approved activity;
 - 1) Approval must be granted by the faculty member or other College official requiring the use of any of the aforementioned items in a written format, and must be with the items and/or keeper of the items at all times. The Director of Campus Safety should be informed by the faculty member or other College official if any kind of weapon is approved to be on campus. If the student is a resident student, the Office of Residence Life should also be informed.
- b. Knowingly manufacturing, selling, purchasing, transporting, or causing another to transport, possessing or using a facsimile or replica bomb or weapon with the intent to do any of the following:
 - 1) terrifying, intimidating, threatening, or harassing an individual or group;
 - 2) causing alarm or reaction on the part of any of the following:
 - a) public or volunteer organization that deals with emergencies involving danger to life or property;
 - b) law enforcement organization;

c) placing or setting a bomb or causing the placement or setting of a bomb.

c. Possession, distribution or intent to distribute date rape drugs.

1) Date rape drugs are defined as any substance put into the food or drink by a person with the intent to diminish, or which are likely to diminish another person's mental or physical capacity, alertness, and/or level of consciousness.

22. Misuse of Materials

a. Unauthorized reading, removing, duplicating, photographing, and/or forging, counterfeiting, altering, or misusing College material, files, documents, or records, computer records, software, data files, and similar entities owned or maintained by any member of the faculty, administration, staff, or student body.

23. Misuse of Identification

a. The use of falsified identification documents or of another's identification card/document, including the use of another's computer account/password or telephone PIN number.

24. Misuse of Keys

a. Unauthorized possession, transfer, or use of any key or key type device such as swipe cards to gain access to any College facility or property.

b. Unauthorized duplication of any key or key type device such as swipe cards.

25. Obscene/Lewd Conduct

a. Any conduct that would be considered lewd or indecent by a reasonable person in any public place or in any place where there are present other persons under circumstances which he or she knows that this conduct is likely to offend, affront, or alarm. Examples include, but are not limited to, public urination/defecation, public exposure of private body parts, public indecency, public sexual intercourse, and public masturbation.

26. Off-Campus Conduct (apartments, non-campus housing)

- a. Off-campus conduct that is disorderly and disrupts others in the surrounding community due to loud noise, large groups of people or damages to non-College property.
- b. Hosting an off-campus event with alcohol in the presence of minors or those under the legal drinking age.

27. Privacy

- a. Failure to respect the right to privacy of any member of the College community, including but not limited to, accessing another's computer files and/or e-mail, prying observation, or voyeurism.

28. Promotions/Posting

- a. Solicitation (i.e., passing or handing out flyers/promotional material, etc.), use of chalk or powder like substance on the sidewalks, use /posting of signs on campus, including the residence halls, any College facility, or any public area without prior approval from the appropriate College official.

29. Residence Hall Visitation

- a. Failure to sign-in or sign-out a visitor(s) to the residence halls and not adhere to the Residence Life visitation policy.
- b. Failure to adhere to the Residence Life visitation policy by allowing a guest to stay over the amount of time allotted for visitation.

30. Rollerblades/Skates/Bicycles

- a. The use or operation of rollerblades, skates, skateboards, bicycles, mopeds, etc. inside of College facilities (i.e., libraries, classrooms, hallways, campus center, etc.) including the hallways, balconies, courtyards, lounges, and lobbies of residence halls;
- b. Skateboarding, in-line skating, and bicycling on College premises in a manner that cuts, grinds, or that may deface the edges of steps or other property;
- c. Unsafe operation of bicycles or non-compliance with state or local regulations governing the use of bicycles;
- d. Use or operation of skateboards, rollerblades, bicycles, etc. in a manner that impedes the flow of pedestrian or vehicular traffic.

31. Sexual Misconduct (See Article XII for more information)

- a. ***Sexual Assault:*** Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- b. ***Non-Consensual Sexual Contact:*** Having or attempting to have non-consensual, non-accidental contact of a sexual nature with another person. Sexual contact can include, but is not limited to, touching or kissing another individual.
- c. ***Sexual Coercion:*** The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.
- d. ***Sexual Exploitation:*** An act or acts attempted or committed by a person for sexual gratification, financial gain, advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, 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 transmittable infection or virus without his or her knowledge.
- e. ***Stalking:*** A course (more than once) of non-consensual conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury in that person, or in a third party, such as a roommate or friend. The feared harm or injury may be physical, emotional, or psychological to personal safety, to property, to education, or to employment. Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly conveying oral or written threats, extorting money or valuables, implicitly threatening physical conduct, or any combination of these behaviors directed at or toward a person.
- f. ***Cyber-Stalking:*** A particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Some examples of cyber-stalking include, but are not limited to,

unwelcomed/unsolicited emails, instant messages, and messages on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, co-workers, or sending/posting unwelcomed and unsolicited messages with another username.

- g. ***Harassing Conduct:*** Intentionally targeting an individual or group with conduct that (1) is unrelated to any legitimate purpose, (2) could reasonably be regarded as so severe, persistent, or pervasive as to interfere with or limit the victim's ability to participate in or benefit from the experience of being a student at Keystone College, and (3) is related to the targeted individual or group's sex, sexual orientation, or gender presentation. Harassing conduct may occur in a single egregious instance or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sexual orientation, or gender presentation, even if those acts do not involve conduct of a sexual nature, as prohibited by Title IX.
- h. ***Domestic Violence:*** A pattern of abusive or violent behavior in any intimate relationship (marriage, cohabitation, dating or within the family) that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can happen to anyone regardless of race, color, ethnicity, national origin, religion, age, disability sexual orientation, gender or gender identification. Domestic violence can take many forms including, but not limited to, physical aggression, physical abuse, sexual abuse, emotional, economic, and psychological abuse.
- i. ***Dating Violence:*** A pattern of abusive or coercive behaviors used to maintain power and control over a former or current intimate partner. Dating violence can happen to anyone regardless of race, color, ethnicity, national origin, religion, age, disability sexual orientation, gender or gender identification. Dating violence can take many forms including, but not limited to, sexual abuse, threats, physical violence, verbal, mental, or emotional abuse / blackmail, social sabotage, psychological manipulation and stalking.

32. Terrorist Threats

Terrorist threats mean the communication, either directly or indirectly, of a threat to commit any crime of violence with intent to terrorize another, cause evacuation of a building, place of assembly, facility, or College transportation; otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience;

- a. Threat to use weapons of mass destruction:
 - 1) reporting false presence of an explosive or incendiary device.
 - 2) threatening by any means the placement or setting of a weapon of mass destruction.

- 3) a separate violation shall occur for each report or threat to place or set a weapon of mass destruction.

33. Theft/Attempted Theft/Unauthorized Use of Property

- a. The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the College or any person on or off campus;
- b. The attempted taking, misappropriation or possession of any real, personal, or intellectual property owned or maintained by the College or any person on or off campus;
- c. Removal and use of College property from its designated place. (e.g. removal of lounge furniture to a student's room; items such as cups, napkin holders and silverware being used outside of dining service facilities).

34. Threats of Violence

- a. An intentional verbal or written threat or act to do violence to another person, and doing some act which creates a well-founded fear that such violence is imminent.

35. Tobacco Use/Smoking (See Article X for more information)

Tobacco, whether smoked or smokeless/chew, can only be used in designated areas located around the campus. This includes the burning of any type of cigar, cigarette, pipe, chewing tobacco or other products.

- a. Any items used for smoking tobacco: pipes, hookahs, and other smoking equipment, whether filled with tobacco or any other material are not permitted on campus property.
- b. The use of electronic cigarettes in any campus building or residence hall is not permitted.

36. Trespassing

- a. Presence on campus or in the residence halls during a period of separation (e.g.) suspension.
- b. Presence on campus after being ordered to leave by an authorized College official.
- c. Staying in the residence halls when the residence halls are closed and/or the College is closed without permission from the Office of Residence Life.

37. Unauthorized Entry/Unauthorized Use

- a. Attempted or completed entry into or use of College facilities or property without authorization;
- b. Attempted or completed entry into the property of another, to include a room, house, building, business, or privately owned residence or vehicle without authorization;
- c. Unauthorized use of College property or equipment.
- d. Unauthorized entry into a residence hall(s) during an emergency or when the building(s) have been evacuated due to a power outage or fire emergency.

38. Vandalism

- a. The intentional damage, destruction, or defacing of property of the College or a member of the College community;
- b. The intentional attempted damage, destruction, or defacing of property of the College or a member of the College community;
- c. “Trashing” of public areas.

39. Violation of local, state or federal law.

ARTICLE V

STUDENT RIGHTS

A. Respondent Student’s rights

The respondent student has the right to:

1. Clear and complete notice of the Student Conduct Code violation and the allegations upon which the violation is based.
2. An opportunity to review pertinent information in her/his student conduct file prior to a hearing, including incident report(s), complaint(s), witness statements, and alleged violations.
3. An opportunity to present relevant evidence and information on her/his behalf, including presenting witnesses. Witnesses must be able to speak to the incident in question only; character witnesses or witnesses to other incidents outside the specific incident in question will not be allowed to testify at a hearing.

4. Cross examine witnesses as circumstances permit. Appropriate witnesses may be called by the College to all formal hearings. Those witnesses who appear may be cross-examined by the respondent student. Student witnesses called by a hearing body who fail to appear at the hearing shall be sanctioned with non-compliance as a violation of the Student Code of Conduct.
5. Not provide self-incriminating testimony. Choosing not to do so does not constitute an admission of responsibility.
6. Notification of the decision of the hearing in writing. All hearing decisions will be communicated in writing, which may include e-mail, to the respondent student and will include the hearing decision, sanctions imposed (if applicable), and the right to appeal.
7. Appeal the decision, in writing, within five (5) calendar days of the receipt of the hearing decision.

B. Complainant or Victim's rights

- A. Victims' rights apply to violations of the Student Code of Conduct involving acts of physical violence.
- B. The victim has the right to:
 - Be present throughout the entire hearing or provide witness at an appointed time to be determined by the Coordinator of Student Conduct.
 - Testify in limited privacy, to be determined by the Coordinator of Student Conduct, as long as the process does not compromise the respondent student's right to confront and question witnesses.
 - Have an advisor of the victim's choice accompany her/him when presenting information to the hearing body and at any other relevant meetings held throughout the student conduct process.
 - Submit questions to the Coordinator of Student Conduct who will then consider posing those questions to the respondent student.
 - Submit a victim impact statement to the hearing body. This information will be used only in the sanctioning phase of deliberations, if the respondent student is found responsible for the alleged violation(s).
 - To have unrelated past behavior excluded from the hearing. The Coordinator of Student Conduct will decide if such information is unrelated.
 - To be notified of the student conduct hearing outcome and appeals outcome.
 - To appeal the hearing decision on the basis outlined in Victim's Appellate Process.

ARTICLE VI

STUDENT CONDUCT POLICIES AND PROCEDURES

The student conduct process is designed to protect the educational mission and ensure the personal safety and security of all members of the College community. The conduct policies and procedures of the College are intended to guarantee the fair and just treatment of the student and College community. The following policies and procedures have been established to preserve the academic integrity of the College community, while also providing a process that provides opportunities for students to respond to allegations that the policy has been violated.

A. Initiation and Investigation of Violations of the Student Code of Conduct

1. Initiation of Process

- a) Person(s) witnessing or experiencing (complainants) what they believe to be a possible Student Code of Conduct violation should provide an authorized College official with the information.
 - 1) Information and/or complaints about possible Code violations occurring in the residence halls should be provided to the Resident Assistant (RA), Senior Resident Assistant (SRA) or the Area Coordinator (AC).
 - 2) Information and/or complaints about possible non-residence hall related Code violations should be provided to the Coordinator of Student Conduct, the Dean of Student Life or the Department of Campus Safety after normal business hours or weekends.
 - 3) Information and/or complaints regarding academic misconduct should be referred to the Vice President and Dean of Academic Affairs who will forward the appropriate information to the Coordinator of Student Conduct.
 - 4) In cases where the alleged activity may involve a violation of criminal law in addition to a violation of the Code, information and/or complaints should be provided to Campus Safety or other appropriate law enforcement agency.
- b) The College will review all information and/or complaints received and may conduct a preliminary investigation of the alleged violation. Any alleged violations should be submitted as soon as possible after the event takes place, but must be filed within six (6) months.

2. Investigation

- a) The Department of Campus Safety or other appropriate law enforcement agency shall have primary responsibility for the investigation of acts that

involve suspected violation of federal, state, and local laws or applicable College policies.

- b) Designated Student Conduct Officers are authorized to investigate alleged violations that occur on-campus in the residence halls other than those involving academic misconduct.
- c) During the investigation, the student allegedly involved in the misconduct may be sent a letter or an email describing the alleged violation, requiring the student to make an appointment to discuss the matter, and specifying a date by which the appointment must be made. Any person believed to have information relevant to an investigation may also be contacted and requested to make an appointment to discuss the matter. Failure to comply with such a request to make and keep such an appointment may result in a disciplinary hold being placed on a student's registration and records and/or the initiation of sanctions for student conduct procedure abuse.
- d) The Coordinator of Student Conduct, in consultation with the Dean of Student Life, may conduct an investigation to determine if the alleged violation has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Coordinator of Student Conduct. Such disposition shall be final and there shall be no subsequent proceedings. If the alleged violation cannot be disposed of by mutual consent, the Coordinator of Student Conduct may later serve in the same matter as the conduct body or a member thereof.
- e) Upon completion of an investigation, the investigator, in consultation with the Dean of Student Life and the Coordinator of Student Conduct, will decide upon an appropriate course of action. Actions may include, but is not limited to: taking no further action, deferring further action with or without conditions, or initiating sanctions with the Coordinator of Student Conduct or the All-College Student Conduct Board.

B. Mediation

All cases processed through the Office of Student Conduct are not required to go through formal hearings or informal resolution meetings. Mediation is a learning process which entails understanding and respecting the rights of others. It is an informal and confidential process to resolve minor conflicts, disputes, or disagreements without going through formal conduct proceedings.

Mediation cases may not be identified or filed as a conduct case. Mediation records will be maintained in a file and database separate from conduct files, and will not be recorded or reported as part of a student's record. All mediation files are confidential and will not be released without written consent, except in cases where the conduct or behavior is a repeat offense. In repeat cases, this information is only released to the hearing officer or committee conducting a formal hearing, and only used if found responsible for a violation of the Student Code of Conduct.

Alleged violations of the Student Code of Conduct which the College believes to be serious in nature are not subject to the mediation process. Such serious violations can include, but are not limited to: sexual misconduct, endangerment, physical assault, hazing, harassment, illegal drugs, alcohol, weapons, or certain violations of local, state, and federal laws.

Mediation files are expunged after a student graduates or after four (4) years after the date of the incident, whichever comes first. A request to have a mediation file expunged prior to this time must be sent in writing. The other person(s) involved in the case must agree, through signed consent, to the expungement of the file. The Dean of Student Life reserves the right to deny any request for the expungement of a file prior to graduation or the 4-year time frame.

C. Informal and Formal Meetings

The Coordinator of Student Conduct will review all information presented and determine whether the violation of student conduct will be handled in one of three ways: an informal resolution meeting with a Student Life staff member, formal meeting with the Coordinator of Student Conduct or assigned to an All-College Student Conduct Board hearing.

Each student is expected to attend all meetings and hearings. If a student fails to attend a meeting or hearing, it will proceed without the student's participation. The outcome will be based on the information available at that time.

1. Informal Resolution Meeting (IRM):

- a. Informal Resolution Meetings are an informal way for a student to resolve behavioral or academic misconduct issues with the College. These meetings will be with a Student Life staff member such as an Area Coordinator, Senior Resident Assistant, Director of Commuter Living, etc.
- b. IRM's will be completed within one week of the alleged violation.
- c. There will not be a verbatim record of the IRM.
- d. Written decisions (including findings of fact) will serve as the official records of informal hearings and will be sent to the student within ten (10) calendar days of the conclusion of the IRM. Documentation should also be sent to the Coordinator of Student Conduct to be placed in the student's file.
- e. All IRM decisions and sanctions shall be reviewed by the Coordinator of Student Conduct.
- f. All IRM decisions and sanctions shall be final.

2. Formal Meeting with Coordinator of Student Conduct:

- a. The formal meeting with the Coordinator of Student Conduct will not follow any particular set of procedures. At a minimum, the respondent(s) is apprised of the nature of the alleged violation(s) and the evidence and witnesses from the alleged violation(s). The respondent student has an opportunity to refute or explain the evidence, offer additional evidence and present witnesses on behalf of the respondent. The student is expected to participate in the meeting.
- b. Upon receiving and reviewing all of the information and evidence, the respondent student can either admit or deny responsibility for the alleged violation(s).
- c. If the respondent student admits responsibility, sanctions may be assigned by the Coordinator of Student Conduct to the respondent student to complete.
- d. If the respondent student denies responsibility, the Coordinator of Student Conduct will decide if an All-College Student Conduct Board needs to be convened to hear the details of the alleged violation(s) or if the violation(s) should be dropped against the student.
- e. The Coordinator of Student Conduct has the option to convene an All-College Student Conduct Board in place of a formal meeting depending upon the severity of alleged violation(s).
- f. If the respondent student is assigned sanctions by the Coordinator of Student Conduct and feels that the sanctions are unfair, the student can appeal the decision and sanctions assigned. All appeals must be presented in writing to the Dean of Student Life.

D. Student Conduct Board Hearing Overview

1. Hearings shall be conducted by the All-College Student Conduct Board on a case-by-case basis at the discretion of the Coordinator of Student Conduct. Hearings shall be held according to the following guidelines, upon conclusion of which a decision will be tendered to the Coordinator of Student Conduct.
 - a. The hearing shall be held at least four (4) calendar days after notice is received by the respondent student and complainant.
 - b. The hearing shall be conducted in private, with only the participants present.
 - c. The Student Conduct Board hearing is conducted by an impartial body composed of at least one student, one staff, and one faculty member.
 - d. In hearings involving more than one student, they shall be held separately. A joint hearing may be held upon waiver of this provision.

- e. The complainant and the respondent student have the right to be assisted by an advisor. The complainant and/or the respondent student are responsible for presenting his or her own information regarding the alleged violation and, therefore, advisor(s) are not permitted to speak or to participate directly in any hearing before the All-College Student Conduct Board. If a joint hearing is offered for more than one student, only one advisor can be selected to represent all of the students for either the respondent or complainant side.
 - f. The complainant and the respondent student shall have the privilege of presenting witnesses subject to the right of cross examination by the All-College Student Conduct Board and/or the Coordinator of Student Conduct.
 - g. The hearing body shall call appropriate witnesses to provide information in support of the alleged violation(s) if needed.
 - h. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the All-College Student Conduct Board and/or the Coordinator of Student Conduct.
 - i. All procedural questions are subject to the final decision of the Coordinator of Student Conduct of the All-College Student Conduct Board.
 - j. After the hearing, the All-College Student Conduct Board shall determine by majority vote whether the student has violated each section of the code that the student is alleged with violating.
 - k. The All-College Student Conduct Board's determination shall be made on the basis of preponderance of evidence, which is defined as being more likely than not that the respondent student has violated the code.
 - l. There shall be a single verbatim record, such as a digital recording, of all hearings before the All-College Student Conduct Board. The record shall be the property of the College.
2. If a student conduct hearing is scheduled, the respondent student shall be informed of the alleged violation(s), the date(s), time(s), and location(s) of the alleged violation(s), and a summary of the action which led to the alleged violation(s). Notification of the alleged violations against the respondent student shall also include, but not be limited to, the following information:
- a. The date, time, and location of the hearing.
 - b. The members of the All-College Student Conduct Board.
 - c. Information regarding student rights afforded the student prior to and during the hearing.
3. A student will be given a minimum of four calendar days' notice prior to appearing before the All-College Student Conduct Board.

4. The respondent student and complainant may select an advisor to advise him/her at the conduct hearing. The advisor may consult and interact privately with the respondent student or complainant during conduct proceedings. The advisor is not permitted, however, to represent the respondent student or complainant.
5. The respondent student may waive in writing his/her right to a hearing and accept one or more sanctions as determined by the Coordinator of Student Conduct; however, the Coordinator of Student Conduct may refuse to honor the waiver and require a hearing. **The sanction(s) will reflect the severity of the current alleged violations(s) against the student, as well as any previous disciplinary record.** A student who waives his/her right to a hearing forfeits any right to appeal the sanction(s) as determined by the Coordinator of Student Conduct.
6. Students who are considered an immediate or substantial threat to themselves, others, and/or property **may** be issued an interim suspension by the Dean of Student Life.

E. Student Conduct Board Procedures

1. Presentation of Evidence – The following order of presentation will be followed in formal hearings:
 - a. Opening statement by Coordinator of Student Conduct. This must include presentation of alleged violation(s).
 - b. Statement of complaint by complainant or Coordinator of Student Conduct.
 - c. Presentation of witnesses and/or evidence supporting the alleged violations(s), including questions directed to the witnesses.
 - d. Statement of the respondent student.
 - e. Presentation of witnesses and/or evidence by the respondent student, including questions directed to the witnesses and follow-up questions directed to the respondent student.
 - f. Closing statement by complainant.
 - g. Closing statement by respondent student.
 - h. The Coordinator of Student Conduct brings hearing to closure.
 - i. The Coordinator of Student Conduct shall have the final decision on what evidence may be presented and the tone of the questioning, and may place limits on length of testimony at any time.
2. Deliberation
 - a. The All-College Student Conduct Board shall decide in closed deliberations if a preponderance of the evidence exists that the respondent student violated the stated provision(s) of the Student of Code of Conduct.
 - b. Deliberation is not part of the hearing; no verbatim record will be kept.
 - c. The hearing body's determination of "in violation" or "not in violation" shall be based solely on the information presented at the hearing using the standard of "preponderance of evidence."

- d. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations.
 - e. A formal decision email and letter will be sent to the student within ten (10) calendar days of the conclusion of the hearing body's deliberation.
3. Sexual Misconduct (See Article XII for conduct board procedures)

F. Violation of Law and College Discipline

If a student is charged with an off-campus violation of federal, state, or local laws, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community.

1. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.
2. When a student is charged by local, state, or federal authorities with a violation of law, code, or ordinance, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the student code, however, the College may advise off-campus authorities of the existence of the student code and of how such matters will be handled internally. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and with the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

G. Sanctions

Any of the following sanctions may be imposed on a student, a group of students, or a student organization. Violations of the Student Code of Conduct may result in one or more of the following sanctions:

1. Warning - A notice in writing to the student that the student is violating or has violated the Student Code of Conduct or other College policies or regulations.
2. Probation – Probation is for a designated period of time and includes the deferment of more severe disciplinary sanctions. If the student is found to be violating any College policies or regulations during the probationary period, more severe disciplinary sanctions will be automatically applied by the Coordinator of Student Conduct.
3. Loss of Privilege – Denial of specified privileges for a designated period of time.
4. Restitution – Full payment for the cost of material(s) and labor for repair or replacement of damaged, destroyed, stolen property, etc.

5. Fines – Monetary sanction for violations.
6. Educational Sanction – An assignment such as a public presentation and/or researched paper on a designated topic.
7. Formal Apology - A written and/or verbal expression of one’s regret, remorse or sorrow for having insulted, failed, or injured or wronged another.
8. Behavioral Contract – A document signed by the respondent student or others involved in a particular incident or situation which outlines certain restrictions or requirements which must be followed over a designated period of time.
 1. Community Service – A specified number of service hours performed by the student.
 2. Social Suspension – A separation of the student from all non-academic activities and functions for a specified period of time.
 3. Social Expulsion – The permanent separation of the student from all non-academic activities and functions.
 4. Residence Hall Warning – A notice in writing that a student will lose housing privileges and be suspended from the residence halls if the student is found in violation of another major violation of the Student Code of Conduct.
 5. Residence Hall Suspension – Separation of the student from any of the residence halls and immediate vicinity of any of the residence halls for a definite period of time, after which the student is eligible to return. Residence hall suspension prohibits visitation within the residence halls. Students placed on residence hall suspension are not eligible for any housing refunds and are responsible for paying any outstanding charges during this time.
 6. Interim Suspension – The temporary separation of the student from the residence halls and/or premises including classes, prior to the hearing of the student conduct body. Students placed on interim suspension are not eligible for any housing refunds and are responsible for paying any outstanding charges during this time. (See Article VI, Section H)
 7. Residence Hall Expulsion – The permanent separation of the student from the residence halls and in the immediate vicinity of any College residence hall. Residence hall expulsion results in permanent revocation of visitation rights. Students placed on residence hall expulsion are not eligible for any housing refunds and are responsible for paying any outstanding charges during this time.

8. College Suspension – The separation of the student from the entire College and all College premises for a specified period of time or until certain conditions are met as specified by the College. College suspension shall result in administrative withdrawal from courses and immediate removal from the residence halls, pending appeal. Students who are suspended are not eligible for any housing refunds and are responsible for paying any outstanding charges during this time.
 9. College Expulsion – The permanent separation of the student from the entire College and all College premises. College expulsion shall result in administrative withdrawal from courses and immediate removal from the residence halls, pending appeal. Students who are expelled are not eligible for any housing refunds and are responsible for paying any outstanding charges during this time.
 10. Lowering of Grade or Failing Grade – a reduction of a grade for a paper, assignment, quiz, exam, project, etc., or a reduction of the grade for a particular course.
 11. Any other type of sanction(s) at the discretion of the Coordinator of Student Conduct.
9. Proof of sanction(s) completion must be provided to the Coordinator of Student Conduct by the specified deadline date given to the student at the end of their informal/formal meeting or following the All-College Student Conduct Board hearing. It is the responsibility of the respondent student to ensure that proof of completion is provided by the specified date. **Failure of the respondent student to provide proof by the specified date will result in a violation of noncompliance and lead to further sanctions and fines as described in Section J.**

NOTE: Disciplinary sanctions shall not be recorded in the student's permanent transcript, but shall become part of the student's confidential educational record.

Upon graduation, a student may petition the Dean of Student Life to have disciplinary actions *other than* residence hall expulsion, College suspension, or College expulsions expunged from the student's educational record.

H. Interim Suspension

1. Interim suspension shall be imposed:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. to prevent disruption or interference of the normal operation of the College where a student poses a specific identifiable threat.
2. During the interim suspension, students shall be denied access to:
 - a. Residence halls

- b. College premises (including classes)
- c. College activities
- d. Privileges for which the student might otherwise be eligible

3. Grounds for Interim Suspension

- a. In situations where the Dean of Student Life has reasonable cause to believe a student presents an immediate threat or danger to the health, safety, or general welfare of the campus community, an interim (temporary) suspension shall be imposed. Immediate threats or dangers may include, but are not limited to, sexual assault, physical assault, hazing, possession of a firearm or explosives, or serious drug violations.
 - b. Interim suspensions shall be imposed immediately upon determination that a student poses an immediate threat or danger to the health, safety, or general welfare of the campus community.
4. A student under interim suspension shall not be allowed on campus except with the permission of the Dean of Student Life or the Coordinator of Student Conduct.
 5. The respondent student will be provided information regarding his/her student rights and procedures used in a student conduct hearing.
 6. Notice of a formal hearing including date, time, and location will be sent at least four (4) calendar days prior to the hearing. If the respondent student fails to appear at the scheduled hearing, the hearing will be held in the student's absence.
 7. The respondent student will be provided with the names of the hearing body members prior to the scheduled hearing, except in cases involving emergency hearing body appointments. The respondent student has the right to challenge the inclusion of any member at least 24 hours prior to the scheduled hearing. The challenge must be in writing and be based on cause that clearly provides evidence of a conflict of interest, bias, pressure, or influence that could preclude a fair and impartial hearing. The Coordinator of Student Conduct will rule on all such challenges and his/her decision is final.
 8. Notification of the hearing decision will be made in writing within ten (10) calendar days from the date of the decision.
 9. The appellate process is the same as outlined in the section on the Appeal Process.
 10. Student organizations shall be suspended by the Dean of Student Life (or designee) in circumstances involving actions related to that group that may affect the health, safety, or general welfare of its members or the College community. This includes, but is not limited to, sexual misconduct, physical assault, hazing, possession of a firearm or explosives, or serious drug violations. The affected group has the right to a review with the appropriate hearing body as previously described.

I. Appeal Process

1. Appeal Requests:

- a. Decisions of the All-College Student Conduct Board or by the Coordinator of Student Conduct may be appealed to the Dean of Student Life within five (5) business days, as described immediately below;
- b. Appeals must be in writing and must state the reasons for why an appeal should be considered. A written request must be submitted by the student to the Dean of Student Life within five (5) business days of the receipt of the hearing decision.
 - a) The written request must state the reason(s) for appeal and the supporting facts.
- c. Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal.
- d. Appeal considerations are limited to:
 - a) Errors involving violations of the respondent student's rights that substantially affected the outcome of the initial hearing. Appeals based on this consideration will be "limited solely" to a review of the record of the first-level hearing.
 - b) New evidence that was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.
 - c) The severity of the sanction is disproportionate to the nature of the offense.
- e. **If a first-level disciplinary action is not appealed, that decision becomes final.**

2. Appeal Review:

- a. The Dean of Student Life will review the written appeal, recording (if applicable), and documentation from the original hearing or meeting and determine if there is a basis for appeal.
- b. If the Dean of Student Life determines there is no basis for appeal, the Dean of Student Life will notify the Coordinator of Student Conduct of his/her decisions. A written decision will be sent to the student stating appeal denial and basis for the denial.
- c. If an appeal is granted, the Dean of Student Life will send the Coordinator of Student Conduct the decisions and/or changes to the sanction(s).

3. Appeal Decisions:

- a. The Dean of Student Life may uphold the first-level decision.
- b. The Dean of Student Life may modify any sanction(s).
- c. The decisions made regarding the appeal will be sent in writing to the student within ten (10) calendar days of an appeal review, unless notification is given that additional time is necessary for consideration of the record on appeal.
- d. Decisions of the Dean of Student Life are final.**
- e. Except in the case of an interim suspension, all sanctions are placed on hold during the appeal process.

4. Appellate Panel:

- 1) This option can only be used in cases of sexual misconduct when an All-College Student Conduct Board had been convened. Please see Article VII: Student Sexual Misconduct Policy, Item number VIII: Appeal Process for more information regarding this process.*

J. Non-Compliance:

- 1. Students who fail to comply with final decisions or sanctions of a conduct body and/or the Coordinator of Student Conduct will result in the following penalties:
 - a. The Coordinator of Student Conduct will attempt to contact the student via email or letter to find out what is going on or set up another meeting to discuss the past due sanctions and establish a new timeline. If the student does not respond to any communications or if no progress on the past due sanctions is made within five (5) business days after the original deadline, the student will be found in violation of Failure to Comply / Non-compliance.
- 2. Once the student is found in violation of Failure to Comply / Non-compliance, additional sanctions and fines will be added to the past due sanctions at the discretion of the Coordinator of Student Conduct.
 - a. The student remains responsible for the completion of all original sanctions regardless of the additional sanctions or fines imposed.
 - b. Non-compliance with final decisions or sanctions of a conduct body or the Coordinator of Student Conduct result in automatic penalties and will not be scheduled for further conduct hearings on this issue.

ARTICLE VII

STUDENT ALCOHOL POLICY

Students, faculty, staff, and contractors are hereby advised that Keystone College, as a recipient of federal funds, supports and complies with the provisions of the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol by employees or students on the College campus are prohibited and violations of this policy will result in appropriate disciplinary action.

Keystone College has a zero tolerance for alcohol policy violations. A student's presence where any aspect of the alcohol policy is being violated, even if he/she is not directly involved in the specific act constitutes a violation of the Alcohol Policy. A student who actively, or passively, supports another's violation of College policy is in violation of their duty to uphold community standards, including the Student Code of Conduct.

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the abuse, irresponsible use, and/or illegal use of alcohol. Therefore, all members of the campus community are expected to understand that alcohol use is inconsistent with the mission of the College. All students are expected to abide by local, state and federal laws along with the Student Alcohol Policy of Keystone College.

All alleged violations of the Student Alcohol Policy shall be referred to a formal meeting with the Coordinator of Student Conduct or to an All-College Student Conduct Board hearing. Violations of this policy are cumulative in nature. **If a student is found to be in violation of the Student Alcohol Policy, minimum sanctions may include, but are not limited to:**

Violation Type	Recommended Sanctions
Alcohol/Drug Violations (1st Violation)	<ul style="list-style-type: none">○ BASICS Session(s) with the Keystone Counseling Center○ Reflection Paper○ Community Service○ Written Warning
Alcohol/Drug Violations (2nd Violation)	<ul style="list-style-type: none">○ BASICS Session(s) with the Keystone Counseling Center○ 10-15 Community Service 3-5 page○ Educational Paper○ Parental Notification○ Disciplinary Probation
Alcohol/Drug Violations (3rd Violation)	<ul style="list-style-type: none">○ 3rd Drug/Alcohol Violations will be referred to a Student Conduct Board.○ Suspension/Expulsion from the Residence Halls

	or from the College may be considered
Alcohol-Complicity ONLY	<ul style="list-style-type: none"> ○ Reflection Paper ○ Possible meeting with College Counselor

Please note that all sanctions must be completed within thirty (30) calendar days or a violation of noncompliance will be filed.

Open Canister

Keystone College does not permit the use of open or empty alcoholic beverage canisters for any reason (decorative or otherwise) on campus. Anyone found in violation of this policy will be sanctioned under the College’s alcohol policy. This includes all cans, bottles, shot glasses and other drinking paraphernalia.

Suspicion of Alcohol

If a College Official smells alcohol emanating from a student’s person, any residence hall room, or any other location on the College campus, or finds empty alcohol containers, the student will be found in violation of the Alcohol Policy. This also provides the College with sufficient probable cause to search the student’s room (or area involved) for alcohol.

Off Campus Gatherings / Parties

Keystone College recognizes that students above the legal drinking age of 21 are allowed to responsibly obtain, consume and possess alcohol in off-campus properties not associated or leased by the College. In cases where students are cited and/or arrested by local law enforcement for furnishing, providing, or selling alcohol to minors, the student will be immediately placed on disciplinary probation and social probation until a formal meeting or student conduct board hearing can be held. Any students found responsible for furnishing, providing or selling alcohol to minors will be immediately suspended for at least one (1) semester.

Exceptions

Keystone College is a dry campus, with the following exceptions:

- 1) Any event sponsored by the President of the College.
- 2) Events hosted by a campus organization or department including but not limited to Keystone Alumni Association and Keystone Art Society, and events catered by Sodexo, including but not limited to weddings, private parties, conferences, and business meetings.

21 and Over Living Policy

Students requesting to live in this community must be 21 years of age or older at the start of the fall semester for the academic year. Any student living at this location must have a vehicle registered on campus at time of application or must show proof of vehicle registration. All students in this community must attend a presentation by the Dean of Student Life or his designee during the first week of the fall semester. Also, all students residing in this community must conduct one (1) educational presentation per semester, utilizing the RA’s as resources in the building.

- A. Only one (1) 750ml bottle of liquor, or one (1) 750ml bottle of wine, or one (1) six-pack of beer per resident is permitted in each room at any given time.

- a. Drinks are permitted to be consumed in clear containers only; no red solo cups, shot glasses, or beer bong/ balls.
- B. Alcoholic beverages are only allowed in the 21 and over community. There will be zero tolerance of any alcohol consumption outside of this community.
- C. Students may not display or consume alcohol in outside areas surrounding the determined location. This includes, but is not limited to: porches, lawns, sidewalks, vehicles and parking areas.
- D. Each resident is permitted only two (2) guests at a time.
 - a. A guest is described as anyone that does not reside at the location.
 - b. No guest under the age of 21 is permitted after 10:00pm without approval from the Office of Residence Life.
 - c. All guests must be signed in with a representative of Residence Life (Resident Assistant or Senior Resident Assistant of the Townhouse community)
- E. No more than six individuals in a room at a time.
- F. For socializing at a student's place of residence, that involves up to six (6) individuals including the occupants, the following regulations apply:
 - a. Under-age residents must not be present when alcohol is present.
 - b. Invited guests must also adhere to the ratios in section A.
 - c. Beverages must be in individual servings (no kegs, pitchers, punch bowls, etc.).
- G. If there is any indication that alcohol is being misused by one or more persons at the location, it will be viewed as irresponsible use. Ultimately, evidence of a policy violation will be based on the quantity of alcohol present, as well as the activity (or intended activity) occurring at that time.
- H. An accumulation of alcohol beverage containers is prohibited, and will be viewed as evidence of a large quantity of alcohol not indicative of responsible personal consumption. Empty containers must be recycled or disposed of on a regular basis and keepsake containers are not allowed.
- I. A bar is prohibited, since the possession of alcohol is restricted to personal consumption in moderation. Alcoholic beverages should either be refrigerated or stored in the students' Microfridge.
- J. Drinking games are strictly prohibited.
- K. The Office of Residence Life and the Office of Campus Safety reserve the right to conduct compliance searches at any given time.
- L. Any student that is visibly intoxicated may be found in violation of the policy.
- M. Alcohol poisoning is a serious problem; should any student show signs of alcohol poisoning, the proper authorities must be contacted immediately.
- N. Courtesy hour noise levels must be adhered to at all times.
- O. Students must not operate a vehicle while intoxicated.
 - a. Intoxication and impairment begins with the first drink.
- P. Social gatherings in the common areas must be applied for and approved by the Office of Residence Life no less than one (1) week in advance.
 - a. Application must include a list of guests and verification of age.
 - b. Any gathering that has not followed the appropriate application process will be considered a violation of policy.
 - c. Use of the "common areas" must be approved by all residents.

- d. A maximum of 20 individuals, not to exceed two (2) guests per resident; total may attend any social gathering.
- Q. Reasonable suspicion of furnishing to minors will result in immediate revocation of privilege to live in this community.

ARTICLE VIII

MEDICAL AMNESTY

It is imperative that someone call for medical assistance when an individual experiences severe intoxication or a serious injury after using alcohol or illegal substances. Individuals may be reluctant to seek help in such alcohol or drug related emergencies because of potential disciplinary consequences for themselves, the person in need of assistance, or the organization hosting the event where the situation occurs. Since these emergencies are potentially life threatening, Keystone College seeks to reduce barriers to seeking assistance. To this end, Medical Amnesty has been developed as part of Keystone College's comprehensive approach to reducing the harmful consequences caused by the use of alcohol or illegal substances.

Medical Amnesty represents the College's commitment to increasing the likelihood that community members will call for medical assistance when faced with an alcohol or drug related emergency. Medical Amnesty also promotes education for individuals who receive emergency medical attention related to their own use of alcohol or illegal substances in order to reduce the likelihood of future occurrences.

Person in need of medical attention

A student needing medical assistance during an alcohol or drug related emergency will not face formal disciplinary action for the mere possession or use of alcohol or drugs. The recipient of medical attention will avoid formal disciplinary action if he/she meets with the Coordinator of Student Conduct within five (5) business days of the incident and completes all mandated programming. The student receiving amnesty shall not be required to attend a Student Conduct Board hearing, but will receive a written warning. If the student does not meet these conditions, he/she does not qualify for medical amnesty and shall be subject to the student conduct process as provided by the Student Code of Conduct. It is the expectation of the College that a student use the medical amnesty policy once; it is an opportunity for a student to learn from a mistake and avoid such mistakes in the future. Therefore, beyond the first incident, the availability of medical amnesty is at the discretion of the Coordinator of Student Conduct.

Caller

Any student or student organization that seeks medical assistance for another person during an alcohol or other drug-related emergency will not face formal disciplinary action for the mere possession or use of alcohol or drugs. In order to acquire medical amnesty, this individual or a representative of the organization must meet with the Coordinator of Student Conduct within five (5) business days of the incident and must comply with any requirements mandated during that meeting. The student or organization receiving medical amnesty shall

not be required to attend a Student Conduct Board hearing, but will receive a written warning.

If the student or organization does not meet these conditions, he/she/it does not qualify for medical amnesty and shall be subject to the student conduct process as provided by the Student Code of Conduct.

Students and organizations that help others seek medical assistance are not limited to one use of the medical amnesty policy, as they should always feel empowered to help those in need.

Conduct Eligible for Amnesty

Medical amnesty applies only to alcohol and other drug-related medical emergencies but does not apply to other prohibited conduct such as assault, property damage, or distribution of illegal substances.

ARTICLE IX

STUDENT DRUG POLICY

Students, faculty, staff, and contractors are hereby advised that Keystone College, as a recipient of federal funds, supports and complies with the provisions of the Drug Free Work Place Act of 1988 and the Drug Free Schools and Communities Act of 1989. The manufacture, distribution, dispensation, possession or use of illegal drugs or other legal mind-altering synthetics drugs including, but not limited to, “Spice”, “K2”, “Salvia”, or “Bath Salts” by employees or students on the College campus are prohibited, and violations of this policy will result in appropriate disciplinary action.

Keystone College has a zero tolerance for drug policy violations. A student’s presence where any aspect of the drug policy is being violated, even if he/she is not directly involved in the specific act constitutes a violation of the Drug Policy. A student who actively, or passively, supports another’s violation of College policy is in violation of their duty to uphold community standards, including the Student Code of Conduct.

The College recognizes that there are serious health risks, behavioral problems, and legal consequences associated with the abuse, irresponsible use, and/or illegal use of illicit drugs. Therefore, all members of the campus community are expected to understand that the illegal use is inconsistent with the mission of the College. All students are expected to abide by local, state and federal laws along with the Student Drug Policy of Keystone College.

All alleged violations of the Student Drug Policy shall be referred to a formal meeting with the Coordinator of Student Conduct or to an All-College Student Conduct hearing. Violations of this policy are cumulative in nature. **If a student is found to be in violation of the Student Drug Policy, minimum sanctions may include, but are not limited to:**

Violation Type	Recommended Sanctions
	o BASICS Session(s) with the Keystone

Alcohol/Drug Violations (1st Violation)	<ul style="list-style-type: none"> ○ Counseling Center ○ Reflection Paper ○ Community Service ○ Written Warning
Alcohol/Drug Violations (2nd Violation)	<ul style="list-style-type: none"> ○ BASICS Session(s) with the Keystone Counseling Center ○ 10-15 Community Service 3-5 page ○ Educational Paper ○ Parental Notification ○ Disciplinary Probation
Alcohol/Drug Violations (3rd Violation)	<ul style="list-style-type: none"> ○ 3rd Drug/Alcohol Violations will be referred to a Student Conduct Board. ○ Suspension/Expulsion from the Residence Halls or from the College may be considered
Alcohol-Complicity ONLY	<ul style="list-style-type: none"> ○ Reflection Paper ○ Possible meeting with College Counselor

Please note that all sanctions must be completed within thirty (30) calendar days or a violation of noncompliance will be filed.

Suspicion of Illegal Substances

If a College Official smells illegal substances emanating from a student’s personal belongings, any residence hall room, or any other location on the College campus, or finds drug paraphernalia, the student will be found in violation of the Drug Policy. This also provides the College with sufficient probable cause to search the student’s room (or area involved) for illegal or controlled substances.

Suspicion of Dealing, Distributing or Selling Illegal Substances

If a College Official searches a residence hall room or other student property on Keystone College premises (automobile, locker, etc.) and sees indications of possible dealing, distribution or selling of illegal substances on Keystone College property, the student could face immediate suspension and/or expulsion from the College along with other legal consequences including, but not limited to, being reported to the appropriate law enforcement agencies. Indications of dealing, distribution or selling of illegal substances can include, but are not limited to, the possession of several baggies and/or scales and/or a significant amount of an illegal drug or substance.

ARTICLE X

STUDENT SMOKING / TOBACCO USE POLICY

Keystone College is committed to a healthful environment for all members of its community. One concern of the College is that of health hazards caused by use of tobacco products, as well as exposure to secondhand smoke. Keystone College supports the Pennsylvania Clean Indoor Air Act of 1988 in its attempt “to protect the public health and to provide for the comfort of all parties by regulating and controlling smoking.” Therefore, Keystone College has created a smoking policy to help create the healthy environment it desires.

POLICY:

1. There will be no tobacco use in any Keystone College facility at any time.
2. There will be no tobacco use in any Keystone College’s owned-vehicle at any time.
3. The sale of tobacco products on campus is prohibited.
4. Smoking or the use of tobacco products on College grounds will be prohibited, except in areas marked “Designated Smoking Area.”
5. There will be no electronic cigarette use in any Keystone College facility at any time.

DEFINITION OF SMOKING / TOBACCO USE: Smoking includes the burning of any type of cigar, cigarette, pipe, electronic cigarette or any other smoking equipment, whether filled with tobacco or any other material. Smokeless/Chewing tobacco is also included in this list. Four (4) “designated smoking areas” will be identified and clearly marked for tobacco use. The locations shall include: one near Moffat Hall and Commons; one near Frear/Reynolds and the Hibbard Campus Center; one behind Tewksbury and Hollinshead (Between Sickler and Alumni Halls); and one near Capwell/Harris/Ward Hall.

1. All students will receive notice of the smoking policy at the beginning of each semester via the website, Student Handbook, newsletters, discussions, and/or handouts.
2. Keystone College’s Smoking Policy will be included in the Employee Handbook.
3. All new employees will be verbally informed of Keystone College’s smoking policy by the Director of Human Resources.
4. Keystone College’s Campus Safety officers will be in charge of issuing fines for violations of the College’s Smoking Policy; however, supervisors, or other members of the College Community, may report violations to Campus Safety.
5. A fine of \$50 will be issued for each violation of Keystone College’s Smoking Policy.

Visitors: Visitors are expected to comply with Keystone College’s Smoking Policy. Each student host is responsible for telling their visitors about the smoking policy and making sure their visitors abide by the policy. Violations of the policy by guests are also subject to the \$50 fine.

ARTICLE XI

STUDENT HAZING / ASSAULT / FIGHTING / VIOLENCE POLICY

Keystone College has a “zero tolerance” for any actions considered to be hazing, assaults, fighting or acts of violence. The definitions of these actions can be found in the under Article IV section B: Prohibited Conduct – Rules and Regulations. A student who engages in, supports, assists or facilitates any act of hazing, assault, fighting or violence has committed a violation of this student policy. Students are strongly encouraged to report such acts of hazing, assaults, fighting or acts of violence to the Department of Campus Safety.

All alleged violations of this student policy shall be referred to a formal meeting with the Coordinator of Student Conduct or to an All-College Student Conduct Board. Violations of this policy are taken very serious in nature. **If a student is found in violation of this policy, minimum sanctions include, but are not limited to:**

- Fines for restitution for any physical or property damages
- Suspension / Expulsion from the residence halls
- Loss of extracurricular privileges
- Suspension / Expulsion from the College
- Other sanctions imposed at the discretion of the Coordinator of Student Conduct

ARTICLE XII

STUDENT SEXUAL MISCONDUCT POLICY

Sexual misconduct in any form will not be tolerated at Keystone College. The College has in place: programs to educate the campus community regarding prevention and issues surrounding sexual misconduct; training programs for staff and faculty to provide student victims with direction for assistance; conduct policies and procedures to adjudicate cases involving sexual misconduct; and, most importantly, support systems for victims.

As a recipient of Federal funds, the College is required to comply with Title IX of the Higher Education Amendments of 1972 along with other applicable laws, which prohibit discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, is a form of sexual discrimination prohibited by Title IX. The protections of Title IX apply to all Keystone College students as well as third parties participating in College programs and activities.

The purpose of the following definition is to make Keystone College’s Sexual Misconduct Policy understandable. The definition of sexual harassment, sexual misconduct, and sexual assault are listed below. These terms are not mutually exclusive.

Sexual Harassment: Any unwelcome sexual advances (verbal or physical), requests for sexual favors or other verbal or physical conduct of a sexual nature are considered sexual harassment when: submitting to or participating in the conduct is either explicitly or implicitly a term or condition of an individual's employment or educational achievement; or

the conduct interferes with or is intended to interfere with academic or work performance; or if the conduct creates an intimidating, hostile or offensive educational or work environment. A single instance of sexual misconduct may be sufficiently severe to create a hostile learning environment.

Sexual Misconduct: Includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, voyeurism, partner violence, stalking and any other behavior of a sexual nature that is non-consensual and used for the purpose of coercing, intimidating or threatening another person. Sexual misconduct can occur between people of the opposite sex or people of the same sex.

Sexual Assault: A person commits sexual assault when that person engages in sexual intercourse or deviate sexual intercourse with a complainant without the complainant's consent. Additionally, for the purpose of this policy, sexual assault includes the deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks), or using force to cause a person to touch his or her own or another person's intimate parts.

If you are a victim of a sexual assault, or witness to a sexual assault:

- Get victim to a safe place as soon as possible
- **Seek immediate medical attention!**
- In a life threatening situation call 911
- In a non-life threatening situation contact Campus Safety at 570-945-8989 or Residence Life On-Call phone at 570-499-9372
- Once a victim is feeling safe they should make every attempt to try to preserve any evidence of an act of sexual misconduct, even if they are unsure if they want to report it.

Victims should take the following steps to preserve evidence:

- Avoid drinking, eating, showering, brushing your teeth, combing your hair or changing your clothes following the incident.
- If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence).
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs.

If you have done any of these things, evidence can still be collected.

Keystone College offers to any party involved in an incident of sexual misconduct assistance and non-judgmental support. Victims of sexual misconduct can expect to be treated with care and respect from the time the institution becomes aware of an incident, through the entire conduct process, and thereafter. The College understands that any party involved in an incident of sexual misconduct will have questions and may need the support of on and off campus services. Any party is encouraged to contact the Keystone Counseling Center, Health Services, the Dean of Student Life, the Associate Dean of Student Life, the Title IX Coordinator, or a S.O.A.R (Sexual Offense Advocate Response) team member for assistance, in addition, to the resources below.

24-Hour Resources

- S.O.A.R Team Member Members can be contacted by speaking with a college official or the Res Life On-Call phone at 570-499-9372
 - Women’s Resource Center (Scranton) 570-346-4671 or 800-257-5765
 - Victims’ Resource Center (Tunkhannock) 570-836-5544
 - Scranton Counseling Center (Scranton) 570-348-6100
 - Geisinger Community Medical Center (CMC: Scranton) 570-969-8000
 - Tyler Hospital (Tunkhannock) 570-836-2161
 - Keystone College Department of Campus Safety 570-945-8989 ***
Can request an officer of any gender, Campus Safety can also assist in providing 24-hour access to S.O.A.R members, Residence Life and Crisis Mental Health Services.
- *** Campus Safety will file an official report for Keystone College use only and will make the victim aware of their right to report to law enforcement and aid them in this process if they choose.
- Dalton Police Department (Local Police) 570-836-6161 or 911 ***
 - Pennsylvania State Police (Tunkhannock) 570-836-2141 or 911 ***
- *** Dalton and the State Police MUST investigate and file an official police report of the sexual misconduct incident.
- ChildLine (PA Department of Public Welfare) 800-932-0313
ChildLine should be used to report incidents for students under the age of 18

Daytime On-Campus Resources (9:00 a.m. – 5:00 p.m.)

- Dean of Student Life 570-945-8274
- Keystone Counseling Center 570-945-8309
Daniel Ullrich 570-945-8305
- Dana Fortunato 570-945-8387
- Office of Health Services 570-945-8255
- Office of Residence Life 570-945-8271
- Office of Student Conduct 570-945-8288

- Office of Student Life 570-945-8000
- Title IX Coordinator 570-945-8361

Reporting:

Despite Keystone College’s strong interest in having victims of sexual misconduct come forward, the College realizes not every student is prepared to report. If you are a victim of sexual misconduct but are not ready to inform the College, you are encouraged to speak with one of the college counselors in the Keystone College Counseling Center or Health Services. As health professionals, the counselors of the Keystone Counseling Center and Health Services staff are bound by separate laws of confidentiality and will not inform other members of the College under most circumstances, unless there is an imminent safety concern or as otherwise required by law.

Victims of sexual misconduct can be assured that all reports will be taken seriously and that they will be treated with dignity, respect and in a non-judgmental manner. The College provides resources to victims of sexual misconduct in making decisions, obtaining information about available resources, and assisting if she/he decides to make an official report and/or request resolution. Victims are not expected or required to pursue a specific course of action.

All victims are afforded the following:

- Notification of available on and off campus resources, including medical assistance, mental health counseling services, law enforcement agencies and campus conduct options.
- Information on their options to notify and if necessary file a complaint with the proper law enforcement authorities (if other than Keystone College Campus Safety), and the option to be assisted by the Department of Campus Safety or other College officials in notifying such authorities, if the student so chooses. Any incidents involving students under the age of 18 needs to be reported to the PA Department of Public Welfare through *ChildLine*.
- The opportunity to request that the College impose Interim Measures to prevent unnecessary or unwelcomed contact or proximity to a respondent. All requests should be directed to the Title IX Coordinator or the Associate Dean of Students. Such measures may include on or off campus housing relocation of the victim or alleged offender, the imposition of “no-orders” (no contact, etc.) with the parties, and adjustments to course schedules to prevent contact, as determined appropriate by the Title IX Coordinator or the Associate Dean of Students.

Investigation and resolution of sexual misconduct: The College is dedicated to upholding its Title IX obligation to assist victims of sexual misconduct by recovering and restoring their sense of self and wholeness. Victims of sexual misconduct are encouraged, but never pressured, to participate in the College’s investigation and hearing process so that the facts of each situation can be explored and responsible parties held accountable for their misconduct, if warranted. Where an allegation of sexual misconduct also appears to raise the possibility of criminal behavior, such as sexual assault, victims are also encouraged to pursue criminal charges against an alleged offender.

In any report, investigation, or resolution of an allegation of sexual misconduct, Keystone College will preserve the privacy and confidentiality interests of the individuals' involved in a manner that is consistent with applicable law, and with principles of thorough investigation, and the safety of the campus community.

The College will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation should move forward based on several factors including: the seriousness of the infraction; the complainant's age; whether there have been previous complaints about the accused. Furthermore, the Title IX Coordinator, or Deputy Coordinator will inform the complainant that the College's ability to respond will be limited when there is a request for the complaint to remain confidential. If the complainant does not wish to move forward with a formal Sexual Misconduct Proceeding and/or requests confidentiality, Title IX requires the College to investigate and take reasonable action in response to the information.

If the complainant decides to go forward with the complaint, and the professional staff member conducting the preliminary investigation determines there is cause to proceed, a formal investigation and hearing will be held. The ultimate decision to move forward with a sexual misconduct hearing will be made after the Title IX Coordinator or Associate Dean of Student Life has met with the complainant and the accused.

The complainant will be asked to sign a declaration of intent to proceed with the sexual misconduct process. The accused will be promptly notified in writing of the charges being made. The complainant and the accused will be asked to provide a written summary of the event.

When meeting with the accused, the Title IX Coordinator or the Associate Dean of Student Life will inform him/her of the reason for the interview and will provide the opportunity to relate his/her perspective. All processes and policies relative to the allegations, as found in the Student Handbook, will be explained. The accused will review the declaration of intent signed by the complainant.

Both the accused and complainant will be informed that each is allowed to be accompanied to all meetings, hearings, and interviews by an advisor of their choice. Advisors are allowed solely for the purpose of support and may not serve as representatives of the complainant or accused. During the course of a hearing, advisors are not allowed to cross examine or actively engage in the discussion.

Both the complainant and the accused will have an equal opportunity to provide a list of witnesses, along with contact information. Once the lists have been received, the Title IX Coordinator will appoint investigators to begin to interview witnesses.

Both the complainant and the accused will be afforded the opportunity to review copies of each other's written summary. Each will review the summary for alleged inaccuracies and inconsistencies, along with a Title IX investigator, who will make note of the inaccuracies and inconsistencies purported by each party.

During the process of investigating the alleged sexual misconduct, other violations of the College Code of Conduct may be found to have been committed. The Conduct Board on Sexual Misconduct reserves the right to question and sanction those involved in other conduct violations (including the accused and the complainant) following the outcome of the sexual misconduct hearing. The use of alcohol and drugs is not considered a defense against violations of the sexual misconduct policy. Please refer to the explanation of consent that is provided above in the definitions section.

Investigations will be completed within sixty calendar days of the initial report to the Title IX Coordinator or Deputy Title IX Coordinators, unless extenuating circumstances, requires an extension of time.

When a victim requests that a hearing not occur, the College will make every reasonable effort to comply with that request. There may be exceptional circumstances when the College determines that the continued threat of a situation warrants a hearing despite the request of a victim. The victim will never be required to participate in such a hearing process. Prior to the hearing, the victim will be contacted by the Title IX Coordinator or Deputy Title IX Coordinator to discuss the reasoning for the decision.

Reporting Options

Keystone College's response to sexual misconduct allegations is pursued in three stages: report, investigation, and resolution. At each of these stages, the College is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Victims of sexual misconduct are encouraged to report. When reporting an allegation of sexual misconduct, victims have four options:

- (1) Informing the College without pursuing any further resolution, including the College's Sexual Misconduct Policy hearing process or the criminal justice system;
- (2) Invoking the College's Sexual Misconduct Policy hearing process but not the criminal justice system;
- (3) Invoking the criminal justice system but not the College's Sexual Misconduct hearing process;
- (4) Invoking both the College's Sexual Misconduct hearing process and the criminal justice system.

If a victim under the age of 18 reports to the College, the College is obligated to contact ChildLine.

Conduct may constitute a violation under this policy even if law enforcement agencies decline to prosecute or if a respondent has been found not guilty in the legal system. (Note: Invoking the criminal justice system is an option only if the conduct may have violated the law).

Statement on Amnesty: The College encourages reporting and seeks to make the procedures for reporting transparent and straightforward. The College will generally not seek to hold any

student reporting sexual misconduct accountable for his/her own violations of the Student Code of Conduct in which the reporting party may have been involved at or near the time of the event, provided that any such violations did not and do not place the health and safety of any person at risk. This means that students reporting sexual misconduct will generally not face disciplinary action due to those violations (e.g. underage drinking). However, if a reporter is to be held accountable for his/her own misconduct, such violations will be reviewed in conduct proceedings separate from the sexual misconduct proceedings.

Individuals are encouraged to report alleged sexual misconduct immediately in order to maximize the College's ability to respond promptly and effectively. Keystone College does not limit the timeframe for reporting. If any party involved in a complaint is no longer a student, the College will still take steps to meet its Title IX obligation by taking steps to end the behavior, prevent its recurrence, and address its effects. If the accused individual is no longer a student, that step cannot involve a hearing.

Reports can be made in the following manner:

Option 1: Informing a Keystone College employee: The Title IX Coordinator, Associate Dean of Students and Director of Campus Safety are the primary administrators at the College charged with ensuring reports are investigated and resolved. Students may file a complaint directly with either the Title IX Coordinator, the Deputy Title IX Coordinator, Dean of Student Life, Associate Dean of Students or the Director of Campus Safety.

If information regarding an incident of sexual misconduct is shared with an employee of Keystone College, the employee is required to report this information to any of the following, the Title IX Coordinator, the Deputy Title IX Coordinator, Dean of Student Life or the Director of Campus Safety, who will assist in the investigation. Victims have the option to share as much or as little information as they are comfortable disclosing, and the College will keep the information private, unless under the victim is under the age of 18. Once it is disclosed, the employee will share the details, including any individuals identified, with the Title IX Coordinator. The information will be shared only with those College employees necessary to assist in the investigation and/or resolution of the complaint. All reports of sexual misconduct will be handled in confidence, to the extent allowed by law. Generally, the Title IX Coordinator will contact the victim as the first step in their investigation. Trained Title IX Deputy Coordinators can also offer assistance are available in the following offices:

- Dean of Students
- Human Resources

In every situation reported, the Title IX Coordinator with the assistance of the Department of Campus Safety, Associate Dean of Student Life and/or the Dean of Student Life, will make an immediate assessment of any risk of harm to individuals or to the campus community and will take measures necessary to address those risks.

Option 2: Reporting to Department of Campus Safety and other law enforcement agencies: Victims can choose to make a report directly to the Department of Campus Safety. Campus Safety will notify the Title IX Coordinator, Associate Dean of Student Life and or the Dean of Student Life .

The, Title IX Coordinator will assign trained investigators to investigate the incident in a manner that ensures fairness to all parties involved, and take those measures necessary to provide for the safety of the individual and of the College community.

Victims also have the option of reporting directly to an outside law enforcement agency. To the extent permitted by applicable law, Keystone College will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and will only respond to allegations of criminal behavior. As a result, the College encourages reporting to both the College itself – through the Department of Campus Safety, the Title IX Coordinator or to the Associate Dean of Student Life and to an outside law enforcement agency, if the alleged sexual misconduct may also be a crime.

Because the goals and objectives of the College's Sexual Misconduct Policy differ from those of the civil and criminal justice systems, in situations which give rise both to violations of the Sexual Misconduct Policy and to violations of local, state or federal law, student conduct proceedings move forward without regard to pending civil or criminal proceedings.

Proceedings under the College's Sexual Misconduct Policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus resolution does not preclude or limit a student's access to the state and federal justice systems.

If a victim reports sexual misconduct committed by an individual who is not a member of the College community, the victim can speak with the Title IX Coordinator and the Department of Campus Safety to discuss options such as contacting other law enforcement authorities and/or removing the individual(s) from campus. If an individual accused of violating the Sexual Misconduct Policy is a guest, the host may be held accountable for his or her guest's behavior.

Option 3: Students can file a report by contacting any member of the S.O.A.R (Sexual Offense Advocate Response) Team. Brochures detailing the S.O.A.R. team members and services are available in the Keystone Counseling Center, Health Services, Campus Safety, Residence Life, Student Life and the Office of Student Conduct. A member of the S.O.A.R team can be reached after hours by calling the Department of Campus Safety. When contacting Campus Safety just state that you wish to speak to a S.O.A.R team member and name a specific member you wish to speak with. If you do not know anyone on the S.O.A.R. Team, Campus Safety can tell you the names of the team members who are on the S.O.A.R. team and then pick a member. The Campus Safety Officer will contact the S.O.A.R. team member for you and will not ask any specific information other than a phone number where you can be reached. After the Campus Safety Officer has called the S.O.A.R. team member, the member will contact you at the number you gave to Campus Safety.

No retaliation: An individual reporting sexual misconduct is entitled to protection from retaliation for a report that is made in good faith, even if it is determined that the information was wrong or cannot be proven.

False accusation: A good-faith complaint that results in a finding of a person not responsible is not a false or fabricated accusation of sexual misconduct. The College takes the validity of

information very seriously. A fabricated accusation of sexual misconduct is an especially serious violation of the Acts of Dishonesty provision of the Student Code of Conduct.

Investigation and resolution of sexual misconduct

The College is dedicated to upholding its Title IX obligation to assist victims of sexual misconduct by recovering and restoring their sense of self and wholeness. Victims of sexual misconduct are encouraged, but never pressured, to participate in the College's investigation and hearing process so that the facts of each situation can be explored and responsible parties held accountable for their misconduct, if warranted. Where an allegation of sexual misconduct also appears to raise the possibility of criminal behavior, such as sexual assault, victims are also encouraged to pursue criminal charges against an alleged offender.

In any report, investigation, or resolution of an allegation of sexual misconduct, Keystone College will preserve the privacy and confidentiality interests of the individuals' involved in a manner that is consistent with applicable law, and with principles of thorough investigation, and the safety of the campus community.

The College will make every reasonable effort to protect the confidentiality of the complainant; however, confidentiality may be compromised if it is determined that an investigation should move forward based on several factors including: the seriousness of the infraction; the complainant's age; whether there have been previous complaints about the accused. Furthermore, the Title IX Coordinator, or Deputy Coordinator will inform the complainant that the College's ability to respond will be limited when there is a request for the complaint to remain confidential. If the complainant does not wish to move forward with a formal Sexual Misconduct Proceeding and/or requests confidentiality, Title IX requires the College to investigate and take reasonable action in response to the information.

If the complainant decides to go forward with the complaint, and the professional staff member conducting the preliminary investigation determines there is cause to proceed, a formal investigation and hearing will be held. The ultimate decision to move forward with a sexual misconduct hearing will be made after the Title IX Coordinator or associate Dean of Student Life has met with the complainant and the accused.

The complainant will be asked to sign a declaration of intent to proceed with the sexual misconduct process. The accused will be promptly notified in writing of the charges being made. The complainant and the accused will be asked to provide a written summary of the event.

When meeting with the accused, the Title IX Coordinator or Associate Dean of Student Life will inform him/her of the reason for the interview and will provide the opportunity to relate his/her perspective. All processes and policies relative to the allegations, as found in the Student Handbook, will be explained. The accused will review the declaration of intent signed by the complainant.

Both the accused and complainant will be informed that each is allowed to be accompanied to all meetings, hearings, and interviews by an advisor of their choice. Advisors are allowed

solely for the purpose of support and may not serve as representatives of the complainant or accused. During the course of a hearing, advisors are not allowed to cross examine or actively engage in the discussion.

Both the complainant and the accused will have an equal opportunity to provide a list of witnesses, along with contact information. Once the lists have been received, the Title IX investigators will begin to interview witnesses.

Both the complainant and the accused will be afforded the opportunity to review copies of each other's written summary. Each will review the summary for alleged inaccuracies and inconsistencies, along with a member of the Title IX investigative staff, who will make note of the inaccuracies and inconsistencies purported by each party.

During the process of investigating the alleged sexual misconduct, other violations of the College Code of Conduct may be found to have been committed. The Student Conduct Board on Sexual Misconduct reserves the right to question and sanction those involved in other conduct violations (including the accused and the complainant) following the outcome of the sexual misconduct hearing. The use of alcohol and drugs is not considered a defense against violations of the sexual misconduct policy. Please refer to the explanation of consent that is provided above in the definitions section.

Investigations will be completed within sixty calendar days of the initial report to the Office of Student Conduct or Title IX Coordinator, unless extenuating circumstances, requires an extension of time.

When a victim requests that a hearing not occur, the College will make every reasonable effort to comply with that request. There may be exceptional circumstances when the College determines that the continued threat of a situation warrants a hearing despite the request of a victim. The victim will never be required to participate in such a hearing process. Prior to the hearing, the victim will be contacted by the Title IX Officer to discuss the reasoning for the decision.

The College's responsibility to investigate all allegations of sexual misconduct exists regardless of whether that investigation culminates in a hearing and exists independently of the criminal justice process. The investigation process will be thorough, prompt, and impartial.

The first step of an investigation will usually be a preliminary interview by the Department of Campus Safety, the Title IX Coordinator, and the Associate Dean of Student Life and or the Dean of Student Life with the reporter of sexual misconduct. If a student does not wish to pursue resolution of any potential violations of the Sexual Misconduct Policy through the hearing process, the College will use the information gathered to evaluate, and if necessary, provide for the safety of the College campus community. All College investigations will take place in compliance with applicable laws and college policies, including laws and policies pertaining to student privacy and confidentiality. If a hearing has been requested, the investigator will collect all relevant information for the hearing panel for its consideration and evaluation.

The College will also take appropriate interim measures to protect the parties involved. This can include, but is not limited to, the imposition of No Contact Directives or interim suspension. The Dean of Student Life, or his/her designee, may limit a student or organization's access to certain College facilities or activities pending resolution of the matter. In other cases, the Dean of Student Life, or his/her designee, may place a student or organization on interim suspension in response to a report of sexual misconduct where that misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community. Pending resolution of the situation, the student or organization may be denied access to campus. During interim suspension, a student may continue his/her coursework as outlined in the interim suspension letter. When interim suspension is imposed, the College will make reasonable efforts to complete the investigation and hearing (but not appeal), when a hearing is required, within two weeks of the interim suspension implementation.

PROCESS FOR RESOLUTION

If the preliminary investigation has determined there are no grounds for a hearing a hearing will not take place, the College will inform, in writing, the complainant and the alleged respondent (if s/he is aware of the allegation and investigation) of the findings when the investigation has concluded.

A sexual misconduct hearing panel is also empowered to hear allegations of, and to impose sanctions for, any violations of the Keystone College Student Code of Conduct directly related to the alleged incident of sexual misconduct. In any hearing the complainant and respondent have the right to be assisted by an advisor. The advisor can be an attorney.

When a hearing is deemed necessary, the Title IX Coordinator or his/her designee will contact the complainant and respondent and ask each party, together with his/her advisor, to meet individually to receive an explanation of the panel hearing process and to ask any questions before the hearing occurs. If the respondent and/or complainant have elected to have an advisor present throughout the hearing process, they are encouraged to accompany them to this initial meeting. At that meeting, each party will have an opportunity to strike up to two members from the hearing panel pool. Parties may petition to have additional panelists removed provided they can demonstrate that a potential for bias exists.

Once both parties have met with the Coordinator of Student Conduct or his/her designee, and the investigation is completed, a notice letter is sent to the complainant and the respondent. The letter provides both parties with a statement of the policy violation(s) that are alleged to have taken place and a summary of the facts underlying the allegations. In addition, the letter also provides a student or organization with the date, time, and place of the hearing, as well as the name(s) of the person(s) hearing the case.

All parties will be notified to pick up copies of hearing documents from the Office of Student Conduct no later than forty-eight (48) hours before the hearing is to begin. If either party wishes to call witnesses, the following must be submitted no later than thirty-six (36) hours before the hearing to the Coordinator of Student Conduct via e-mail or in hardcopy format:

- the names of any witnesses that either party intends to call,
- a written statement and/or description of what each witness observed, if not already provided during investigation,
- a summary of why the information they have is relevant to making a decision of responsibility at the hearing.

The Coordinator of Student Conduct will determine if the witnesses have relevant information. If witnesses are approved to be present, the respondent and complainant are provided with a list of witnesses and any relevant documents related to their appearance at the hearing no later than twenty-four (24) hours before the hearing. All parties have the opportunity to ask questions of witnesses, regardless of who called them to the hearing.

Panel Composition: Sexual misconduct violations will be reviewed by a hearing panel. The hearing panel consists of three members of the College community: a student, a faculty member, and an administrator / staff member. All hearing panelists, must participate in training on non-discrimination, harassment, and the proper adjudication of sexual misconduct allegations. The training will be coordinated by the Office of Student Conduct in conjunction with campus and external partners. The training includes, but it not limited to, burden of proof, standard of proof, questioning parties and witnesses, assessing credibility and relevance of information, determining consent, determining incapacitation, victim/offender behavior, and sanctioning.

Participants in Hearing Procedures: The individuals from our community who may appear before a hearing panel are: the complainant, the respondent, any individuals serving as advisors, and any individuals who appear as witnesses. The complainant, respondent, and panel all reserve the right to call witnesses. Witnesses must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak about an individual's character. The Coordinator of Student Conduct will facilitate the hearing board.

1. Sexual Misconduct Hearing Procedures:

Presentation of Evidence – The following order of presentation will be followed in formal hearings:

- Opening statement by Title IX Coordinator or their designee. This must include presentation of alleged violation(s).
- Statement of complaint by complainant or Coordinator of Student Conduct.
- Presentation of witnesses and/or evidence supporting the alleged violations(s), including questions directed to the witnesses.
- Statement of the respondent student.
- Presentation of witnesses and/or evidence by the respondent student, including questions directed to the witnesses and follow-up questions directed to the respondent student.
- Closing statement by complainant.
- Closing statement by respondent student.
- The Coordinator of Student Conduct brings hearing to closure.

- i. The Coordinator of Student Conduct shall have the final decision on what evidence may be presented and the tone of the questioning and may place limits on length of testimony at any time.

2. Deliberation

- a. The Student Sexual Misconduct Board shall decide in closed deliberations if a preponderance of the evidence exists that the respondent student violated the stated provision(s) of the Student of Code of Conduct.
- b. Deliberation is not part of the hearing; no verbatim record will be kept.
- c. The hearing body's determination of "in violation" or "not in violation" shall be based solely on the information presented at the hearing using the standard of "preponderance of evidence."
- d. Prior records of disciplinary action and victim impact statements are considered by the hearing body only in the sanctioning phase of deliberations.
- e. A formal decision email and letter will be sent to the student within ten (10) calendar days of the conclusion of the hearing body's deliberation.

Attendance at Hearings & Special Provisions: If a party does not attend a hearing, for any reason other than an emergency, the hearing may be held in his/her absence. Either party can request to have a hearing rescheduled. Requests to reschedule must be submitted to the Coordinator of Student Conduct at least two business days prior to the hearing. Requests must come directly from the individual receiving a notice letter. If a hearing must be held at or after the end of the semester and a full hearing panel cannot reasonably be convened, those cases may be heard by three trained sexual misconduct panelists from the pool of trained sexual misconduct hearing officers.

Complainants or Victim's Rights:

Victims' rights apply to violations of the Student Sexual Misconduct Policy.

The victim has the right to:

- Notice of violations of Sexual Misconduct Policy against the respondent, as well as date time and location of hearing (if applicable)
- Participate in person, or by other suitable means that would not require physical proximity to the respondent. This can include, but is not limited to, partitioning a hearing room or using technology to facilitate participation
- Have an advisor of the victim's choice accompany her/him when presenting information to the hearing body and at any other relevant meetings held throughout the process.
- Testify in limited privacy, to be determined by the Title IX Coordinator, as long as the process does not compromise the respondent student's right to confront and question witnesses.
- Be present throughout the entire hearing or provide witness at an appointed time to be determined by the Coordinator of Student Conduct.
- Submit questions to the Title IX Coordinator who will then consider posing those questions to the respondent student.

- Submit a victim impact statement to the hearing body. This information will be used only in the sanctioning phase of deliberations, if the respondent student is found responsible for the alleged violation(s).
- To have unrelated past behavior excluded from the hearing. The Coordinator of Student Conduct will decide if such information is unrelated.
- To be notified of the student conduct hearing outcome and appeals outcome.
- To appeal the hearing decision on the basis outlined in Victim's Appellate Process.
- Notification in writing of the outcomes of the student conduct hearing and/or appeals.
- The opportunity to provide an impact statement to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy.
- The opportunity to provide character witness letters to the panel to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy
- The opportunity to appeal the initial hearing outcome if grounds for appeal are met.

Respondents Rights:

The respondent has the right to:

- Clear and complete notice of violations of the Sexual Misconduct Policy against the respondent, (including for the respondent the identity of the alleged victim), as well as the date, time, and location of hearing (if applicable) where responsibility will be determined.
- Access to all relevant documents and written statements to be presented as evidence at least 24 hours in advance of any student conduct hearing.
- Have an advisor of their choice accompany her/him when presenting information to the hearing body and at any other relevant meetings held throughout the process.
- The opportunity to have a confidential conduct hearing in which the College will endeavor to keep all details of the hearing confidential including the names of the complainant, respondent, and witnesses.
- The opportunity to ask questions of the complainant/respondent via the panel.
- The opportunity to ask questions of the complainant's/respondent's witnesses via the panel.
- The opportunity to respond to the alleged sexual misconduct violations before the panel renders a decision.
- The opportunity to see, hear, or otherwise observe the complainant and all witnesses appearing at the hearing against him/her during all questioning, statements and exchanges with the hearing panel.
- The assumption during the hearing that the respondent is not responsible until all information has been submitted and has been considered by the panel.
- A hearing that does not discuss past sexual history.
- The opportunity to be present for the entire duration of the hearing, except for deliberations.
- Notification in writing of the outcomes of the student sexual misconduct hearing and/or appeals.
- The opportunity to provide an impact statement to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy.

- The opportunity to provide character witness letters to the panel to be read by the hearing panel if the panel determines that the Respondent is responsible for violations of the Sexual Misconduct Policy
- The opportunity to appeal the initial hearing outcome if grounds for appeal are met.

RESOLUTION OUTCOMES

Consistent with the U.S. Office of Civil Rights requirements, the hearing panel will determine a respondent's responsibility by a preponderance of the evidence. This means that the panel will decide whether it is "more likely than not," based upon the information provided at the hearing, that the respondent is responsible for the alleged violation(s). If it is determined that a violation has occurred for which the respondent is responsible, the panel will determine sanctions taking into account past disciplinary action for which the respondent has been found responsible.

Hearing panels that find a student or organization responsible for a violation of the Sexual Misconduct Policy and/or Community Standards will impose appropriate sanctions. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon a number of factors, including: 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 community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

In appropriate cases, a panel may determine that student misconduct was motivated by bias, insofar as a victim was selected on the basis of his or her race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age or disability. Where the panel determines that student misconduct (such as stalking, property damage, trespass, etc.) was motivated by bias, the panel may elect to increase the sanction imposed as a result of this motivation.

The College identifies sanctions for violating the Sexual Misconduct Policy when a formal hearing is utilized. These sanctions are specific to the student's status at the institution. Students found responsible for sexual misconduct via the formal hearing process can expect to have additional sanctions to assist in his/her learning and/or the safety of the campus and victim.

Notice of Hearing Panel

The hearing panel will communicate the result of the hearing and any sanction(s) to the respondent and the victim. Generally, the outcome of the hearing will be final and communicated to the parties within five (5) business days from the date the hearing concluded and will be provided in writing.

Appeal Process

Appeal Requests:

Decisions of the Student Sexual Misconduct Board may be appealed to the Dean of Student Life within five (5) business days, as described immediately below;

Appeals must be in writing and must state the reasons for why an appeal should be considered. A written request must be submitted by the student to the Dean of Student Life within five (5) business days of the receipt of the hearing decision.

The written request must state the reason(s) for appeal and the supporting facts.

Failure to describe the nature of the evidence in full detail in the appeal letter will result in the denial of an appeal.

Appeal considerations are limited to:

- Errors involving violations of the respondent student's rights that substantially affected the outcome of the initial hearing. Appeals based on this consideration will be "limited solely" to a review of the record of the first-level hearing.
- New evidence that was not available at the time of the original hearing and could have substantially affected the outcome. The nature of the evidence must be described in full detail in the appeal letter.
- The severity of the sanction is disproportionate to the nature of the offense.
-

If a disciplinary action is not appealed, that decision becomes final.

Appeal Review:

- The Dean of Student Life will review the written appeal, recording (if applicable), and documentation from the original hearing or meeting and determine if there is a basis for appeal.
- If the Dean of Student Life determines there is no basis for appeal, the Dean of Student Life will notify the Title IX Coordinator and the Coordinator of Student Conduct of his/her decisions. A written decision will be sent to the student stating appeal denial and basis for the denial.
- If an appeal is granted, the Dean of Student Life will send the Title IX Coordinator and the Coordinator of Student Conduct the decisions and/or changes to the sanction(s).

Appeal Decisions:

- The Dean of Student Life may uphold the first-level decision.

- The Dean of Student Life may modify any sanction(s).
- The decisions made regarding the appeal will be sent in writing to the student within ten (10) calendar days of an appeal review, unless notification is given that additional time is necessary for consideration of the record on appeal.
- **Decisions of the Dean of Student Life are final.**
- Except in the case of an interim suspension, all sanctions are placed on hold during the appeal process.

STUDENT RECORDS & CONFIDENTIALITY

All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, Campus SaVE Act. and College policy. No information shall be released from such proceedings except as required or permitted by law and College policy.

It is generally the policy of Keystone College to obtain consent from a student before releasing to parents information from a student's education record, including the disciplinary proceedings of the College. However, when in the judgment of the College the release of such information to parents is appropriate and is not otherwise prohibited by FERPA or other applicable laws, the College reserves the right to release information without student consent. The College's complete FERPA policy may be found on the College website.

Affirmative findings of responsibility in matters resolved by the panel hearing process are part of a student's conduct record. If a student has been found responsible for violating the Sexual Misconduct Policy by the panel hearing process, all records of matters addressed by informal or voluntary resolution shall be transferred to and become a part of a student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record.

Generally suspension, expulsion, and withdrawal pending disciplinary action are permanently noted on a student's transcript. The conduct files of students who have been suspended or expelled from the College are maintained in the Office of Student Conduct for no fewer than five years after their departure from Keystone College. Further questions should be directed to the Title IX Coordinator or the Coordinator of Student Conduct. Records of disciplinary action involving organizations (other than suspension or expulsion) are destroyed after five (5) years.

Students who declare an interest in studying abroad through the Center for Global Learning Committee are subject to a conduct record check. Information that will be shared with the Office of Global Learning Committee includes, but is not limited to, determination of sexual misconduct violations. It is within the sole discretion of the College, through the Center for Global Learning Committee, to determine whether a student who has violated College policy is eligible to study abroad. Students with disciplinary issues may not be able to go if it is a Keystone College faculty-led trip. If the trip is with an outside company, Keystone College

may not accept their credits or coursework. Consideration and qualification for study abroad may be affected by a student's disciplinary record.

Reporting to the College Community

Information regarding incidents of sexual misconduct is published annually in the Annual Security and Fire Report by the Office of Campus Safety and placed on the Keystone College website.

EDUCATION AND PREVENTION

Keystone College takes sexual misconduct seriously and makes every effort to educate the entire campus population. Through the Office of Student Conduct, students are made familiar with the College's policy. This occurs on several occasions, a general meeting with freshman residents the night of move-in, where all major campus policy is discussed. The Coordinator of Student Conduct will visit First Year Seminar classes and explain the policy in the classroom. The Coordinator of Student Conduct, in conjunction with the Keystone College Counseling Center, will also plan and coordinate events where this information is broadcast to its student population. The Keystone College Counseling Center offers a wide variety of programs through various initiatives that educate and empower students on this issue.

TRAINING

Members of campus are invited to attend S.O.A.R. (Sexual Offense Advocate Response) Training once a year. This training is conducted by the Victims Resource Center in Wyoming County, Tunkhannock, PA. The training covers advocacy, the College's policy, and federal, state, and local mandates. The Title IX Coordinator, Dean of Student Life, advocates, Campus Safety, Coordinator of Student Conduct and Residence Life are required to attend this training. Annual training is provided to all employees which include training on Sexual Misconduct and Harassment.

APPENDIX I

DRUG AND ALCOHOL INFORMATION AND STATISTICS

Drug Free Schools Compliance

Any illegal action by a student or employee is subject to local, state and federal law. The following is a partial list of state alcohol laws:

Disclaimer: This information is not intended to be legal advice, but merely conveys general information related to drinking and driving. For more information, please contact your local District Attorney's Office or a private attorney.

PUBLIC DRUNKENNESS

Fine	0-\$300
Jail	0-90 days

MISREPRESENTATION OF AGE TO PURCHASE LIQUOR OR MALT OR BREWED BEVERAGES

Penalty	1 st Offense	2 nd Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	1 year	1 year
License Suspension	90 days	1 year	2 years

PURCHASE, CONSUMPTION, POSSESSION OR TRANSPORTATION OF LIQUOR OR MALT OR BREWED BEVERAGES BY A MINOR

Penalty	1 st Offense	2 nd Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	0-90 days	0-90 days
License Suspension	90 days	1 year	2 years

REPRESENTING TO LIQUOR DEALERS THAT A MINOR IS OF AGE

Penalty	Offense
Fine	\$300-\$2500
Jail	0-1 year

SELLING OR FURNISHING LIQUOR OR MALT OR BREWED BEVERAGES TO MINORS

Penalty	1st Offense	2nd Offense and Subsequent Offenses
Fine	\$1000-\$2500	\$2500
Jail	0-1 year	0-1 year

MANUFACTURE OR SALE OF FALSE IDENTIFICATION CARD

Penalty	1st Offense	2nd Offense and Subsequent Offenses
Fine	\$1000-\$2500	\$2500 - \$5000
Jail	0-2 years	0-2 years

CARRYING A FALSE IDENTIFICATION CARD

Penalty	1st Offense	2nd Offense	Subsequent Offenses
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	0-1 year	0-1 year
License Suspension	90 days	1 year	2 years

SELLING OR FURNISHING ALCOHOLIC BEVERAGES TO PERSONS UNDER 21

Penalty	Offense
Fine	0-\$300
Jail	0-90 days

DRIVING WHILE OPERATING PRIVILEGE IS SUSPENDED OR REVOKED

The mandatory penalty is a \$1,000 fine, 90 days in jail and an additional 1-year license suspension.

A second violation shall be sentenced to pay a fine of \$ 2,500 and to undergo imprisonment for not less than six months.

A third or subsequent violation of this paragraph shall be sentenced to pay a fine of \$ 5,000 and to undergo imprisonment for not less than two years.

CHEMICAL TESTING TO DETERMINE AMOUNT OF ALCOHOL OR CONTROLLED SUBSTANCE.

If a person refuses to submit to a chemical test, the testing shall not be conducted but upon notice by the police officer, the Department of Transportation shall suspend the operating privilege of the person for a period of 12 months

**MINOR PROHIBITED FROM OPERATING WITH ANY ALCOHOL IN SYSTEM
Section 3718 of the Pennsylvania Vehicle Code**

A person who violates this section commits a summary offense and shall, upon conviction, be sentenced to pay a fine of \$100.

The penalty is a mandatory sentence of 3-10 years incarceration and consecutive 3-10 year terms for each victim whose death is a result. The fine may be as high as \$25,000 per victim.

AGGRAVATED ASSAULT BY VEHICLE WHILE DRIVING UNDER THE INFLUENCE
Section 3735.1 of the Pennsylvania Vehicle Code

HOMICIDE BY VEHICLE WHILE DRIVING UNDER THE INFLUENCE
Section 3735 of the Pennsylvania Vehicle Code

Any person who negligently causes serious bodily injury to another person as the result commits a felony of the second degree when the violation is the cause of the injury.

DRIVING UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCE
Section 3802 of the Pennsylvania Vehicle Code

Pennsylvania has set .08% Blood Alcohol Content (BAC) While the amount of alcohol by weight in the blood of the person who is an adult is 0.08% or greater or a minor is 0.02% or greater as the legal limit for Driving Under the Influence (DUI) convictions.

In some cases, first time DUI offenders may be eligible for the Accelerated Rehabilitative Disposition (ARD) program. Offenders **may not be eligible** for the ARD Program if they:

- Have been convicted of a DUI within the past ten (10) years
- Have seriously injured or killed someone as the result of a DUI crash or
- Have been charged at the time of a DUI with other specific serious vehicle violations.

In addition, the District Attorney may have other requirements that may disqualify someone from ARD.

The ARD program consists of the following:

- *up to 12-month license suspension*
- *community service*
- *restitution*
- *6-month court supervision*
- *attendance at Alcohol Highway Safety School and its costs*
- *CRN evaluation*
- *court and administrative costs*
- *treatment and other conditions that a judge may impose*

Risks Associated with Alcohol*

(*According to the National Institute on Alcohol Abuse and Alcoholism)

Death: 1,400 college students between the ages of 18 and 24 die each year from alcohol-related unintentional injuries, including motor vehicle crashes (Hingson et al., 2002).

Injury: 500,000 students between the ages of 18 and 24 are unintentionally injured under the influence of alcohol (Hingson et al., 2002).

Assault: More than 600,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking (Hingson et al., 2002).

Sexual Abuse: More than 70,000 students between the ages of 18 and 24 are victims of alcohol-related sexual assault or date rape (Hingson et al., 2002).

Unsafe Sex: 400,000 students between the ages of 18 and 24 had unprotected sex and more than 100,000 students between the ages of 18 and 24 report having been too intoxicated to know if they consented to having sex (Hingson et al., 2002).

Academic Problems: About 25 percent of college students report academic consequences of their drinking including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades overall (Engs et al., 1996; Presley et al., 1996a, 1996b; Wechsler et al., 2002).

Health Problems/Suicide Attempts: More than 150,000 students develop an alcohol-related health problem (Hingson et al., 2002) and between 1.2 and 1.5 percent of students indicate that they tried to commit suicide within the past year due to drinking or drug use (Presley et al., 1998).

Alcohol Abuse and Dependence: 31 percent of college students met criteria for a diagnosis of alcohol abuse and 6 percent for a diagnosis of alcohol dependence in the past 12 months, according to questionnaire-based self-reports about their drinking (Knight et al., 2002)

Pregnancy and Alcohol: Alcohol use by pregnant mothers can lead to birth defects and babies born with Fetal Alcohol Syndrome.

Long term Health Effects: liver disease, hepatitis, heart disease, cancer of the esophagus (mouth throat and larynx). Women who drink may be at higher risk for breast cancer. There is also elevated risk for Pancreatitis, colon and rectal cancer.

Blood Alcohol Information:

Men's B.A.L. Estimation Chart

Drinks	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
1	.04	.03	.03	.02	.02	.02	.02	.02	Driving Skills Impaired
2	.08	.06	.05	.05	.04	.04	.03	.03	
3	.11	.09	.08	.07	.06	.06	.05	.05	
4	.15	.12	.11	.09	.08	.08	.07	.06	
5	.19	.16	.13	.12	.11	.09	.09	.08	Legally Intoxicated
6	.23	.19	.16	.14	.13	.11	.10	.09	
7	.26	.22	.19	.16	.15	.13	.12	.11	
8	.30	.25	.21	.19	.17	.15	.14	.13	
9	.34	.28	.24	.21	.19	.17	.15	.14	Possible Death
10	.38	.31	.27	.23	.21	.19	.17	.16	

Women's B.A.L. Estimation Chart

Drinks	100	120	140	160	180	200	220	240	
0	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
1	.05	.04	.03	.03	.03	.02	.02	.02	Driving Skills Impaired
2	.09	.08	.07	.06	.05	.05	.04	.04	
3	.14	.11	.10	.09	.08	.07	.06	.06	
4	.18	.15	.13	.11	.10	.09	.08	.08	
5	.23	.19	.16	.14	.13	.11	.10	.09	Legally Intoxicated
6	.27	.23	.19	.17	.15	.14	.12	.11	
7	.32	.27	.23	.20	.18	.16	.14	.13	
8	.36	.30	.26	.23	.20	.18	.17	.15	Possible Death
9	.41	.34	.29	.26	.23	.20	.19	.17	
10	.45	.38	.32	.28	.25	.23	.21	.19	

Pennsylvania Drug Penalties

The Pennsylvania penalties for possession or trafficking in drugs may include mandatory jail sentences, loss of personal property, fines and a criminal record.

Marijuana -Possession of 30 grams or less

- 30 days in prison, and a fine of \$500

Marijuana - Possession of more than 30 grams or at least ten live plants

- one year in prison and a fine of \$5,000

Drug Paraphernalia- Possession

- one year in prison and a fine of \$2,500

Cocaine - at least 2.0 grams and less than ten grams;

- one year in prison and a fine of \$5,000

Opiates- at least 2.0 grams and less than ten grams

- two years in prison and a fine of \$5,000

Health Risks of Drugs

Marijuana- The National Institute for Drug Abuse (NIDA) cite studies that indicate:

- Problems with memory and learning; distorted perception; difficulty in thinking and problem solving; loss of coordination; and increased heart rate.
- The risk of heart attack more than quadruples in the first hour after smoking marijuana.
- Increased risk for cancer and respiratory illness.
- THC impairs the immune system's ability to fight disease.

Cocaine- NIDA health studies indicate:

- Disturbances in heart rhythm and heart attacks, chest pain and respiratory failure, strokes, seizures and headaches, and gastrointestinal complications such as abdominal pain and nausea.

- Loss of the sense of smell, nosebleeds, problems with swallowing, hoarseness, and a chronically runny nose; severe bowel gangrene due to reduced blood flow.
- All injecting drug users are at increased risk for contracting HIV and other blood-borne diseases.

Prescription Drug Abuse (mistakenly believed to be safe)

- Stimulants (Ritalin and Adderall) often used for ADHD treatment are highly addictive and have been associated with high body temperature, seizures and cardiovascular problems.
- CNS Depressants (Valium and Xanax) often used for anxiety and sleep disorders are extremely dangerous when mixed with alcohol. Death and severe breathing problems may occur with overdose. Withdrawal symptoms occur with repeated use.

APPENDIX II

ON AND OFF CAMPUS RESOURCES FOR DRUGS AND ALCOHOL

On Campus Resources

Counselors: (After Office Hours call Campus Safety at 945-8989)

Counselors provide crisis intervention, supportive counseling, and coordination with mental health professionals. Individual and group counseling is provided upon request. All counseling is free and confidential.

KC Counseling Center	945-8309	Keystone Counseling Center	(2nd Floor Hibbard)
Dana Fortunato	945-8387	Keystone Counseling Center	(2nd Floor Hibbard)
Daniel Ullrich	945-8305	Keystone Counseling Center	(2nd Floor Hibbard)

Health Services: The Health Services office provides confidential routine acute, emergency care and coordination with other off-campus health care. A physician is available through referral. Health Services is located on the ground floor level of Tewksbury Hall.

Health Services	945-8022	Health Services (1 st floor Tewksbury Hall)
	945-8254	Director of Health Services

Off Campus Local Resources

Alcoholics Anonymous	570-654-0488 or 570-961-1234
Al-Anon (For Family Members of Alcoholics)	(800) 339-9006; 570-961-1234
Alateen (For Children of Alcoholics)	570-961-1234
Community Counseling Wilkes-Barre	570-823-2155
Catholic Social Services	570-207-2283
Drug & Alcohol Treatment Services (DATS)	570-961-1997
Lackawanna Co. Commission on Drug & Alcohol Abuse	570-963-6820
NHS Human Services	570-876-5655
Narcotics Anonymous	570-654-7755; 570-961-1234
Prevention Services	570-347-5616
Psychological Services Center - Marywood University	570-348-6269
Scranton Counseling Center	570-348-6100 (24 hours)
SHINE- Listing of all regional social services- AA Meetings etc.	570-961-1234
Trehab	570-836-6840
Wyoming County Commission on Drug and Alcohol Abuse	570-836-4090

Regional In-Patient Facilities

Marworth - Waverly, PA	800-442-7722
Clearbrook- Wilkes-Barre	570-823-1171; 800-582-6241
PACHOICES Kingston, PA 18704	570-552-3700; 800-762-9492

National Resources:

[Adult Children of Alcoholics World Service Organizations](http://www.adca.org) 310-534-1815
[Al-Anon Family Groups](http://www.al-anon.org) 800-344-2666 [Alateen](http://www.alateen.org) 800-344-2666
Alcohol and Drug Hotline 800-821-4357 [Alcoholics Anonymous](http://www.alcoholicsanonymous.org) 212-870-3400
[Narcotics Anonymous](http://www.nar-anon.org) 212-870-3400 [Nar-Anon World Wide Services](http://www.nar-anon.org) 310-547-5800
[Mothers Against Drunk Driving](http://www.mothersagainstdrunkdriving.org) (800) GET-MADD
[Whos Who- Find a Therapist on the Web: http://wwwmhw.com](http://www.whoswho.com)