

SHIPPENSBURG UNIVERSITY

Proudly presents

The

2023-2024

Student Handbook

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Student Government Association President's Message



Dear Students,

Welcome back to another exciting academic year at Shippensburg University! As the newly elected Student Government President, I am more than thrilled to extend my warmest greetings to each and every one of you. Whether you are a returning student or an incoming freshman who is beginning their journey, it is my honor to serve you all and advocate for your needs.

Throughout the years, Shippensburg University has faced adversity through events such as the Covid-19 Pandemic but has been able to persevere all because of you. We have been able to reach to the top and overcome things in our way and thrive as a community. Our community has learned and will continue to learn how to be resilient as we've always been. Applying what we have learned and turning them into strengths we have gained only makes us stronger.

This academic year is either a student's last year at attending or another student's beginning. That does not change the fact that we are all here for one overall concept, knowledge. We all came to Shippensburg University for our own reasons but one thing we look to gain is knowledge. Knowledge is what drives us to discover new things and learn about issues we did not know before and learn more about ourselves. It's what helps us to succeed.

One of the core goals of our Student Government this year is to ensure that every student feels heard, represented, and supported. We are committed to working tirelessly to address your concerns, foster a safe and inclusive environment, and enhance your overall university experience. We value your opinions and feedback, so please do not hesitate to reach out to us with any suggestions, ideas, or issues you would like us to address.

As we embark on this academic journey together, let us prioritize kindness, respect, and empathy towards one another. We are a diverse community, and it is our differences that make us stronger. Let us embrace our uniqueness and foster an environment where everyone feels accepted and valued.

I am confident that this academic year will be filled with countless achievements, personal growth, and memorable moments. Together, we will create a legacy that future generations of students will be proud to inherit.

On behalf of the entire Student Government, I wish you all a successful and fulfilling year here at Shippensburg University!

Best regards,

A handwritten signature in black ink that reads "Harun Pacavar". The signature is written in a cursive style with a long, sweeping underline.

Harun Pacavar
Student Government President

Academic Department Information

College of Arts & Sciences

Interim Dean	Dr. Leslie Brown	1151	DHC 225
Associate Dean	Dr. Terry Dean	1151	DHC 225
Advising Center	Dr. Carla Kungl	1530	DHC 216
Art & Design	Mr. William Whiteley	1530	HAC 209
Biology	Dr. Sherri Bergsten	1401	FSC 144
Chemistry & Biochemistry	Dr. Robin McCann	1629	FSC 325
Communications & Journalism	Dr. Carrie Sipes	1521	RLH 127
Economics	Dr. Andrew Vassallo	1437	DHC 120
English	Dr. Michael Bibby	1495	DHC 126
Geography/Earth Science	Dr. Christopher Woltemade	1685	SRH 104
Global Languages and Cultures	Dr. David Wildermuth	1635	RLH 111
History/Philosophy	Dr. David Godshalk	1621	DHC 124
Human Communication Studies	Dr. Kara Laskowski	1732	DHC 118
Mathematics	Dr. James Hamblin	1431	MCT 250B
Music/Theatre Arts	Mr. Trever Famulare	1638	PAC 222
Physics	Dr. Majeed Abdurrahman	1570	FSC 209
Political Science	Dr. Sara Grove	1718	GRG 420
Psychology	Dr. Sue Morin	1657	FSC 114
School of Engineering & Technology	Dr. Carol Wellington	1178	MCT 182
Computer Science	Dr. Dudley Girard	1178	MCT 182
Mechanical & Civil Engineering	Dr. Moayyad Al-Nasra	1178	MCT 182
Software, Computer & Electrical Eng.	Dr. Chen Huo	1178	MCT 182
Sociology/Anthropology	Dr. Allison Carey	1735	GRH 430

Interdisciplinary Program

Degree Completion Program	Dr. Christine Royce	3039	DHC 219
Disability Studies	Dr. Matthew Cella	1582	GRH 436
Ethnic Studies	Vacant	1196	HH 125
Interdisciplinary Arts	Dr. Margaret Lucia	1644	PAC 237
International Studies	Dr. Jonathan Skaff	1907	MOW 208
Technical & Professional Writing	Dr. Carla Kungl	1716	DHC 007
Women's & Gender Studies	Dr. Misty Knight	1104	HH 125

Grove College of Business

Dean	Dr. John Kooti	1435	GRH 124
Interim Associate Dean	Dr. William Oberman	1620	GRH 128
Director, MBA Program	Dr. Robert Stephens	1483	GRH 324
Entrepreneurial Leadership & Innovation	Vacant	1677	GRH 127
Student Support & Retention Center	Ms. Ondai Rand	1429	GRH 121
Accounting & Management Info. Systems	Dr. Viet Dao	1436	GRH 328
Finance & Supply Chain Management	Dr. Ian Langella	1434	GRH 228
Management/Marketing/Entrepreneurship	Dr. Adam Powell	1439	GRH 224

College of Education & Human Services

Dean	Dr. Nicole Hill	1373	SPH 352
Interim Associate Dean	Dr. Jose Ricardo-Osorio	1141	SPH 356
Dir. of Partnerships, Prof. Exp. & Outreach	Ms. Candace Claar	1487	SPH 354
Advising Center	Dr. Sam Benbow	1384	SPH 211
Counseling & College Student Personnel	Dr. Ford Brooks	1668	SPH 123
Criminal Justice	Vacant	1558	SPH 321
Ed. Leadership & Policy & Special Ed.	Dr. Thomas Gibbon	1591	SPH 127
Exercise Science	Dr. Sam Forlenza	1721	GH 109
Military Science	Lt. Col. Michael Firmin	1891	WRI 206
Social Work & Gerontology	Dr. Liz Fisher	1717	SPH 382
Teacher Education	Dr. Lynn Baynum	1688	SPH 214

Elnetta G. Jones University Center for Student Success & Exploratory Studies

Interim Dean	Dr. Tracy Schoolcraft	1395	MOW 213
Exploratory Advising & Advisor Develop.	Dr. Michael Levinstein	1383	MOW 228
Academic Engage. & Exploratory Studies	Dr. Chad Bennett	1134	MOW 122
First Year Exp. & Community Engagement	Ms. Alexandria Karlheim	1710	MOW 207

Campus Resources

ACTIVITIES PROGRAM BOARD.....	717-477-1747
ATHLETICS.....	717-477-1711
CAMPUS MINISTRY CENTER.....	717-477-1672
CAREER DEVELOPMENT CENTER.....	717-477-1484
CONNECTION (ALCOHOL & DRUG PROGRAM).....	717-477-1165
CUB DIRECTOR'S OFFICE.....	717-477-1560
CUB INFORMATION DESK.....	717-477-1693
CUMBERLAND YEARBOOK.....	717-477-1756
DEAN OF STUDENTS.....	717-477-1164
EMERGENCY – FIRE AND AMBULANCE.....	911
ETTER HEALTH CENTER.....	717-477-1458
FINANCIAL AID.....	717-477-1131
FOOD SERVICE.....	717-477-1619
FRATERNITY & SORORITY LIFE.....	717-477-1279
HEALTH SERVICES.....	717-477-1458
HOTLINE – EVENTS AND WEATHER CLOSINGS.....	717-477-1200
HOUSING (CAMPUS).....	717-477-1701
INTERNATIONAL PROGRAMS & STUDENT ABROAD.....	717-477-1279
JUDICIAL AFFAIRS.....	717-477-1164
INTRAMURALS & RECREATION.....	717-477-1755
LIBRARY CIRCULATION DESK.....	717-477-1465
MAILROOM.....	717-477-1137
MULTICULTURAL STUDENT AFFAIRS.....	717-477-1616
PAGE CENTER.....	717-477-1790
PHYSICAL PLANT.....	717-477-1454
RAIDER ROOM.....	717-477-1447
REGISTRARS OFFICE.....	717-477-1381
RESIDENCE LIFE.....	717-477-1701
SLATE STUDENT NEWSPAPER.....	717-477-1778
SOCIAL EQUITY OFFICE.....	717-477-1161
STUDENT ACCOUNTS.....	717-477-1211
STUDENT GOVERNMENT.....	717-477-1651
UNIVERSITY POLICE.....	717-477-1444
UNIVERSITY STORE.....	717-477-1600
VICE PRESIDENT ACADEMIC AFFAIRS/PROVOST.....	717-477-1371
VICE PRESIDENT ADMINISTRATION & FINANCE.....	717-477-1375
VICE PRESIDENT INFORMATION TECHNOLOGIES.....	717-477-1835
VICE PRESIDENT STUDENT AFFAIRS.....	717-477-1308
Residence Hall.....Main Desk.....Resident Directors	
Harley Hall.....	717-477-4333..... 717-477-4180
Kieffer Hall.....	717-477-4335..... 717-477-4250
Lackhove Hall.....	717-477-4334..... 717-477-4240
McCune Hall.....	717-477-4336..... 717-477-4260
McLean Hall.....	717-477-4337..... 717-477-4200
Naugle Hall.....	717-477-4331..... 717-477-4150
Seavers Hall.....	717-477-4332..... 717-477-4170
Stone Ridge Commons Property Mgmt. Office.....	717-530-1311

Welcome to the Borough of Shippensburg

Shippensburg is the oldest community in the Cumberland Valley and the second oldest west of the Susquehanna River in Pennsylvania. History records that twelve Scotch-Irish families came to the site of present day Shippensburg in July 1730 and built their cabins. Edward Shippen obtained a patent to the land from the heirs of William Penn; hence the name Shippensburg. The town was temporarily the county seat and the First Court House still stands at King and Queen Streets in Shippensburg. It was also a Post-Town built along the Indian trails on the old stage route from Philadelphia to Pittsburgh and was made a post office in 1790. During the French and Indian wars, two forts were built here for protection of settlers from the Indians; Fort Franklin was built in 1740 and Fort Morris was built in 1755. The town was incorporated as a borough in 1819.

Shippensburg was ranked 27th in the Second Edition of Normal Crampton's book "The 100 Best Small Towns in America." The 100 towns were chosen for their spirit of community, feeling of safety and commitment to children, which make them truly livable for an average American family. Take part in the town's yearly events which include the Shippensburg Fair in July, the Corn Festival in August and Dickens Days in December.

Shippensburg is dedicated to keeping the downtown shopping district vibrant. The downtown, area merchants and businesses offer low prices, good advice, friendly service and quality merchandise they stand behind. Hours for the downtown businesses vary. Contact them directly for store hours.

The US Post Office, located on West King Street, is open Monday-Friday 9:00 a.m. - 5:00 p.m. and Saturday 9:00 a.m. – 12:00 p.m. The lobby is always open.

The Coy Public Library in Shippensburg is located at 73 West King Street. University students are welcome to use this library. The hours are as follows: Monday-Thursday 9:00 a.m. – 8:00 p.m. and Friday and Saturday 9:00 a.m. – 5:00 p.m. For more information you can visit <https://www.cumberlandcountylibraries.org/SHP>.

Churches of various faiths are found in Shippensburg. The students of the university are welcome to affiliate themselves with the church of their choosing and attend its service and Sunday School. There is also a Jewish synagogue in Chambersburg. For more information on local church worship or religious organizations within the university, contact the United Campus Ministry Office at 477-1672.

The University

History

Shippensburg University, one of Pennsylvania's 14 publicly-owned institutions of higher education, was founded in 1871 under the Normal School Act of 1857 as the Cumberland Valley State Normal School. The first class graduated in 1874. For more than half a century after its founding, the institution prepared teachers for the public schools of the Commonwealth. In 1917, the school became state-owned and, in 1926, was authorized to grant undergraduate degrees. It was renamed Shippensburg State Teachers College in 1927. The Pennsylvania General Assembly modified the name to Shippensburg State College in 1960. As of July 1, 1983 we became Shippensburg University of Pennsylvania. A program of graduate studies leading to the Master of Education degree was introduced at the university in 1959. Later, the Master of Arts, Master of Science, Master of Public Administration, and Master of Business Administration degrees were added to the graduate program. Since 1962, the program of undergraduate studies has expanded to include curricula leading to the Bachelor of Arts degree. In 1967, a program was introduced leading to the Bachelor of Science degree in Business Administration. As of 2011, a Bachelor of Science degree program in Computer Engineering is being offered. Shippensburg University has approximately 375 faculty members and an enrollment of approximately 6,600 undergraduates, and 1,000 graduate students.

Accreditations

The University is accredited by the Middle States Commission on Higher Education; AACSB International (the Association to Advance Collegiate Schools of Business); ABET, Inc. (Computer Science); the American Chemical Society (ACS); the Council on Social Work Education (CSWE); the Council for the Accreditation of Counseling and Related Educational Programs (CACREP); the International Association of Counseling Services (IACS); the Council for Exceptional Children (CEC); the National Council for the Accreditation of Teachers (NCATE) and by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC) (Communications/Journalism).

Campus & Buildings

OLD MAIN, located in the front center and highest area of the campus, is the oldest building. It was first used in 1871 and has been modernized at various times. Its tower can be seen for miles in any direction day and night. The building was renovated in 1984-85.

THE CONFERENCE CENTER AT SHIPPENSBURG UNIVERSITY AND THE SHIPPENSBURG UNIVERSITY FOUNDATION HEADQUARTERS houses the Conference Center which hosts year round conferences. The Foundation is the organization empowered to raise and manage funds for the benefit of Shippensburg University, to include annual giving, development, major gifts, student housing and finance and administration.

CEDDIA UNION BUILDING (CUB), occupied in 1971, is the center of the students' non-academic life. In addition to the Raider Dining Room, theater, lounges, information desk, PSECU E-Center and television lounge, students have access to meeting rooms for their activities. A major addition was completed in 2011 and nearly doubled the size of the facility. A smaller addition that houses the UPS store and student union offices was completed in the Summer of 2012.

CHILLED WATER PLANT – Built in 2016, and supports the entire campus with cooling which has contributed to Shippensburg University's distinction as lowest energy user in the PASSHE State system. DAUPHIN HUMANITIES CENTER, occupied in 1971, is a four-level building containing classrooms, lecture halls, seminar rooms, and faculty and departmental offices. Renovated in 2007-2008, the building houses the departments of English, History, Philosophy, and Human Communications. The Dean of Arts and Sciences offices were also relocated to Dauphin from Old Main as part of this project. An addition was constructed onto the building to house the MATHEMATICS AND COMPUTING TECHNOLOGIES CENTER. This facility was opened in mid-1996. The center houses the university's Information and Computing Technologies Center and the academic, administrative and research

computing functions for the entire university. It also houses the Department of Mathematics and Computer Science and the College of Arts & Sciences, instructional laboratories, research rooms, and department administrative offices. ECKELS FIELD is located behind the Milton & Doreen Morgan Engineering Building and along the Cumberland Valley Rail Trail Station. Eckels is the site of women's and men's rugby club practices and competition. EZRA LEHMAN MEMORIAL LIBRARY is the physical center of the campus and the intellectual hub. Renovated and refurbished through an ongoing process from 2009 to 2018, the library includes almost half a million books, periodicals, video recordings, government documents, other materials, as well as a Starbucks store. We subscribe to 100+ research databases covering all subjects studied at Shippensburg and provide the campus with access to some 35,000+ electronic journals, magazines and newspapers; as well as over 200,000 e-books to supplement the print collection. This puts an incredible array of information sources at our students' fingertips, 24/7. The library is open 100 hours per week for face-to-face service.

FAIRCHILD FIELD, which opened in 1973, is the home of the intercollegiate varsity baseball team. In addition to the artificial turf playing surface, the facility also includes bullpens, batting cages, and dugouts.

FRANKLIN SCIENCE CENTER was completed in 1970 and contains classrooms, lecture rooms, environmental rooms, research laboratories and television instructional facilities for the Biology, Physics, Chemistry and Psychology departments. This building was renovated in 2002-2003. Special facilities include Dibert Planetarium, a greenhouse, an animal care facility and a herbarium. The next renovation is scheduled for 2022-2024 and will be a capital project funded by the Commonwealth.

GILBERT HALL was built in 1912 as an elementary training school and is located southwest of Horton Hall. It houses classrooms, faculty offices and the Multicultural Student Affairs Center.

GRACE B. LUHRS LIBRARY is located between the Grace B. Luhrs University Elementary School and Shippen Hall, relocating in 2002 from its prior home in Rowland Hall. This library contains the university's juvenile (per-K to grade 8) collection. The Luhrs Library provides services to the Grace B. Luhrs University Elementary School and Head Start programs, and is also open to the campus community, primarily serving the teacher education and reading programs.

H. RIC LUHRS PERFORMING ARTS CENTER was completed in the fall of 2005. The heart of the new performing arts center is a 1,500-seat theatre featuring state-of-the-art sound, lighting and communications technology. The house is equipped with a stage large enough to mount a full-scale Broadway production and an orchestra pit. The building also houses the Music and Theatre Department.

HEIGES FIELD HOUSE, built in 1970, is a center for the university's athletic programs. The arena is also used as a site for convocations and concerts. Features include classrooms, swimming pool, offices, and intercollegiate varsity team locker rooms.

HENDERSON GYMNASIUM, built in 1937, includes a gymnasium, intercollegiate varsity team locker rooms, an athletics training room, and, classrooms. It is also the home of the Department of Exercise Science.

HORTON HALL, built in 1894, a former residence hall, is joined to Old Main by a bridge on the second level. It is now the home of the Women's Center, the Office of Undeclared Students, Athletic support offices and various grant funded programs including JCJC and JJRT.

HUBER ARTS CENTER includes classrooms, studios, faculty offices and the Kauffman Gallery. Constructed in 1931, the building served as the campus library for 37 years. Huber was completely renovated with a new addition in 2011.

JOHN L. GROVE HALL opened in 1997 and houses the John L. Grove College of Business, the University Media Center, and the Political Science and Sociology/Anthropology departments. This facility includes classrooms and lecture halls, seminar rooms, special purpose laboratory classrooms, classrooms equipped with electronic and computer technology, and faculty offices. It also includes a forum for larger programs KENNETH O. REED OPERATIONS CENTER was constructed in 1937, with an addition completed in 1971. The structure houses the Department of the Facilities Management and Planning, which includes staff offices, trade shops, central receiving, garages and storerooms. The University Police Office is in this building and provides 24-hour service, seven days a week, as well as the University Print Shop.

LACKHOVE, KIEFFER and MCCUNE HALLS are the Phase II residence halls of the new housing project. They opened in August 2014. The halls offer suite style living, with upgraded amenities and no more than two students sharing a bathroom in any living situation. There are more community learning spaces available in these residence halls compared to the traditional halls, as well as air conditioning, wireless internet, and high priority card access security.

KRINER DINING HALL, opened in 1958, is on the West side of campus. Kriner was renovated in 2002.

MARTIN HOUSE, the President's residence built in 1908, is a three-story brick house located on the southwest corner of the campus. The Martin House was last renovated in 2016.

MCLEAN HALL, the second high-rise residence hall on campus, was opened in 1967. It is a co-ed wing and offers a Healthy Living wing.

MEMORIAL AUDITORIUM was completed in 1951. It has a stage area and seating capacity for 650. An amphitheater room and a drama workshop are in this building. The amphitheater room and other rooms are primarily used as theater classrooms.

MOWREY HALL, built in 1970 is one of two legacy residence halls on campus. It was lastly renovated in 2018 to support the University Student Success Center.

HARLEY, SEAVERS, AND NAUGLE HALLS are the Phase I residence halls of the new housing project. They opened in January 2013. Lackhove, Keiffer and McCune Halls were completed as the Phase II residence halls. The halls offer suite style living, with upgraded amenities and no more than two students sharing a bathroom in any living situation. There are more community learning spaces available in these residence halls compared to the traditional halls, as well as air conditioning, wireless internet, and high priority card access security. The Etter Health Center is located in the Wellness Center in Naugle Hall. Phase I opened in January 2013 and Phase II of the new housing project opened in August 2014.

RECREATION CENTER contains four (4) multi-use courts, an indoor track, a fitness center, two (2) racquetball courts, locker rooms, a fitness studio and administrative offices. The facility opened March 2008.

REISINGER HOUSE, built in 1954 and acquired in 1974 and is occupied by the Custodial Services Department and the Commonwealth's Department of General Service field team.

REISNER DINING HALL, renovated in 2008 can seat 820 students, includes a faculty and staff dining room and a 600 seat banquet hall.

RICHARD D. RIFE ALUMNI HOUSE, built in 1952 and renovated in 1998 and converted from the University President's temporary residence to offices for Alumni Affairs.

ROBB SPORTS COMPLEX, which opened in 1934, is the site for practices and competitions for multiple intercollegiate varsity programs. Field hockey, women's lacrosse, men's soccer, and women's soccer compete on the lighted multipurpose artificial turf field. Softball plays at a facility that includes an artificial turf playing surface in addition to bullpens, batting cages, and dugouts. Women's tennis utilizes the lighted nine-court facility at the northwest end of the complex.

ROWLAND HALL was built in 1938 as the Laboratory School, and is occupied by the Communication/ Journalism and Modern Languages Departments. Rowland was renovated and modernized in 2006.

SETH GROVE STADIUM was constructed in 1972 and is the site for intercollegiate varsity football and track and field competitions.

SHEARER HALL, built in 1937, houses the Geography-Earth Science department and classrooms. Shearer was renovated and modernized in 2006.

SHIPPEN HALL houses the College of Education and Human Services. The classroom building opened in 1963, was renovated in 2001, and contains classrooms, faculty offices, seminar and conference rooms, a lecture hall and study rooms.

STEAM PLANT building near the main entrance to campus on North Prince Street was constructed in 1952 and housed the campus' central heat plant. The central coal fired heat function was decommissioned in 2014 having been replaced by centrally-noded gas-fired heating systems. Renovated in 2021 it now houses the School of Engineering Labs for civil, mechanical and electrical engineering.

STEWART HALL, near Old Main, was built in 1893 and was used for many years as a gymnasium. It was renovated in 1949 into a Student Activity Center with game rooms and a dance floor. In 1973, it was renovated again supporting some classrooms and the Black Box Theater. Renovations were completed in 2020 and the hall now serves as the University Welcome and Alumni Center.

STONE RIDGE COMMONS was opened in 2000 and houses 234 residents in traditional apartments. STUDENT RECREATION CENTER contains four (4) multi-use courts, an indoor track, a fitness center, two (2) racquetball courts, locker rooms, a fitness studio and administrative offices. The Center opened during the 2007-2008 academic year.

THE CORA I. GROVE SPIRITUAL CENTER AND INTERFAITH CHAPEL was built in 2001 and houses the Campus Ministry Program, the Head Start Program and provides meeting space for religious student organizations.

The Spiritual Center is available for any type of appropriate activity as outlined in the operational manual (including weddings). This building was constructed and is owned by the SU Foundation for the benefit of SU students. The Student Affairs Division at Shippensburg University is responsible for the day-to-day operations of the Spiritual Center portion of the facility.

WRIGHT HALL was completed in 1960. It houses ROTC and other programs.

Shippensburg University

Alma Mater

THEME SONG

(Alma Mater)



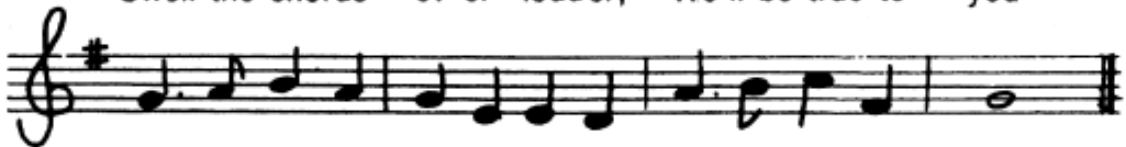
In the dear old Cumberland Valley, 'Neath the glowing sky



Proudly stands our Alma Mater, On a hill top high.



Swell the chorus ever louder, We'll be true to you



Hail to thee our Alma Mater, Dear old Red and Blue.

*'Mid the waving golden cornfields, Just beyond the town
Stand the ivy-covered buildings, As the sun goes down.*

*When we leave our Alma Mater, We will praise her name
Ever live to raise the standards, Of our glorious fame.*

*Harriet Shelley Freeby
1893*

Who's Who in Administration

TELEPHONE

Office of the President

Charles Patterson, President	1301
Scott Brown, B.S., Executive Associate to the President.....	1301
Jeff Michaels, M.S., Director, Athletics	1711
Robin Dolbin, B.S., LPAC Director.....	3228
Lauren Nelson, B.S., Director of Conferences Services	3242

University Relations and External Affairs

William Danowski, B.A., Associate Vice President	1375
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Academic Affairs

Nicole R Hill, Ph.D., LPC, Interim Sr Exec VP Academic Affairs & Provost.....	1321
Tracy A. Schoolcraft, Ph.D., Associate Provost & Dean, Exploratory Studies	1371
Justin Sentz, Ph.D., Chief Information Officer.....	1507
Jennifer Haughie, Ph.D., Associate VP for Retention and Student Services.....	3846
Zack Grabosky, Director, Academic Support.....	3129
Ravi Anne, M.S., Director, Campus Information Systems	1552
Greg Day, M.S., Director, Network, Telecommunications & Infrastructure	1985
Jamie Rhine, M.B.A., Director, Technology Support Services	1260
John Vandebroke, M.B.A., Director, Projects & Ancillary Applications	1938
Lorelee Isbell, Associate VP, Center for Career and Workforce Development.....	3275
Victoria Kerr, M.A. Director, Career Mentoring & Prof Dev Cntr	1484
Alix Rouby, M.B.A., Director, Internships	1484
Tracy Montoro, Director, Office of PCDE Studies	3157
Kim Martin Long, Ph.D., Interim Dean, College of Arts & Sciences.....	1151
Terry Dean, Ph.D., Associate Dean, College of Arts & Sciences.....	1151
John G. Kooti, Ph.D., Dean, John L. Grove College of Business	1435
William Powell, Ph.D., Associate Dean, John L. Grove College of Business	1620
Jose Ricardo-Osorio, Acting Dean, College of Education & Human Services	1373
Taylor Bigler, Director, Partnership, Professional Experiences, and Outreach	1487
Manuel Ruiz, Ed.D., Assistant Vice President for Inclusion & Belonging and Dir. Social Equity	1323
Diane L. Jefferson, M.A., Director, Multicultural Student Affairs.....	1616
Miller Hoffman, Director, PAGE Center.....	3736
Eric Zeglen, Ph.D., Executive Director, Institutional Research, Assessment & Planning	1154
Margaret Light, Director., Institute of Public Service & Sponsored Programs.....	1251
Michelle Foreman, Ph.D., Dean of Libraries	1475
Kim Klein, Director, Ph.D., Director, Wood Honors College	1604
Cathy J. Sprenger, M.S., Registrar	1381
Kiersten Stockum, Asst Director Graduate Admissions	1213

Student Affairs

Lorie Davis, M.S., Associate Vice President, Student Affairs; Dean of Students	1165
Marsha Bonn, M.S. Assoc. Dean of Students, Director of Leadership & Involvement, Commuter Services	3223
Kyle Miller, M.Ed., Director, Student Conduct & Community Standards	1164
Kurt Dunkel, M.S., Program Coordinator, Connection AOD & Wellness	1536
Melissa Hazzard, M.S., Director, Recreation	1755
Dylan Curtis, M.S., Associate Director – Clubs & Intramurals, Recreation	1755
Christopher Carlton, Ph.D., Director, Counseling Center.....	1481
Andrea Fisher, M.A, Director, Campus Life & Student Union	1560

Brigette Allen, M.Ed., Director, Fraternity & Sorority Life & Veteran Affairs.....	1848
Kim Rockwell, M.S., Interim Director, Student Services Inc.....	1730
Jennifer Milburn, Director, Housing, Res Life and Conference Services.....	1701
Aaron Topper, Manager, University Store	1600
Asha Early, Director, Campus Dining Services	1619
TBA, Minister, United Campus Ministry	1672
Joseph Gonzalez, Associate Director, Catholic Campus Ministry	1244

Administration & Finance

Jolinda Wilson, Ph.D., Vice President Admin and Finance	1375
Melinda D. Fawks, B.S., Associate VP Admin and Finance.....	1121
Brooke Schellhase, M.B.A., PHR, SHRM-CP, Director, Human Resources	3108
John Burnett, Ph.D., Title IX Coordinator & Compliance Officer	1323
Rusty Kugler, Director, Facilities Management & Planning.....	1451
Matthew Dominick, M.S. Associate Director, Maintenance and Operations	1446
Michael Felice, B.S., C.P.A., Director, Accounting	1127
Merisa Harbaugh., Bursar	1211
Karl Schucholz, Interim Director/Chief, Public Safety.....	1444
Justin Johnson, M.S., Environmental Health & Safety Manager	1446

Admission, Financial Aid & Marketing

Joellen Lindner, Sr. Associate Vice President for Enrollment	1801
Shelbie D’Annibale, M.S., Director, Office of Accessibility Resources	1326
Megan Luft, Ph.D., Director of Admissions.....	1231
Ashley Spencer, M.A., Director, New Student & Family Programs	3331
Trina Snyder, M.S., Director, Financial Aid & Scholarships	1131
Megan Silverstrim, M.A., Director, Communications & Marketing	1201
William J. Morgal, M.S., Director, Sports Information.....	1201
Lori Smith, M.S., Director, Alumni Outreach and Data Mgmt	1218
Mira Mattern, Web Content Manager	3828
Kimberly Hess, Creative Services Manager.....	1201
Michael Gardner, M.S., Director, Broadcasting & Campus Media	1759

Athletics & Recreation

Varsity Teams

Men's Baseball, Men's & Women's Basketball, Cheerleading, Men's & Women's Cross Country, Women's Field Hockey, Men's Football, Women's Lacrosse, Men's & Women's Soccer, Women's Softball, Men's & Women's Swimming, Women's Tennis, Men's & Women's Track, Women's Volleyball, Men's Wrestling.

Department of Athletics Contact Information

Office: Heiges Field House

Phone: 717-477-1711

Website: shipraiders.com

Instagram, YouTube & Twitter: @shipraiders

Facebook: <https://www.facebook.com/ShipAthletics>

Department of Recreation Contact Information

Office: ShipRec

Phone: 717-477-1755

Rec Hotline: 717-477-1561

Website: www.ship.edu/recreation

Email: rec@ship.edu

Instagram: @shiprecreation

ShipRec

ShipRec, an approximately 64,000 sq. ft. student recreation center, provides the following amenities to the University Community:

- 7,600 square foot cardio/strength area including: 39 cardiovascular machines with individual televisions, 15 piece Cybex circuit, free weight area with Power Lift stations, and stretching area.
- Arena contains 3 multi-purpose courts for volleyball, basketball, racquet sports, and 1 court for fitness activities.
1,800 square foot Group Fitness Studio.
- Elevated running track.
- Courts for racquetball, squash, and wallyball.
- Locker rooms - full-size lockers are available for rental or day-only use.
- Day lockers
- Equipment check-out with SU ID.
- Bike check-out with the ShipShare bike service.

Undergraduate students enrolled in on-campus classes pay a rec fee included in university fees, and are members of ShipRec. Other members of the campus community including graduate students, faculty, staff, and alumni, are eligible for membership. Visit www.ship.edu/recreation/membership for information about membership eligibility and guest policies.

Policies for Cardio/Strength Area of ShipRec

- Jeans, pants or shorts with rivets or zippers, and belts are not permitted.
- Gym bags, backpacks, and purses must be stored in cubbies, day lockers (require a quarter), or in a locker room locker (bring your own lock).
- Individuals are required to wear athletic shoes. No open-toe or non-athletic shoes are permitted in activity and program areas.

- No glass bottles or open containers are permitted. Only plastic bottles and closed containers are allowed.

Policies for ShipRec Arena

- Adhere to posted area-specific rules.
- Recreation building users must wear non-marking shoes.
- Equipment/physical setups may be assembled, disassembled or relocated only by ShipRec staff.
- ID requirement is in effect for all users.
- All group use requires advanced approval.
- No activities involving projectiles thrown, or otherwise, unless specifically authorized by ShipRec administrative staff will be permitted.

Heiges Field House

Arena: This 33,000 sq. ft. synthetic playing surface can accommodate 5 full-size basketball/ volleyball courts and features a 150 meter running track. Space is used for varsity athletics activities. **Swimming Pool:** 25-yard facility with no diving boards.

The pool is accessible to the following with presentation of proper ID:

- Currently enrolled students
- Faculty, staff and immediate family including dependents as defined by the Office of Human Resources. All family members, 10 years of age and above, must acquire a RecCard from the Department of Recreation.. Children under 10 must be escorted.
- Alumni are also permitted following verification with the Alumni Relations Office. A RecCard is required for access.

Pool Policies

- All swimmers must enter through the main entrance to the pool and check-in with lifeguard before continuing to locker rooms.
- No horseplay or running on deck.
- Lifeguard has discretion related to equipment use.
- No food or beverages permitted.
- Children under 10 must be supervised by an adult. Adult supervision should be supplied for any child over 10 who is not a competent swimmer.
- No diving into the pool.

Locker Policy

A small number of lockers are available in both the men's natatorium locker room (HFH 06) and women's general locker room (HFH 127). The use of these lockers will be available on a daily basis; individuals will need to provide their own lock to secure the space; the lock and all items within the locker must be removed following each use.

Outdoor Recreational Facilities

Recreational activities are restricted to the following areas unless specifically authorized by the Department of Recreation. Varsity playing and practice fields in the area of Heiges Field House and Henderson Gymnasium are not designated for recreational use unless specifically authorized.

General Policies for Outdoor Facilities

1. No equipment, apparatus, field marking or maintenance device may be assembled, disassembled or relocated without approval of the Department of Recreation.
2. Pets are not permitted on any playing surface or in any structure.
3. ID must be presented during random checks by University staff.
4. Bicycles should not be ridden on playing surfaces or inside any structure and should be secured only on bike racks.
5. After dusk, playing areas are not to be used unless illuminated.
6. Venue specific rules, in addition to those posted, will be provided to reserving individual or group.

Eckels Field: This grass playing area, located behind the Engineering building, is available for recreational play.

Robb Field Tennis Complex: Nine lighted courts are located near Henderson Gym and available when not being used by the intercollegiate women's tennis team.

McCune Hall Sand Volleyball Courts: The Residence Life/Housing Office coordinates use of these facilities. Email the McCune Residence Director with reservation questions. mccurd@ship.edu.

Seth Grove Stadium Track: Lanes 4-8 of this 400-meter all-weather track are available dawn to dusk for recreational use, unless occupied by varsity practice or competition.

Student Recreation Complex: This fully lighted, 12-acre multipurpose recreational facility is located in the area adjacent to parking lots C-7, C-10 and L-1. The following are features of this complex:

- SRC Pavilion: A 40' x 50' open-sided structure with lights and integral restroom facilities. Provides picnic table seating for 110 and a charcoal grill.
- Burd Run Pavilion: Located off Lebanon Drive near the Fogelsonger Road exit, this unlighted pavilion accommodates 35 persons with picnic table seating. A small charcoal grill is a feature.
- Half-mile Asphalt Path: The only location on campus, outside of the hockey rink, where skating is permitted. Seven perimeter locations have park bench seating.
- Street Hockey Rink: A 130' x 65' roofed structure for year round play.
- Softball Fields (2), Multi-Purpose grass playing surfaces (3), Basketball Courts (2), Sand Volleyball Courts (2).
- Disc Golf Course: 9-hole course starting beside Burd Run pavilion.
- Emergency Phones: Located around path perimeter and in both restrooms.

For information on reserving indoor and outdoor athletic/recreation facilities, contact rec@ship.edu. Reservation requests must be submitted at events.ship.edu.

Outdoor Facilities Hours

Individuals using outdoor facilities are subject to ID checks by University Staff. Call the Rec Hotline, 717-477-1561 for the most current outdoor facility lighting schedule for the Student Rec Complex and Robb Sports Complex tennis courts.

Intramurals

Intramural leagues and tournaments are held on the Shippensburg University campus and are open to the University community.

Current league offerings include sand volleyball, dodgeball, softball, spikeball, basketball, kickball, soccer, indoor volleyball, and chess.

Intramurals range from one-day tournaments to leagues scheduled 4-6 weeks in length. Eligible individuals may form a team, or request to be a free agent and the department will attempt to connect the individual with a team.

All intramural leagues are managed at: www.imleagues.com/ship. League registration dates and guidelines are available in IMLeagues. A summary of intramural policies and procedures is found in the Intramural Participant Handbook located in IMLeagues and on the Department of Recreation website.

Club Sports

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities against outside institutions. Each club is formed and governed by students within guidelines established by the Shippensburg University Student Government Association and the Department of Recreation. Within this framework, the focus and programming of each club will vary with the dynamics of student leadership. A summary of club sport policies and procedures is found in the Club Sports Handbook located on the Department of Recreation website. Individuals with questions are encouraged to contact club leadership. Club contact information is

located on the department website and club leadership may be identified on the CampusGroups portal at ship.campusgroups.com (requires SU Login).

Current List of SGA-Recognized Club Sport programs:

Bass Fishing, Boxing, Cycling, Equestrian, Fencing, Ice Hockey, In Motion Dance Troupe, Lacrosse (Men's), Rugby (Men's & Women's), Soccer (Men's), Street Hockey, Table Tennis, Ultimate Frisbee (Men's & Women's), and Volleyball (Men's).

Bike Share Program

ShipShare is a free bike share program available to Shippensburg University students, staff, and faculty. Venture downtown or enjoy routes/trails on and nearby campus. A variety of bikes are available at ShipRec for check-out with SU ID. Individuals are required to sign a liability form prior to use. Bikes may be checked out for a 3 hour period.

Student Services

Campus Reservation System

To reserve a room/space on campus for a meeting or event, visit www.events.ship.edu. When making the reservation request for the space(s) desired, pay special attention to any policies or procedures that the particular space(s) may have. They will be listed either on the reservation form or a link to them is provided. Primary spaces for student group events are:

- Ceddia Union Building (CUB): Multi Purpose Room, Orndorff Theatre, Meeting Rooms
- Academic Quad
- ShipRec and Student Rec Complex

Career Center

We are a one-stop-shop for first-year students through seniors as well as for SHIP alumni. Our focus is on the student and their future aspirations. We assist students and alumni in developing, evaluating, and effectively implementing their career and professional plans through programs, faculty collaborations, employer outreach, workshops and one-on-one appointments. We encourage students/alumni to explore career options and take advantage of services throughout their college career, including:

- Career/ Major Exploration
- Mentoring Programs
- Career Services (Resume, Job/Graduate School Search, Cover letters)
- Internship Referrals
- Mock Interview Practice
- Networking & Professional Development Opportunities
- Handshake Job & Internship Online Database
- Connections with Alumni

Not sure what you need? Stop by Center in CUB 108 and check us out! The Career Center is located in CUB Room 108, or check us out on the web, for additional information, at career.ship.edu.

Counseling Services

Counseling Center

The University Counseling Center (UCC) offers free, confidential counseling and psychological services for a wide range of issues, from personal growth and development to mental health concerns. Services include individual, couples and group counseling, crisis intervention and psychiatric services for undergraduate and graduate students; as well as prevention and consultation services for the entire university community. Some of students' more common concerns include the following: depression; anxiety; self-critical feelings; academic concerns, including procrastination and time management; sleeping problems; uncertainty about future/life after college; finances; relationships with family, friends, roommates or romantic partners; problems with body image, eating or weight; sexual concerns; and alcohol and other drug abuse.

The UCC is accredited by the International Association of Counseling Services, Inc. UCC records are confidential and do not become a part of students' academic records. Only with a client's written permission will information be released to anyone outside of the UCC, except as required by law. The UCC is located on the ground floor of the Wellness Center of Naugle Hall, and is open Monday through Friday, 8:30 a.m. to 5:00 p.m. when classes are in session. Call 477-1481 or visit <https://www.ship.edu/life/wellness/counseling-center/> for more information.

Dining Services

Visit the Dining Services website, <https://ship.campusdish.com/>, to view the daily menu for each dining location, hours of operation, residential and commuter meal plan information, plus schedule of special dining events. (All hours subject to change without notice.)

Dunkin Donuts

Monday-Friday 7:30 a.m. - 4:00 p.m.
Saturday-Sunday CLOSED

Big Red's Market

(C-store)

Monday – Friday 7:30 a.m. – 11:30 p.m.
Saturday 11:00 a.m. – 11:30 p.m.
Sunday 12:00 p.m. – 11:30 p.m.

B&F

Monday - Friday 7:30 a.m. - 11:30 p.m.
Saturday 11:00 a.m. - 11:30 p.m.
Sunday 12:00 p.m. - 11:30 p.m.

Chick-fil-A

Monday – Friday 10:30 a.m. – 7:00 p.m.
Saturday 10:30 a.m. – 4:00 p.m.
Sunday CLOSED

Reisner Dining Hall

Monday-Friday

Breakfast 7:00 a.m. – 10:30 a.m.
Lunch 10:30 a.m. – 2:30 p.m.
Light Lunch 2:30 p.m. – 3:30 p.m.

Thursday

Dinner 4:00 p.m. – 8:00 p.m.

Friday

Dinner 4:00 p.m. – 7:00 p.m.

Saturday-Sunday

Brunch 10:00 a.m. – 3:30 p.m.

Saturday

Dinner 3:30 p.m. – 7:00 p.m.

Sunday

Dinner 3:30 p.m. – 8:00 p.m.

CUB Galley Food Court

THE SUB SHOP

Monday – Friday 10:30 a.m. – 4:00 p.m.
Saturday & Sunday CLOSED

BENTO

Monday – Friday 11:00 a.m. – 8:00 p.m.
Saturday CLOSED
Sunday 11:00 a.m. – 8:00 p.m.

CORNER SPOTLIGHT

Wednesday 10:30 a.m. – 8:00 p.m.

Century Cafe (Located in Old Main)

Monday – Friday..... 7:30 a.m. - 3:30 p.m.
Saturday & Sunday CLOSED

Freshens (Located in Kriner Hall)

Monday - Thursday..... 10:30 a.m. - 7:00 p.m.
Friday.....10:30 a.m. – 5:00 p.m.
Saturday & Sunday CLOSED

Starbucks (Located in Ezra Lehman Library)

Monday - Thursday.....7:30 a.m. – 7:30 p.m.
Friday..... 7:30 a.m. - 6:00 p.m.
Saturday 9:00 a.m. - 5:00 p.m.
Sunday 12:00 p.m. - 7:30 p.m.

Additional days/times as needed for special menus.

Drug and Alcohol Education Program

The Connection Program, a campus student assistance program, was developed at Shippensburg University in coordination with the Cumberland-Perry Drug and Alcohol Commission to address the University community’s alcohol and drug related concerns. The Connection Program is an education and intervention program designed to assist students in dealing with their personal concerns related to alcohol and drug use.

The Connection Program works toward developing more responsible attitudes and behavior patterns associated with the use of alcohol and/or drugs, and to provide positive means of support and alternatives for the Shippensburg University campus community.

The Connection Program includes individual and group education sessions for University students and staff held during the academic year. These programs are scheduled and conducted by a trained staff member in cooperation with the Dean of Students Office. The group meetings focus on testing the accuracy of drug and alcohol information; examining each person’s own use of alcohol and other drugs; seeking ways of handling drug or alcohol related concerns; discussing issues related to children of alcoholics; and recognizing and helping someone close who has a drug or alcohol problem.

A student involved in the Connection Program may be referred to one or more of the following: a two-part meeting with a trained Connection staff member; attendance in the education series alcohol and other drug classes; enrollment in a closed, psychoeducational peer group that meets once a week for five weeks; an assessment with an alcohol/drug professional; personal counseling; and outpatient/ inpatient treatment.

Health Services

The Etter Health Center is located in the Wellness Center on the ground floor of Naugle Hall. The health center is staffed by a physician and registered nurses. Appointments with the nurse or physician can be made by calling the health center. For more information regarding health services, visit their website at <https://www.ship.edu/life/wellness/health-center/>.

Ezra Lehman Memorial Library & Grace B. Luhrs University Elementary School Media Center

The Ezra Lehman Memorial Library is the intellectual hub and the physical center of the Shippensburg University campus. Lehman Library offers a wide range of services and resources for students, all of which are available both in person and online at <https://library.ship.edu/home>.

Resources

Library resources include individual and group study spaces, desktop and laptop computers for student use, a computer lab, printing and scanning stations, and well-equipped meeting and teleconferencing rooms. The Library Gallery provides students, faculty, and staff exhibition space to share art, photography, or the results of their scholarly, professional, or leisure endeavors. Starbucks and the Compass Room, which are located just inside the library entrance, offer drinks and snacks in a casual space.

Collections

Library collections include full-text online journals, electronic and paper books, multimedia resources, government documents, and the SU Archives and Special Collections. Online content can be accessed off campus through the use of an active Shippensburg University ID number or email login.

Interlibrary Loan

Lehman Library provides students with access to tens of millions of books not held in our collection. Requests are generally filled within a few days and are free of charge to students. Articles from journals that the library does not subscribe to are also available through interlibrary loan, and can be accessed in electronic form via ILLiad, the Library's interlibrary loan program.

Document Delivery

Shippensburg University students who are unable to come to the library to access the bound journal or microfilm collections may submit requests, via ILLiad, asking that articles be scanned and made available to them. Distance education students may request that Interlibrary Loan and Lehman Library materials be mailed directly to their home addresses.

Standard Hours*

Lehman Library

7:15 am - 12:00 midnight, Monday - Thursday 7:15 am - 6:00 pm,

Friday

9:00 am - 5:00 pm, Saturday

12:00 noon - 12:00 midnight, Sunday

Luhrs Library

7:15 am - 7:00 pm, Monday - Thursday 7:15 am - 4:00 pm,

Friday

*When classes are in session. Extended hours are in place prior to final exam week, and the library is open M-F 8-4 during breaks and summer term. See the library website for the most up-to-date listing of hours.

The Learning Center

The Learning Center, located on the first floor of the Student Success Center in Mowrey Hall, is Shippensburg University's primary site for academic support programs and services on campus and serves all members of the campus community. Learning Center services include:

- **Course-based tutors:** trained peer tutors engage students in an interactive session to improve students' comprehension of course material and concepts in most general education courses and many upper level courses.
- **Writing tutors:** trained peer tutors provide feedback and guidance to students in all stages of the writing process for all academic disciplines.
- **Learning Specialists:** professional staff meet with students to develop time management skills, improve study and test-taking strategies, and develop reading strategies to help students reach their academic goals.
- **Continuing Academic Progress and Success (CAPS):** students on academic probation meet with an AIM coach to develop the academic skills and strategies necessary to raise their cumulative GPA and achieve prolonged academic success.

To learn more about Learning Center programs and services, please stop by the center, call 477-1420, or visit the website at <https://ship.edu/learning>.

Multicultural Student Affairs Office

Information regarding Multicultural Student Affairs can be found on their website <https://www.ship.edu/about/offices/msa/>.

Recycling

All Shippensburg University students, administration, faculty, visitors and contracted service providers are asked to properly manage municipal waste through an established waste reduction and recycling program. Through this program, the University will strive to meet or exceed Pennsylvania's waste reduction and recycling goals and maximize conservation of natural resources. Further, the waste reduction and recycling program will strive to reduce overall waste management costs.

Procedures for Recycling

Shippensburg University recycling program is "Single Stream Recycling." This means that you may place any of the following items in any recycling container on campus:

- Phone books
- Newspapers
- Junk mail
- Office paper
- Brown paper bags
- Magazines
- Aluminum/Steel/Tin Cans
- Glass bottles and jars
- Plastics # 1-7
- Paperboard
- Flattened cardboard

Preparation of Recyclable Materials

Materials should be prepared for recycling in the following manner:

- Commingled Materials - aluminum, steel, glass and plastic containers should be collected in appropriate recycling bins. Individual containers should be emptied, kept dry. It does not need to be bundled and bagged.
- Paper, Magazines, etc. should be placed in appropriate recycling bin.
- Corrugated cardboard should be flattened and taken to the trash collection site at each building.

Recycle bins are located throughout all levels of buildings to provide easy and convenient access. Questions about recycling on campus should be directed to Building Services Manager, Physical Plant, ext. 1726.

As a reminder, ALL paper product usage generates waste and many adversely affect the environment. Please avoid all excessive or overuse of paper products including all paper towels and toilet paper.

Students with Disabilities

The Information Brochure for Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act (ADA) is available at the Offices of Admissions, Registrar, and Dean of Students. This accessibility brochure is also available in the campus Library and from the 504/ADA Coordinator, extension 1161.

University Mail Services

All residential student mail is handled by The UPS Store which is centrally located in the new addition of the Ceddia Union Building. Each residential student will be assigned a mail box with key in which all posted mail will be placed. The operating hours of the student mail center will be 10 AM - 7 PM Monday - Friday and 10 AM to 2 PM on Saturday. Accountable mail, which includes express, certified, registered or insured mail or parcels, or any packages sent through courier services such as UPS, FEDEX or DHL must be picked up during these hours. You will be required to show your student ID and sign for these packages. Mail that fits into the box may be picked up during operating hours or after hours by using your residence hall key card to access the mail center. After hours access will be Monday thru Sunday until 11 pm. To let resident students know if they have mail or parcels to pick-up The UPS Store will be sending emails to your student email address. Packages not retrieved within 30 days will be returned to the sender.

A variety of products and services will be available at the new student mail center including the ability to send outgoing packages through UPS and letters and parcels through the United States Postal Service (USPS), the purchase of postage stamps, notary services, color/ black and white copy services, document binding services, incoming/outgoing fax services, scanning of documents, and much more.

Students are no longer required to take larger or heavier letters and parcels directly to the post office. Additionally, students can send certified mail, return receipt, and delivery confirmation from the mail center. To ensure quick and accurate delivery of your incoming mail and parcels, please use the following mail addresses:

Residential Student Mail Address

Please use the following address for all incoming letters and packages:

STUDENT NAME

408 LANCASTER DRIVE STE XXXX(# TO BE ASSIGNED BY THE UNIVERSITY)

SHIPPENSBURG, PA 17257

Students who do not live on campus should not include Shippensburg University in any portion of their mailing address. Stone Ridge Commons is not an on-campus mail address and requires the proper postage and proper addressing format.

Mail and parcels will not be forwarded during short breaks or between Fall and Spring terms. 1st class mail can be forwarded following the Spring term by completing an address change/forwarding address card available at the Student Mail Center. The sender of magazines, newspapers and other 3rd class mail must be contacted directly to change the delivery address.

University Police

University police conduct foot, bicycle, and vehicular patrols of the campus and residence hall areas 24 hours a day. The University Police enforce all regulations and laws -- both of the University and the Commonwealth. They also work cooperatively with the Shippensburg Borough Police Department and the Pennsylvania State Police to record incidents that may occur off campus.

Skateboards/Skates

Skateboards, roller skates, in-line skates, electronic scooters, one-wheels, etc., are not permitted to be ridden inside campus buildings.

Riders use these at their own risk at all times when on University property. The University is not liable for any incidents arising from use of the aforementioned devices.

Riders are responsible for obeying all traffic requirements including stop signs and pedestrian right-of-ways.

Shippensburg University Store

The University Store is dedicated to providing students with course materials, supplies and Shippensburg regalia, as well as excellent customer service. Below are policies implemented by the bookstore and approved by SUSSI in order to help us serve you better.

Please visit our website at <https://www.bkstr.com/shippensburgstore> for our current store hours, and information on upcoming events.

The University Store cannot accept blank checks signed by a third party who is not present. The account holder must be present with a valid ID at the time of purchase.

In order to comply with credit card company policies, as well as to protect your information, the University Store cannot accept credit card numbers over the phone, nor keep them on file. If a parent wishes to use his/her credit card to purchase the student's book, they may visit our website at www.shippensburghshop.com and place an order for in-store pickup or shipping. Be sure to include the student's name in the comments of the order, so we know who will be picking it up. Textbooks may be returned for a full refund through the first full week of classes.

IMPORTANT: Be sure to keep your receipts. The book must be presented in its original condition along with the receipt of purchase, in order to process a return.

The University Store buys back books the last two weeks of each semester. Prices are determined by base value of the book set by textbook wholesalers, as well as the quantity needed by the store.

For any questions or concerns, please contact the Store Manager at 1240mgr@follett.com, or call customer service at 717-477-1600. We look forward to helping you with all your bookstore needs!

Recruitment and Intake Guidelines

Shippensburg University Fraternity & Sorority Life

Revised August 23, 2023

I. Recruitment Event Definition

Events, activities, and gatherings sponsored by a fraternity or sorority will be considered a recruitment event if it includes any, but not limited to, the following characteristics:

- A. The organization or its members designate or refer to the event, formally or informally, as a recruitment event.
- B. The event is held during a primary recruitment period or formal recruitment where potential new members are present.
- C. The event's primary purpose is to attract or recruit prospective new members.
- D. The majority of non-member attendees are students that could be prospective new members.
- E. Invitations of membership or bids are extended during the event.
- F. Attendees believe the event is a recruitment event.
- G. Attendees believe they must be at the event in order to be considered for membership in the organization.
- H. A person could reasonably believe that the event, activity, or gathering was part of the recruitment efforts of an organization.

II. Recruitment & Intake Guidelines and Expectations

- A. Social Greek-letter organizations may recruit or conduct intake during the fall and spring terms of the academic year. Recruitment and intake are not permitted during winter or summer academic terms.
- B. All recruitment/intake events must be free of alcohol and may not be held at or in conjunction with a tavern or alcohol distributor in accordance with NIC Alcohol & Drug Guidelines. Recruitment/intake events must comply with all federal, state, and local laws; university policies; and the Shippensburg University Student Code of Conduct.
- C. Prior to extending an invitation of membership, social Greek-letter organizations must submit a completed Membership Agreement Form to the Office of Fraternity & Sorority Life to determine membership eligibility. A report of eligibility will be provided within 2-business days of the completed forms being submitted.
- D. It is the expectation of Shippensburg University that each organization will comply fully with any Inter/National Headquarters guidelines for recruitment/intake activities, so long as they do not directly contradict provisions in this policy, as well as their respective governing council policies. Organizations shall adhere to the most stringent of the relevant policies.
- E. Recruitment/Intake events and activities are only permitted in an (1) on-campus venue or (2) at a third-party business unless more narrowly defined by their governing council. Exceptions to this rule may be considered when requested in writing to the Office of Fraternity and Sorority Affairs no less than two weeks prior to the date of the activity.

III. Eligibility to Join a Fraternity or Sorority

Shippensburg University students wishing to receive an invitation of membership to a social Greek-letter organization must be verified as eligible by the Office of Fraternity & Sorority Life. No invitation to membership may be given to a student who is ineligible or who has not been verified.

To be eligible for membership, students must meet the following criteria:

- A. Be enrolled at Shippensburg University of Pennsylvania.
- B. Be in good judicial standing with the University, meaning not currently on probation or suspension as determined by the student conduct process.
- C. Have earned a minimum of 12 credit hours at Shippensburg University or transferred a minimum of 12 credit hours from an accredited college or university. Advancement Placement (AP) credits and/or dual-enrollment credits earned while in high school will not be counted toward the requirement.
- D. Have at least a 2.300 GPA and/or meet council or chapter-specific GPA requirements as applicable. Shippensburg University will enforce whichever is greater.
- E. Have submitted a signed Membership Agreement Form, allowing the Office of Fraternity and Sorority Life to confirm enrollment, share their academic record information with the chapter in question, and acknowledge the University's anti-hazing policy.

A student who does not meet the minimum criteria will not be eligible to receive an invitation of membership to join a fraternity or sorority at that time. This does not affect their potential future eligibility. If an organization extends bids prior to the completion of an eligibility check, they will be in violation of these guidelines and may be referred to Student Conduct and Community Standards.

In addition to these requirements, chapters may set their own criteria for membership.

See further information related to membership eligibility in the Membership Guidelines.

IV. Continuous Recruitment Practices

- A. Shippensburg University supports the continuous open recruitment of eligible members during the fall and spring terms in accordance with the policies and practices of governing councils, Inter/National Headquarters, and Shippensburg University.
- B. Prospective members may have routine contact with social Greek-letter organizations including but not limited to participating in public social, educational, or philanthropy events; study sessions; athletic events or intramurals; etc.
- C. Prospective members are not permitted to receive benefits of membership such as engaging in activities exclusive to social Greek-letter organizations. This includes but is not limited to private social functions; social functions with alcohol; new member education; chapter meetings; etc.

V. Organizational Eligibility to Recruit

To be eligible to conduct the recruitment/intake of new members, social-Greek letter organizations must:

- A. Have no institutional or Inter/National Headquarters sanctions prohibiting them from conducting recruitment/intake.
- B. Provide a valid certificate of insurance.
- C. Have submitted a new member education plan to the Office of Fraternity and Sorority Life with specific dates and times of activities.

VI. Bid Extension and Acceptance

- A. Organizations must provide the Office of Fraternity and Sorority Life with a list of students the chapter intends to offer a bid or membership invitation to before bids are handed out.
- B. Chapters may extend bids or invitations of membership to confirmed eligible students. The chapter must notify the Office of Fraternity and Sorority Life when a student accepts their bid within 48 hours of their acceptance.
- C. For Panhellenic Council affiliated organizations, students accepting their bids must come into the Office of Fraternity and Sorority Life to sign the Membership Recruitment Acceptance Binding Agreement (MRABA) per National Panhellenic Council (NPC) policy.

Shippensburg University Fraternity & Sorority Life Recognition Guidelines

Revised August 1, 2023

I. Relationship Statement

Shippensburg University recognizes social Greek-letter organizations as an integral part of the campus community for their capacity to make positive contributions to the co-curricular environment of the campus and to individual students' growth and development.

It is further recognized that a special relationship exists between the University and the fraternities and sororities, and there is a need to define this relationship clearly so that both parties understand the rights and responsibilities of University-recognized fraternities and sororities.

II. Recognition Defined

Recognition as a social fraternity or sorority is granted by Shippensburg University in conjunction with the Office of Fraternity & Sorority Life. University recognition is a privilege and thus involves certain rights and responsibilities.

Rights of Recognition

- To utilize the University name along with the organization's name.
- The privilege of self-governing internal organization affairs.
- To use University facilities
- To participate in new member recruitment and intake programs and processes
- To participate as an organization in University-sponsored activities including, but not limited to, intramural sports, Homecoming, and Greek Week
- To receive assistance and support from University personnel and access to University resources.

For a fraternity or sorority to exist or operate at Shippensburg University the organization must be endorsed, recognized, and chartered. Recognition is divided into three categories: Full, Provisional, and Probational. In addition, there are two categories in which a group can lose the privilege of recognition. Recognition can be Suspended or Withdrawn.

If a previously recognized local fraternity or sorority applies for recognition, they will not be permitted to return to Shippensburg University as a recognized organization, regardless of dismissal status.

III. Types of Recognition

- A. **FULL RECOGNITION** grants a fraternity or sorority in good standing all rights, privileges, obligations, and appropriate use of Shippensburg University Resources as listed above.
- B. **PROVISIONAL RECOGNITION** is granted to Interest Groups and Colonies and provides University recognition as groups work to fulfill the requirements outlined in the Expansion and Reactivation Guidelines. During this period the Interest Group or Colony has rights, privileges and responsibilities as outlined in the Expansion and Reactivation Guidelines.
- C. **PROBATIONAL RECOGNITION** Probational Recognition may entail temporary withdrawal of certain University services and benefits. In addition, Shippensburg University may apply specific sanctions against a chapter for a specified period of time. These sanctions involve the imposition of a schedule of corrective action or a judicial sanction. In the event that further infractions occur, or if the corrective actions or sanction(s) are not met, University recognition may be suspended or withdrawn.

IV. Criteria for Continued Recognition

For an organization to retain full recognition by the University, all fraternity and sorority chapters must abide by the following:

- A. Maintain and pursue goals that are in support of the mission of Shippensburg University and their Inter/National Headquarters and are consistent with policies established by the Shippensburg University Office of Fraternity & Sorority Life.
- B. Be affiliated with an inter/national fraternity or sorority.
- C. Maintain an updated chapter roster of active and new members with officer positions and requested member information.
- D. Maintain insurance coverage required by the University and submit Certificate(s) of Insurance at the start of each academic year and upon request.
- E. Maintain and submit an updated chapter constitution, bylaws, recruitment/intake dates and programs, and other documents where applicable or requested.
- F. Provide a current new member/associate education plan to the Office of Fraternity and Sorority Life prior to extending bids to students who are eligible for membership.
- G. Meet regularly, as determined by the University, with the chapter's designated chapter coach through the Office of Fraternity and Sorority Life.
- H. Adhere to the minimum requirements for membership when extending invitations for membership to potential new members/interests.
- I. Signed copies of the *Shippensburg University Office of Fraternity & Sorority Life Anti-Hazing Agreement* must be on file in the Office of Fraternity & Sorority Life for ALL chapter members and new members.
- J. Signed copies of the *Shippensburg University Office of Fraternity & Sorority Life Membership Agreement Form* must be on file in the Office of Fraternity & Sorority Life for ALL chapter members and new members.
- K. Adhere to all University organizational policies and procedures as outlined in the Student Code of Conduct.
- L. Comply with all National, State, Local, University, governing council, and Inter/National Headquarters standards.

To be eligible for Continued Recognition, a chapter must provide the above information to the Office of Fraternity & Sorority Life as indicated on the Office of Fraternity & Sorority Life calendar. Failure to provide this information may result in a review of the organization's recognition status with the University and could result in judicial action. A Report of Recognition Compliance (also referred to as "dealbreakers") will be included in the annual accreditation process.

Organizations must also refer to appropriate governing council documents for additional requirements or restrictions.

V. Loss of Recognition

The University may suspend or withdraw recognition of a Recognized Chapter for failure to comply with the expectations as set forth in Section IV: Criteria for Continued Recognition. A change in recognition would take place through the student conduct process. Suspension or withdrawal of recognition will go into effect at the conclusion of the related disciplinary process. The terms of the suspension or withdrawal of recognition are as follows:

- A. **SUSPENSION OF RECOGNITION** is loss of university recognition for a prescribed period of time during which certain activities and privileges may be suspended. Suspension of Recognition will involve the imposition of a schedule of corrective action or a judicial sanction. Should recognition be restored, the chapters will be granted Probational Recognition for one year prior to the reinstatement of Full Recognition.
- B. **WITHDRAWAL OF RECOGNITION** revokes the recognition granted by Shippensburg University and requires the chapter to immediately cease all operations. Upon Withdrawal of Recognition the chapter shall be ineligible to apply for university recognition for a period of time based on a determination by the University and the Inter/National Headquarters.

After the specified period has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion & Reactivation Policy

Chapters whose recognition has been withdrawn by the University or were never granted recognition through a University-sanctioned expansion process but exist and operate as an unrecognized organization, shall not be eligible for recognition.

Shippensburg University Fraternity & Sorority Life Membership Guidelines

Revised August 1, 2023

I. Eligibility Requirements

Shippensburg University students wishing to receive an invitation of membership to a social Greek-letter organization must be verified as eligible by the Office of Fraternity & Sorority Life. No invitation to membership may be given to a student who is ineligible or who has not been verified.

To be eligible for membership, students must meet the following criteria:

- A. Be enrolled at Shippensburg University of Pennsylvania.
- B. Be in good judicial standing with the University, meaning not currently on probation or suspension as determined by the student conduct process
- C. Have earned a minimum of 12 credit hours at Shippensburg University or transferred a minimum of 12 credit hours from an accredited college or university. Advancement Placement (AP) credits and/or dual enrollment credits earned while in high school will not be counted toward the requirement.
- D. Have at least a 2.300 GPA and/or meet council or chapter-specific GPA requirements as applicable. Shippensburg University will enforce whichever is greater.
- E. Have submitted a signed Membership Agreement Form, allowing the Office of Fraternity and Sorority Life to confirm enrollment, share their academic record information with the chapter in question, and acknowledge the University's anti-hazing policy.

A student who does not meet the minimum criteria will not be eligible to receive an invitation of membership to join a fraternity or sorority at that time. This does not affect their potential future eligibility. If an organization extends bids prior to the completion of an eligibility check, they will be in violation of this policy and may be referred to Student Conduct and Community Standards.

In addition to these requirements, chapters may set their own criteria for membership.

II. Unauthorized Membership

Fraternity and sorority membership, and its associated benefits, are limited to the students that meet the previously listed eligibility requirements, have accepted a formal invitation to membership, and are reported as members to both the University and the organization's headquarters. Students that are not registered and approved by the University that engage in organizational activities may be considered unauthorized members if they:

- A. Pay money toward organizational operations.
- B. Receive benefits from an organization not openly available to general students.
- C. Attend events, activities, and/or meetings that are meant only for members.
- D. Are referred to as a member, social members, or similar title by other members of the organization.
- E. Are led to believe they have been accepted as a member by other members of the organization.
- F. Are included in organization-specific communications.
- G. Engage in other activities with the implicit or explicit consent of the organization that would lead someone to believe they are a member.

III. Recognized Membership Statuses

Once a student joins a fraternity or sorority, the University will recognize that membership until that member leaves the organization permanently through voluntarily resigning their membership, having their membership revoked by the organization, or leaving the University through withdrawal, transfer, or graduating, at which point they will be recognized as an alum. The University does not differentiate membership statuses within an organization.

IV. Member Disaffiliation

Should a member voluntarily choose to leave their organization by resigning their membership (also referred to as disaffiliation) or if their membership and associated privileges thereof are revoked by the organization, the chapter must update their roster with the Office of Fraternity and Sorority Life. Removal is subject to approval from the organization's headquarters.

V. Multi-Campus Chapters

Some chapters may have multi-campus charters, subject to approval by the University. Shippensburg University students that are members of these organizations are responsible for adhering to Shippensburg University policies while operating off campus, including activities and operations taking place on those other campuses. Members of these organizations that are enrolled at one of the affiliated campuses are expected to abide by University policy while on Shippensburg University's campus.

VI. Affiliated Transfer Students

Students who transfer to Shippensburg University and are already affiliated with a fraternity or sorority that is active on campus may immediately affiliate with their organization if they wish to. The chapter must notify the Office of Fraternity and Sorority Affairs and update their roster. This roster addition is subject to approval from the organization's headquarters.

VII. Alignment with Headquarters Membership Status

If an organization's headquarters denies membership to a student or revokes the membership of a student, that student will not be recognized as a member of the organization by the University.



SHIPPENSBURG
UNIVERSITY

2023-2024 Student Government Association Officers

Harun Pacavar, President
Kennedy Holt, Vice President, Internal Affairs
TBD, Vice President, External Affairs
Justin Brajkovich, Vice President, Student Groups
TBD, Vice President, Finance

What is the Student Government Association?

The Student Association's purpose is to form a more representative, unifying, responsible student government; to develop and encourage positive relations between the students, the faculty, and the administration; to promote favorable relationships between the University and the community; to maintain a high quality of student life which ensures every student's rights and privileges; and to appropriate Student Association funds to student groups in the best interest of all students. For more information concerning the Student Association structure, Constitution and By-Laws, please visit the Student Government Association office located in CUB Room 201.

Student Activity Fee

The Student Activity fee is used to fund the numerous extracurricular student activities on campus, including men's and women's intercollegiate athletics, intramurals, club sports, classes and councils, performing arts, student media groups, and the Activities Program Board (APB).

Student Groups

For a complete listing of Student Groups go to www.ship.campusgroups.com/groups contact the Student Government Office at 477-1651 or visit their office in CUB 201.

Student Groups & Activities Handbook

SGA and SUSSI Introductions

Mission statement of the Student Government Association (SGA): To serve as advocates for the student body and act as liaisons between them, the administration, faculty and staff; striving to ensure responsive, inclusive, participatory and representative decision-making.

The purpose of the Student Groups & Activities Committee (SGAC) of the Student Government Association will be to register and/or recognize undergraduate student groups (clubs or organizations) on the Shippensburg University campus except social fraternities & sororities, and intercollegiate athletic teams, and to establish policies concerning the formation and operation of clubs and organizations. Club sport programs will be chartered upon approval of the Athletic Committee.

Shippensburg University Student Services Inc. (SUSSI): Shippensburg University Student Services, Incorporated (SUSSI) is a nonprofit 501(c)(3) Corporation Organized to manage and coordinate student services at Shippensburg University, consistent with the statutory authority granted in Act 188 of 1982, 24 P.S.

SUSSI and the SGA provide funding, through the Student Activity Fee, to fund any SGA recognized student group for the purpose of enhancing the college experience for the student community. Student groups include interest clubs, club sports, performing arts groups, media groups, activities program board and NCAAintercollegiate athletic teams.

Officer Resources/University Contact Information

Athletics				
	Ashley Grimm	Associate Director	717-477-1711	AJGrimm@ship.edu
Campus Police			717-477-1444	
Campus Recreation				
	Melissa Hazzard Dylan Curtis	Director Associate Director IM & Club Sports	717-477-1755 717-477-1755	MPHazzard@ship.edu DScurtis@ship.edu
Career, Mentoring, and Professional Development Center				
	Victoria Kerr	Director	717-477-1484	VMBuchbauer@ship.edu
Counseling Center (ground floor of Naugle Hall)			717-477-1481	
CUB Resources				
	Andee Fisher	Executive Director	717-477-1560	ANFisher@ship.edu
	Travis Houtz	Asst. Director of Operations	717-477-1560	TLHoutz@ship.edu
	VACANT	Administrative Assistant	717-477-1560	
Dining/Catering				
	Asha Early	Resident Dining Manager	717-477-1619	early-asha@aramark.com
	Marcey Soulat	Catering Director	717-477-1619	soulat-marcey@aramark.com
Financial Resources				
	VACANT	SUSSI Exec. Director	717-477-1730	
First Year Experience & Community Engagement				

	Alexandria Karlheim	Director		AMKarlheim@ship.edu
Fraternity/ Sorority Life and Veterans Affairs				
	Brigette Allen	Director	717-477-1848	BCAllen@ship.edu
Multicultural Student Affairs (MSA)				
	Diane Jefferson	Director	717-477-1616	DLJeff@ship.edu
	Kapri Brown	Assistant Director	717-477-1616	KLBrown@ship.edu

Office of the Dean of Students				
	Lorie Davis	Dean of Students	717-477-1164	LADavis@ship.edu
	Kyle Miller	Director of Student Conduct	717-477-1661	KCMiller@ship.edu
	Kurt Dunkel	Connection AOD	717-477-1536	KADunkel@ship.edu
PAGE Center				
	VACANT	Director	717-477-1790	
Residence Life				
	Jen Milburn	Director of Housing/Residence Life	717-477-1701	JSMilburn@ship.edu
SGA Resources				
	Brea Neal	VP, Student Groups	717-477-1651	sgavpstudentgroups@ship.edu
	Chase Slenker	VP, Finance	717-477-1651	sgavpfinance@ship.edu
Spiritual Center				
	VACANT	United Campus Ministry	717-477-1672	
Student Group Services				
	Emily Javitt	Asst. Director of Engagement and Leadership	717-477-3250	EKJavitt@ship.edu
Student Retention				
	Doug Dieuveuil	Early Alert and Retention Coordinator	717-477-7447	DFDieuveuil@ship.edu

I Club Definition

- A** A club is an association of persons for the purpose or the promotion of some common interest whose general activities are internally directed. All clubs, except social fraternities & sororities, and intercollegiate athletic teams, pertaining to student life of the University must be chartered by the Student Government Association of Shippensburg University.

II Steps to forming a club

- A** In order to be recognized as a club, individuals must complete the online Registration Request through the Campus Groups platform called SHIP Link. Requirements for the formation of a student group are as follows:
 - 1 Proposed name of group.
 - a Note: If a group ever wants to change its name, they must submit a request, via email, to the SGA Vice President of Student Groups.
 - 2 Four (4) officer positions to be filled by undergraduate students (President, Vice President, Treasurer, Secretary).
 - 3 A group constitution.
 - 4 Advisor name and contact information.
 - 5 A list of potential group members
 - a Note: All SU community members shall be at least 18 years old or shall have documented parental permission (case-by-case basis). Student groups' purposes are to serve undergraduate students. However, graduate students, faculty, staff and SU community members shall be able to be members of SGA Recognized groups but shall not be permitted to hold executive office positions.
 - 6 If a club is planning to be affiliated with a national, state, or regional organization, proof of affiliation must be submitted to the Vice President of Student Groups.
- B** To find the application to form a new student group follow these steps:
 - 1 Navigate to shiplink.ship.edu
 - 2 Login using your ship username and password
 - 3 Click on the group icon on the top left of the screen
 - 4 Select "all groups" and click on the "New Club" form
- C** The application will be reviewed by the Student Groups and Activities Committee and the full Student Government Association.
- D** The Vice President of Student Groups will notify the student group of SGA's action and issue its charter via SU email.
- E** The prospective group will have the right to appeal to SGA President, up to two (2) weeks after disapproval of the chartering group has come from either SGAC or the SGA.
- F** Club sports shall follow the established guidelines in the Club Sports Handbook and shall also follow standard chartering procedures of SGAC.

III Advisors

- A** All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration, or University affiliate.
- B** Advisors shall advise student groups in the exercise of responsibility, but they shall not have the authority to control the policy of a student group.
- C** Advisors should possess knowledge of the rules, regulations, policies, and structures of the University, as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the student group they advise.
- D** To change an advisor(s), the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the SGA Vice President of Student Groups in order to make note of the change and submit a new advisor contract.
- E** A student group may request to have more than one advisor approved by the SGAC; however, one

advisor must be designated as available for financial advisement.

IV Yearly Expectations / Responsibilities / Maintaining Active Status

- A** Each academic year, student groups need to subscribe to all item numbers 1-6 in section II and update their records no later than the last business day in September.
- B** Each academic year, student groups must complete the Re-registration form and watch the kick-off video created by the SGA Vice President of Student Groups by the last business day in September.
- C** Failure to complete this task will result in “inactive status” (see below). The leadership of the student group will need to meet with the Vice President of Student Groups in order to “correct this action” which, according to the section below, allows the student group to return to active status.
- D** If applying for/eligible for a budget, student groups must attend the annual budget training in November.
- E** Failure to complete the above tasks will result in “inactive status.”

V Inactive Groups

- A** Inactive student groups are defined as falling into one (1) or more of the following categories:
 - 1 Failure to have 4 officers by September 30 each academic year
 - 2 Failure to have a constitution
 - 3 Failure to have an advisor for a period of seven (7) weeks
 - 4 Failure to maintain 15 members
 - 5 Failure to complete the re-registration process and failure to watch the kickoff video
- B** Inactive status will be established immediately following an infraction. Active status will return upon the correction of an infraction unless specified in these guidelines (i.e. not re-registering/watching the kick off video)
- C** Inactive status results in the loss of all privileges outlined in section VI.
- D** In addition to the loss of privileges, the Vice President of Student Groups may make a recommendation to the Budget and Finance Committee and the whole Senate to freeze the budgets of the groups who committed infractions.

VI Unrecognized student groups are:

- A** SGA recognized groups that have thus been “inactive” for longer than one academic year.
- B** The Student Groups and Activities Committee will vote on the status of the student group.
- C** Once a group is unrecognized, they are officially not an established group within the community. Should interest become evident in the future, the group would need to go through the formation process as outlined in Section III.

VII Privileges of Student Groups

- A** Reserve facilities for programs and meetings
- B** Host fundraising events after applying to fundraise by submitting a Fundraising Application on SHIP Link
- C** Use the predefined amount of resources in the Project Center/Student Group Work Room (CUB 218), free of charge.
- D** Participate and host a table in the annual SIS fair
- E** Request funds via Additional Allocation Funds Request for a campus-wide event, within reason*
- F** Request funds via Conference Allocation Request for organization conference attendance that would benefit the entire campus community*
- G** Request a mailbox and/or locker in the Ceddia Union Building
**see Budget and Finance Standing Rules for further clarification*

VIII Operating Budgets

- A** Different than receiving Additional Allocation Requests, Operating Budgets allow groups to have

guaranteed access to money for the course of an academic year, pending approval of the Budget and Finance Committee at the end of the previous academic year. The SGAC will approve which groups are eligible to receive budgets should have at least 15 members (including the four designated officers) and they do not fall into one of the following categories:

- 1 Political Campaigning Organizations “Political Campaigning Organizations, as stated in section I-15 of these standing rules, may not receive any allocation of any kind if their organization’s purpose is for partisan political endorsement or partisan campaign fundraising.” (Standing Rules, B-3a.) “Student activity fee monies shall not be used for any type of partisan political endorsement nor for contributions to the campaign fund of any candidate for elective office.” (Standing Rules, I-15b.)
- 2 Social Greek Organizations “Individual Fraternities and Sororities governed by Inter-Fraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC) cannot receive an Operating budget. Funds for Social Greek Councils must be used to benefit the students as a whole and not just their organization or sub organizations. Funds may not under any circumstance be allocated from a Greek Council to an individual fraternity or sorority.” (Standing Rules, C-7a.)
- 3 Organizations whose primary objective is to perform the work of an office of the University “Organizations whose primary objective is to perform the work of an office of the University generally will not receive an operating budget, unless specifically provided an exemption, via motion, by the Budget and Finance Committee.” (Standing Rules, B-3b.)

For more information regarding the budget and budget application process, please consult the budget and finance standing rules. This Student Groups Handbook may not include all of the details. Student leaders are responsible for knowing the budget processes and expectations. If you have questions, please reach out to the SGA Vice President of Finance at sgavpfinance@ship.edu. If you are unsure as to whether your group is eligible for funding, please use the flowchart below.



SGA RECOGNIZED

AVAILABLE FUNDING FOR STUDENT GROUPS FLOWCHART



IX Volunteers

- A Volunteers who are not employees of Shippensburg University, or its affiliates, are required to register as volunteers at the Office of Human Resources, have background checks and must be approved by the Associate Vice President for Student Affairs.
- B No individual or student group shall have the right to officially represent, or speak on behalf of, the University without the expressed written authorization of the University President (or designee) except to identify the University affiliation of the individual or group.
- C In the event a contract or verbal agreement is made by a representative of a student group in violation of established Budget Finance policy, the group is subject to action including reclassification as an inactive or unchartered group.

X Limited Enterprise Fundraising

- A Limited Enterprises shall refer to the operations of those individuals or groups which either singly or collectively engage in solicitation and/or fundraising activities and are students at Shippensburg University.
- B Limited Enterprises must apply through a Fundraising Application on SHIP Link (<https://ship.campusgroups.com/sga/fundraising-application/>) at least forty-eight (48) hours in advance. Any solicitation and/or fundraising activity on campus must be approved through this application by the SGA Administrative Assistant, for each individual event held.
- C The SGA Administrative Assistant will maintain a record of all approved and rejected events.
- D Approval for one event will in no way guarantee continuation of the privilege for future events.
- E If a Limited Enterpriser desires to engage in additional activities, or to make a change in activities, they must submit a new application and have outlined the original activity as well as the additional or changed activity.
- F If questioned, individuals or groups must produce their proof of approval.
- G If rejected, the individual or group must again reserve the dates for the facility and go through the process again.

XI General Enterprise Fundraising/Association

- A** CUB Great Hall Tables, also known as vending tables, are used for fundraising, information distribution, advertising, and vending by off-campus vendors in conjunction with student groups for fundraising purposes.
- B** To reserve a table or spaces for fundraisers, visit [events.ship.edu](https://www.ship.edu) and click on the “CUB Request Form.”
- C** If the use of the table involves selling items where income is not deposited into a student group account, then a General Enterprise Application must be filled out. This application, and the corresponding policy, can be found at <https://www.ship.edu/cub/vendors>.

XII Food Product Fundraising

- A** All food for catered events in campus facilities must be coordinated through Campus Dining Services (Aramark Corporation). Aramark, as per its contract, has first right of refusal for all campus dining events valued over \$100.
- B** Applications involving food products will be approved for a period not exceeding one (1) calendar month.
- C** Only one (1) type of any food product may be sold at any one (1) place at a given time. This will be left to the discretion of SGA Administrative Assistant.
- D** All food for sale/distribution/giveaway (fundraisers i.e., bake & candy sales) must be commercially labeled & packaged and purchased from retail store or through Campus Dining Services prior to selling. Failure to comply will result in the immediate revocation of a group’s permit.
- E** All student groups, University offices/departments, and individuals must present receipts verifying purchases to the SGA Administrative Assistant during business hours at least one (1) hour prior to the event. If the event is occurring on a weekend, receipts must be submitted on the business day prior to the event.
- F** All University student groups should contact Campus Dining Services to create menus or purchase food items that work for their respective events.
- G** Student groups or individual students may apply for food product sales
- H** Food for sale/distribution/giveaway at campus events & fundraisers is not allowed to be prepared by members of the University community. Please contact the Director for Campus Dining Services or their designee at (717) 477-1619 to make arrangements or discuss options for events/fundraisers.
- I** Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including: Campus Vending (Snacks & Beverages) & Campus Dining Services

XIII Games of Chance, Gambling, and Non-Food Related Fundraising

- A** No gambling of genuine currency is permitted on the University campus.
- B** Raffles or games-of-chance are restricted by Pennsylvania state law.
- C** Only sales of residence hall t-shirts; class, sorority/fraternity and residence hall dinner dance tickets; Cumberland Yearbook sales; and individual Resident Assistant programs, done on a hall-wide basis, are exempt from these guidelines.
- D** The following groups are exempt from these guidelines only when selling advertising:

Cumberland Yearbook	SUTV
Homecoming Committee	WSYC
SLATE	Act V Productions
- E** All fundraising applications for non-food products (with the exception of flowers) may be scheduled for no longer than one (1) academic semester. These applications shall be submitted for the semester in which the sale shall take place.
- F** Only one (1) group/individual may take orders and/or sell one (1) type of flower or balloon on one (1) date.
- G** The following groups are exempt from these guidelines only when selling tickets to an event: ACT V

XIV Fundraising General Considerations, Penalties, and Appeal Procedure

- A** All solicitation and/or fundraising will be in accordance with established Student Association and University regulations, i.e., Student Housing Agreement (residence hall rooms may not be used as warehouses or storerooms).
- B** If two-(2) or more groups apply to sell the same item on the same date, where a limit has been placed on the type of sale due to products, dates, times or places being duplicated, approval shall be given to the application submitted first. Alternative dates shall then be given to the other applicant(s) to hold their respective sale(s). An exception to this is when any individual group exceeds four (4) sales in one month, priority shall be given to the second applicant.
- C** No items may be sold if in conflict with the University Store and with University concession or a contracted vendor (PSECU, etc.) with the exception of t-shirts, candy, posters, and Greek merchandise.
- D** All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00p.m.
- E** Vendors must stay to their assigned tables and may not approach students with the purpose of solicitation. If solicitation rights are violated, appropriate action will be taken
- F** An official warning by SGA Administrative Assistant may be given on a first offense; however, a more severe penalty may result if SGA deems it appropriate.
- G** Any additional offenses after the first offense will be subject to SGAC disciplinary action. SGAC has the right to revoke privileges and to take any other action they deem appropriate including but not limited to fines.
- H** All groups must submit a written appeal to the SGA Vice President of Student Groups, Chair of the Student Group & Activities Committee, within fourteen (14) days of notification of disciplinary action.
- I** If an Appeal is denied, then payment of fines are due to the SGA within seven (7) days after the decision has been stated in writing in addition to other consequences being carried out if appropriate.
- J** The decision of SGAC is final.

This document is a sample constitution. It should be used for reference only. Your constitution should reflect your group's values and structure.

Sample Student Group Constitution

Article I. Name of Organization

The name of this student group shall be known as the "Student Group Name" at Shippensburg University.

Article II. Purpose

Here the student group should outline and identify its purpose. This is its mission statement.

Example: The purpose of this student group is to serve the Shippensburg University community through fundraising and community service activities which benefit local community members.

Article III. Membership

Section 1 This is the definition of your membership criteria:

- a. The student group is open to all undergraduate students, regardless of race, gender, sexual orientation, disability, religious/political affiliation or veteran status.

Section 2 This is the requirements for membership of active members:

- a. All student group members are required to be in good academic standing with the University (minimum 2.0 GPA).
- b. Members must also attend at least ___ meeting(s) and staff at least ___ group event(s) per semester.
- c. All members are required to pay dues of \$____ per semester. Dues shall be determined by each individual student group.

Section 3 Inactive Members

Inactive members are defined as:

- a. Not attending at least ___ meeting(s) per semester.
- b. Not staffing at least ___ event(s) per semester.
- c. Not allowed to vote in elections or on agenda business items.

Article IV. Structure

The structure of the Student Group shall be an executive board, committees and a general membership body.

- a. The executive board must consist of four positions that shall run the group.
- b. The committees for this group shall be made at the discretion of the Executive Board. Examples include: Membership, Fundraising, and Community Service.
- c. The general membership body consists of all active members.

Article V. Officers/Positions

This article will list requirements for elected officers and their duties. Sections 2 – 5 are examples of officer duties.

Section 1 Requirements for elected officers include:

- a. Full-time or part-time undergraduate status.
- b. Must be in good academic standing.
- c. Must be an active member of the group.

Section 2 Responsibilities of the President shall be to:

- a. Serve as Chief Administrative officer.
- b. Preside over all executive board & general membership meetings.
- c. Assume overall leadership which includes filling executive board positions.
- d. Fill out any paperwork and attend any meetings required by the Student Senate.
- e. Manage the student group website in conjunction with the group's advisor.
- f. Other duties may be added which are beneficial to your student group.

Section 3 Responsibilities of the Vice President shall be to:

- a. Assume the duties of the President in his/her absence and in the case of the President's inability to complete his/her term, to serve as interim President until another appointment has been made.
- b. Act as an ex-officio member of all committees.
- c. Other duties may be added which are beneficial to your student group.

Section 4 Responsibilities of the Treasurer shall be to:

- a. Maintain an accurate record of all group finances.
- b. Prepare the following year's budget requests in conjunction with the President, Advisors and committees.
- c. Prepare monthly financial statements for each committee.

- d. Process all financial payments, deposits and requests for funds for all committees and officers.
- e. Other duties may be added which are beneficial to your student group.

Section 5 Responsibilities of the Secretary shall be to:

- a. Maintain accurate attendance records of all members to determine active/inactive status.
- b. Prepare all meeting agendas and handouts.
- c. Maintain an accurate record of all meeting notes.
- d. Maintain the student group email account.
- e. Other duties may be added which are beneficial to your student group.

Article VI Elections

Section 1 Term of office for the elected officers shall be for one academic school year (ex. May - April).

Section 2 Eligibility for election:

- a. Any member in good academic standing shall be eligible to run for an office/position. (i.e., good standing is defined as having a minimum of 2.0 GPA)
- b. Member must have been an active member of the group for at least one semester.

Section 3 Nominations for each office shall be accepted from the floor at the scheduled elections meeting.

Section 4 Voting

- a. All active members of the group are eligible to vote.
- b. The ballot will include all nominees/positions and will allow one vote per member.
- c. Majority vote of 2/3 will determine the winner for each position.
- d. If there is a tie, the president will cast the vote to determine the winner.

Section 5 Vacancy

- a. If an elected officer position is open the remaining officers shall work together to accomplish the responsibilities of the vacant position, until the position has been filled.
- b. If the executive board so chooses they may elect an active member in good standing to fill the vacant position.

Article VII Committees

This article should outline any committees and their responsibilities, if necessary.

Section 1 The committees for this group include membership, fundraising, and community service. The executive board can create ad-hoc as needed or identified by the general membership body.

Section 2 The responsibilities for the General Membership Committee shall be to:

- a. Works with the secretary to maintain accurate attendance records.
- b. Plans social events for the general membership.
- c. Organizes a membership and recruitment campaign.

Section 3 The responsibilities for the Fundraising Committee shall be to:

- a. Works with the treasurer to identify fundraising needs.
- b. Coordinates all fundraising activities.

Section 4 The responsibilities for the Community Service Committee shall be to:

- a. Works with the President to establish community relationships and partnerships.
- b. Coordinates all community service initiatives.
- c. Maintains accurate records for all service projects.

Article VIII Meetings

This article shall outline how often your group will meet. All student groups are required to meet at least once per semester.

Section 1 Executive Board Meetings:

- a. All executive board members shall be in attendance unless an emergency arises or prior notification is given to the President for an excused absence.

General Member Meetings:

- a. Will be held at least ____ (per semester/month) and the day and time will be determined by the officers.
- b. Special meetings may be called by the President or other officers as the need arises.

Committee Meetings:

- a. All committees shall meet at least ____ (per month/semester) as determined by the committee chairperson.
- b. Special meetings may be called by the committee chairperson as the need arises.

Section 2 Notice of all meetings will be emailed to all members and may be posted on social media (Facebook, Twitter, etc.).

Section 3 Quorum for all General and Committee meetings shall consist of 2/3 of active members.

Article IX Ratification

Section 1 A review of the constitution shall be conducted by the Executive Board in conjunction with the general members and advisor.

Section 2 Discussion on the proposed amendments or changes will be discussed at a general meeting and will require a 2/3 vote of all active members.

Section 3 Changes to the constitution are not final until they are approved by the Student Group Committee and the Student Senate

Article X Advisor

Section 1 The advisor of this group shall be _____.

Section 2 The duties of the advisor shall include:

- a. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration or University affiliate.
- b. Advise student groups in the exercise of responsibility, but not have the authority to control the policy of a student group.
- c. Possess knowledge of the rules, regulations, policies and structures of the University as well as the Student Code of Conduct. I should also possess a knowledge and understanding of the goals and objectives of the student group I advise.
- d. In the event that I cease my advisor status, the student group membership must take a formal vote to select a new advisor(s). After a vote has been cast, the student group must notify the Student Senate Vice President in order to make note of the change.

- e. A student group may request to have more than one advisor approved by the Student Group & Activities Committee however; one must be designated as having the responsibility for overseeing all financial matters of the group.
- f. To manage the Student Group website in conjunction with the President.
- g. The primary advisor shall advise and assist the Treasurer in all financial concerns.
- h. Provide contact information:
 - University position
 - University office location
 - University phone number
 - University email address

Article XI External Affiliation

The Student Group does not have any external affiliations with outside organizations

**If groups are affiliated with an organization on a national, state, or local level this information should be listed here.*

Article XII Impeachment and Removal of Officers

Section 1 Executive Board Members may be removed from the group for infringements of our Constitution or Shippensburg University policies.

Section 2 Removal of an Executive Board Member:

- a. A written statement outlining the infringements of the Constitution or Shippensburg University policies must be submitted to the Executive Board requesting removal of an executive board member(s):
 - Indicating the reasons for removal.
 - The charged member(s) full name(s).
 - The individual(s) filing the complaint, contact number and email.
- b. The Executive Board will notify the member(s) of the removal request and the infringements outlined for removal within 48 hours of reviewing the request.
- c. A meeting of the general membership will be held for the removal proceedings.
 - At this meeting the individual(s) filing the complaint and the charged member(s) will both have an opportunity to present their case.
 - A two-thirds vote of the active general membership shall be required to vote in favor of the removal.
 - If a member is removed, he or she is thereby removed from his or her position.

Section 3 If an Executive Officer is removed, a new Student Group & Activities Information Sheet shall be submitted to the Student Senate Office, CUB 201.

By-Laws

If your group has specific by-laws that they would like to include this should be a separate document attached with the constitution. By-laws may include the following:

- a. Any standing rules for your group (ex. Office hours, required events, etc)
- b. Statements of beliefs (ex. Mission Statement, quotes, etc)
- c. Operating procedures (ex. Ticket sales)
- d. Governing rules and policies through external affiliations (the organization you have an external affiliation with must be listed in Article XI of this constitution.

Service Agreement Forms for Student Groups

Service Agreements are required by student groups who purchase events or services from a service provider where a contract is not executed. Service Agreements must be prepared by the Assistant Director for Student Group Services & Leadership Development no later than four-(4) business weeks prior to the date of the event. These forms ensure that events where a speaker/lecturer, performer/artist, or DJ is used, or events where prize money is given away, are executed in a timely and secure fashion.

Service Agreement Forms include:

Basic Service Agreement for Speakers/Lecturers or Performers/Artists (\$100-\$1,000) Service Agreement for Speakers/Lecturers or Performers/Artists (\$1,001 and Up) Service Agreement for DJ's
Service Agreement for Prize Winners

**Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 – 2299**

SERVICE AGREEMENT

For Speakers/Lecturers or Performers/Artists (\$1,001 and Up)

This service agreement is being made between **Shippensburg University Student Services, Inc. (SUSSI)** hereby referred to as the purchaser and **[NAME OF PROVIDER]** now referred to as service provider on this **[DATE]**.

This service agreement is to contract and confirm the services of:

CONTRACTED EVENT/ARTIST:

ADDRESS:

PHONE:

EMAIL:

CHECK PAYABLE TO:

Social Security Number or FED ID #:

DATE of ENGAGEMENT/SERVICE(s):

LOCATION:

EVENT TIME:

PERFORMANCE TIME:

FEE:

(All payments will be made by check made payable immediately after the performance.) HOSPITALITY,

TECHNICAL & EVENT REQUIREMENTS

1. Purchaser will provide the following:

a.

b.

2. Service Provider

a.

b.

3. Additional

a.

[Additional information may be added as needed)

Additional Terms and Conditions

The following additional terms and conditions are incorporated in and are part of the agreement attached hereto.

1. PURCHASER agrees to furnish as its sole cost and expense all that is necessary for the proper presentation of the performance(s) set forth in the Agreement (the "Performance(s)"), and if required by ARTIST/SERVICE PROVIDER, any and all rehearsals therefore, including but not limited to:
 - a. Equipment, materials, labor, licenses, permits, including, but not limited to, a suitable venue (well-heated, lighted, clean, and in good order), a public address system in working condition (including microphone(s) in number and quality as required by ARTIST/SERVICE PROVIDER) when advanced to purchaser and clean, well-lighted dressing room(s)/area(s) when available;
 - b. All stagehands, stage carpenters, electricians, electrical operators, and any other labor as necessary and or required by national or local union(s) to take in, hang, work and take out all materials required for the Performance(s), including, but not limited to, scenery, properties and baggage;
 - c. Any musicians and musical contractors, as may be required by any national and local union(s) in connection with the Performance(s), and any rehearsals therefore; provided, however, that ARTIST/SERVICE PROVIDER shall have the right to name such musical contractor and to approve such musicians;
 - d. All lights, tickets, house programs, licenses, including, but limited to, any performing rights licenses, special police and security, ushers, ticket sellers, and ticket takers;
 - e. Appropriate and sufficient advertising and publicity as customarily provided on a first-class basis and PURCHASER shall pay for all necessary expenses in connection with such required advertising and publicity.
2. PURCHASER will comply professionally with ARTIST/SERVICE PROVIDER directions regarding the arrangement of stage décor and settings for the Performance(s).
3. In conjunction with PURCHASER'S designated representative(s), ARTIST/SERVICE PROVIDER will

share control over the production, presentation, and performance of the Performance(s), including but not limited to, the details, means, and methods of the performances of the performing artist hereunder. ARTIST/SERVICE PROVIDER will share as sees fit to designate and change, at any time, the performing personnel.

4. The Performance(s) to be furnished by ARTIST/SERVICE PROVIDER shall receive billing in such order, form and size, and prominence as directed by ARTIST/SERVICE PROVIDER.
5. PURCHASER will comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, and personnel to be furnished by PURCHASER or ARTIST/SERVICE PROVIDER, or otherwise used in the Performance(s).
6. PURCHASER photographs all events at their venues and allows the university media organizations access to events for photographs and interviews with the campus newspaper, radio station and student television station. PURCHASER requests that ARTIST/SERVICE PROVIDER be allowed to take photographs for non reproduction purposes only and that student media allowed to take photographs for new reporting purposes only.
7. ARTIST/SERVICE PROVIDER will have the right to sell souvenir programs, and other merchandise, including audio recordings in any and all formats and media in connection with, and at the Performance(s) based on 80/20 Artist Sells and 100% for recorded music.
8. PURCHASER agrees that ARTIST/SERVICE PROVIDER may cancel the Performance(s) with thirty-(30) days notice to the PURCHASER. Any cancellation after thirty-(30) days will require that ARTIST/SERVICE PROVIDER reimburse PURCHASER for all funds used to promote/ advertise, coordinate and execute the Performance(s) including deposits, production and personnel costs.
9. In the event that PURCHASER fails or refuses fully to perform any of it's amended obligations here under, including but not limited to timely making any payments required by this Agreement:

a. ARTIST/SERVICE PROVIDER, in its sole and exclusive discretion, may immediately terminate this agreement

10. In the event of an alleged material breach of this Agreement by ARTIST/SERVICE PROVIDER, PURCHASER agrees that the maximum damages which PURCHASER may seek to recover will be limited to all out-of-pocket expenses directly incurred by PURCHASER relating to the Performance, including all out-of-pocket costs, taking into account any amounts that PURCHASER recovered or could have recovered using its best efforts to mitigate its damages.
11. PURCHASER does not do deposits. Payment will be made by SUSSI check at the conclusion of the event.
12. Force Majeure
 - a. A "Force Majeure Event" is defined as one or more of the following causes which renders performance impossible, impracticable or unsafe: death, illness of, or injury to ARTIST/ SERVICE PROVIDER or a member of ARTIST'S/SERVICE PROVIDER'S immediate family, any of the ARTIST'S musician's or key personnel; theft, loss, destruction, or break down of instruments or equipment owned or leased by ARTIST/SERVICE PROVIDER; fire threat(s) or acts of terrorism; riot(s) or other form(s) of civil disorder in, around, or near the Performance(s) venue; strike, lockout, or other forms of labor difficulties; any act, order, rule, or regulation of any court, government agency, or public authority; act of God; absence of power or other essential services; failure of technical facilities; failure or delay of transportation not within ARTIST'S/SERVICE PROVIDER'S reasonable control; inclement weather; and/or any similar or dissimilar cause beyond ARTIST'S/SERVICE PROVIDER'S reasonable control, if artist is able, ready and willing to perform.
13. PURCHASER is adequately insured and no additional insured's will be added.
14. PURCHASER shall indemnify, protect and hold ARTIST/SERVICE PROVIDER, individual members of ARTIST/SERVICE PROVIDER, ARTIST'S/SERVICE PROVIDER managers, ac countants, attorneys, agents and their respective contractors, employees, licensees, and delegates (collectively, the "Indemnified Parties")

harmless, from and against any claim, demand, action, loss, cost, damage, or expense whatsoever (including, without limitation, reasonable attorney's fees) arising out of or in connection with the Performance, including but not limited to:

- a. Any claim, demand, or action made by a third party, as a direct or indirect consequence of the Performance;
- b. Any and all loss, damage and/or destruction occurring to ARTIST'S/SERVICE PROVIDER'S and/or their respective employee's, contractors', or agents' instruments and equipment at the place of the performance, including, but limited to, damage, loss, or destruction caused by forces beyond the parties control;
- c. A breach or alleged breach of any warranty, representation, or agreement made by PURCHASER hereunder in connection with the Performance, including, without limitation, any failure by PURCHASER to perform any agreement entered into between PURCHASER and any third party; and
- d. Damage or injury to any patrons, or the venue, or any fixture or personal property therein, caused by fans or any others not engaged by the ARTIST/SERVICE PROVIDER. For the avoidance of doubt, no claim, deduction, or offset will be made by PURCHASER in respect of same, unless proof of such damage and the cause thereof is provided to ARTIST/ SERVICE PROVIDER, and ARTIST/SERVICE PROVIDER expressly agrees to such claim, deduction, or offset in writing.
- e. ARTIST/SERVICE PROVIDER agrees to indemnify and hold PURCHASER harmless from the same as above.

15. PURCHASER shall pay all taxes and fees incurred due to Performance(s), including amusement taxes.

16. UNDER NO CIRCUMSTANCES WILL ARTIST/SERVICE PROVIDER AND/OR ARTIST BE LIABLE TO PURCHASER OR ANY THIRD PARTY IN CONTRACT, TORT, OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SIMILAR DAMAGES THAT RESULT FROM THE PARTIES

PERFORMANCE OR NON-PERFORMANCE HEREUNDER, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE OR LOST OF PROFITS, EVEN IF ARTIST/SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

17. Each party represents and warrants that it has the right and authority to enter into this agreement, and that by entering into this Agreement, it will not violate, conflict with, or cause a material default under any other contract, agreement, indenture, decree, judgment, undertaking, conveyance, lien, or encumbrance to which it is a party or by which it may become subject. Each party shall, at its own expense, make, obtain, and maintain in force at all times during the term of this Agreement, all applicable filings, registrations, reports, licenses, permits, and authorizations necessary to perform its obligations under this Agreement. Each party shall as its own expense, comply with all laws, regulations, and other legal requirements that apply to it and this Agreement.
18. This Agreement constitutes the sole, complete, and binding agreement between the parties hereto regarding the subject matter hereof, and supersedes all prior communications between the parties. No amendment or modification of this Agreement shall be valid or binding upon the parties unless made in writing executed by an authorized representative of each party.
19. The PURCHASER'S venues are alcohol and drug free and these substances will not be provided as a part of any riders and may not be consumed in any of the PURCHASER'S venues.
20. This agreement shall be construed in accordance with the laws of the State of Pennsylvania without regard to its application of choice of laws. Any claim or dispute arising out of or relating to this Agreement or the breach thereof shall be settled by arbitration in Shippensburg, PA in accordance with the commercial rules and regulations then in effect of the American Arbitration Association. The parties hereto agree to be bound by the award of such arbitration and judgment upon the award may be entered in any court having jurisdiction thereof. Nothing in the Agreement

shall require the commission of any act contrary to law or to any rule or regulation of any union, or similar body having jurisdiction over the Performance(s) or any element thereof. Wherever or whenever there is any conflict between any provision of this Agreement and any such law, rule or regulation, such law, rule or regulation shall prevail and this Agreement shall be curtailed, modified, or limited only to the extent necessary to eliminate such conflict.

Signatures by both parties shall be considered consent to all items and changes herein.

Kimberly Rockwell, Director, Shippensburg University, Student Services, Inc.

Date

Service Provider/Artist Signature

Date

**Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 – 2299**

SERVICE AGREEMENT FOR DJ's

This service agreement is being made between **Shippensburg University, Student Services, Inc. (SUSSI)** hereby referred to as the purchaser and **[NAME OF PROVIDER]** now referred to as service provider on this **[DATE]**.

This service agreement is to contract and confirm the services of:

NAME:

ADDRESS:

PHONE:

EMAIL:

CHECK PAYABLE TO:

Social Security Number or FED ID #:

DATE of ENGAGEMENT/SERVICE(s):

LOCATION:

EVENT TIME:

PERFORMANCE TIME:

NATURE OF EVENT (i.e. musician, comedian, lecture and topic, etc.): **FEE:**

(All payments will be made by University Check made payable immediately after the performance.)

DJ is required to be set up by [TIME] when doors open for the event

1. DJ will provide DJ equipment except venue sound system and lights
2. DJ will be allowed two-(2) guest passes for load-in & load-out help
3. DJ must be set-up on time as indicated above or a 5% deduction will be applied to the Fee per 15 minute increments of being late

[Additional information may be added as needed]

Signatures by both parties shall be considered consent to all items and changes herein.

Kimberly Rockwell, Director, Shippensburg University, Student Services, Inc.

Date

Service Provider/Artist Signature

Date

Shippensburg University, Student Services, Inc
1871 Old Main Drive, Shippensburg, Pennsylvania 17257 – 2299

SERVICE AGREEMENT FOR PRIZE WINNER(S)

This service agreement is being made between **Shippensburg University, Student Services, Inc. (SUSSI)** hereby referred to as the purchaser and **[NAME OF EVENT/ ACTIVITY]** now referred to as service provider on this **[DATE]**.

NAME:

ADDRESS:

PHONE:

EMAIL:

CASH PAID TO:

Social Security Number or FED ID #:

DATE OF EVENT/ACTIVITY:

LOCATION:

EVENT TIME:

NATURE OF EVENT (i.e. musician, comedian, lecture and topic, etc.): PRIZE AMOUNT:

Kimberly Rockwell, Director, Shippensburg University, Student Services, Inc.

Date

Service Provider/Artist Signature

Date

CEDDIA UNION BUILDING (CUB)
POLICIES & PROCEDURES AND APPLICATION PROCESS FOR STUDENT GROUP LOCKERS
As of June 25, 2018

OBJECTIVE

To provide an equal opportunity for Shippensburg University Student Groups (recognized by the Student Government Association or University Departments/Offices) to apply and be allocated a locker for student group use by officers and members. This document outlines all policies and the procedures for applying as well as the guidelines for continued use.

LOCKER POLICIES & PROCEDURES

1. Decorating lockers:
 - a. Do not cover labels or numbered plates located on the locker.
 - b. Do not post items that may be offensive or degrading to any member of the University or local community. This will not be tolerated; any group who does not follow this rule could result in the loss of your locker.
 - i. Any materials (posters/fliers, pictures, postcards, etc.) that violate SU or University Union & Student Activities (CUB) policies and procedures will be removed and discarded. If you are unsure about what materials are acceptable, please review these with the CUB Information Desk.
 - ii. There is to be no reference of drugs or alcohol.
 - c. Do not tape items to any locker surface.
2. Damages – Any damages to Student Group lockers will be billed to the specific Student Group assigned to that space, when these damages are a direct result of the members of the group.
3. Access, Keys & Locks
 - a. All Student Groups that are assigned a locker must provide a list of officers/members/advisors with names, emails & phone numbers to the CUB Information Desk for these individuals to check out the key(s) for access to the locker. A valid ID will be required when checking out the key and any additions or changes to the list will require a new copy to be submitted.
 - b. A \$50.00 fee must be paid in advance for lost/damaged locks or keys, before new ones are issued.
 - c. It is the responsibility of the Student Group members to make sure locker is secured at all times and report any issues to the CUB Information Desk. The CUB is not responsible for the damage or loss of items.
 - d. The CUB reserves the right to access lockers at its sole discretion if there is a suspected security risk or there is an environmental concern such as pest control or odors, etc.
 - f. Personal locks may not be used on any locker.
4. Lockers are not automatically assigned each year and if a Student Group fails to submit the required report by the last day of classes each spring semester, the group's privileges may be revoked.
5. All University policies outlined in the Swatoney must be followed at all times.
6. Student Groups which are not actively functioning at the university during any part of the school year may have their locker privileges revoked.
7. Decisions for assigning lockers will be the responsibility of the University Union & Student Activities (CUB) department and will be reviewed with the SGA CUB Committee.

APPLICATION PROCESS FOR LOCKER ASSIGNMENTS

Student Groups that are requesting or re-applying for a locker must be a Student Group recognized by the SGA or University Departments/Offices. Upon requesting or re-applying, the following must be demonstrated within the application (all applications must be typed with the following information/ questions listed below and emailed to Ashley Runk at asrunk@ship.edu).

- Applications Due by the last Monday in September by 5PM
- Lockers will be assigned by no later than the close of business on the Friday before Fall Break.

CEDDIA UNION BUILDING (CUB) STUDENT GROUP LOCKER APPLICATION
DATE YOU ARE SUBMITTING (Month, Day & Year)

1. Official name of the Student Group (Please indicate whether you are recognized by SGA or the name of the University Department/Office (this information will be verified).
2. Name, email and phone number of person submitting application.
3. Advisor's name, Department/Office, email and phone number.
4. Number of members active in your Student Group (a list of names & emails may be requested for verification).
5. List if your group has any other office, workstation or storage space on/off campus, if none please indicate.
6. A statement (mission or purpose statements from a constitution may be used) describing your Student Group.
7. Please provide answers/information for the following questions or statements
 - a. Explain why your group is requesting a locker and what the intended uses are.
 - b. Provide a statement that explains how having a locker will enhance your Student Group and its ability to contribute to the quality of student life on campus.
 - c. How often does your group hold meetings (general, officers/exec board, committee, etc.) each semester?
8. Include the following statement:
 - a. I have reviewed the policies & procedures and requirements for maintaining lockers and by typing this statement I understand that my group will adhere and comply with all of the established policies & procedures. As the person submitting this application, it is my responsibility to share this information with all officers, members and advisors.

**Shippensburg University Student Services,
Incorporated – (SUSSI)
BUDGET & FINANCE COMMITTEE STANDING RULES
(As amended October 2020)**

A. Standing Rules

Standing Rules for the Student Association Budget & Finance Committee are established to provide guidelines for the allocation, disbursement, and administration of student activity fees by the Student Association (SA) for Shippensburg University Student Services Incorporated (SUSSI), to facilitate the maintenance and review of permanent fiscal and property records, and to provide the Budget & Finance Committee with guidelines for conducting meetings and the fiscal business of the Student Association.

Student Association (here in after) will be noted as SA. The Executive Leadership Committee (ELC) is comprised of the SGA President, SGA Vice-President of Internal Affairs, SGA Vice-President of External Affairs, SGA Vice-President of Student Groups, and SGA Vice-President of Finance. Forms mentioned are available at <https://ship.campusgroups.com/sga/budget-forms/>.

SA SUSSI Budget Process Summary

The SGA Vice President of Finance shall hold several Budget Training meetings to explain the proper ways to fill out a request for a budget and answer any questions organizations may have. The budgets are to be submitted no later than early February each year February or at a date set at the discretion of the SGA Vice President of Finance for the following fiscal period... July 1st thru June 30th. The Budget and Finance Committee shall review each Budget Request Form and make recommendations. The Budget and Finance Committee will review budget requests by going line by line, looking at any reasoning for increases or for new line items with the proper forms filled out (Increase in Line Item Form and New Line Item Form), and by looking at past spending habits, transactions, and supporting documentation as requested. After all Budgets have been reviewed and recommendations have been made by the Budget and Finance Committee, budgets will be available for pick up by organization treasurers and advisors, however these are subject to change. The SGA Vice President of Finance shall then have a meeting with the President of the University, Vice-President of Student Affairs, SUSSI Executive Director, Executive Leadership Committee (ELC), and members of the Budget and Finance Committee, to present the proposed budget and get approval. The president of the University shall have the right to veto with written explanation the total budget or any line-item expenditure he/she considers to be improper use of student activity funds. The final decision on the allocation of student activity funds rests with the president. Once approved by the President of the University, the SGA Vice President of Finance presents the budget via motion to the Student Government Association (SGA) for action during the SGA Transition meeting; this must take place before the end of April of each year. Any change in the activity fee must be approved by the Budget and Finance Committee, University President, SGA, and SUSSI Board of Directors in this order. The activity fee budget is presented last to the SUSSI Board of Directors for final approval and spending level.

B. Eligibility

1. Organization membership shall be limited to persons who are members of the Student Association, as defined in the Student Government Association Constitution and By-Laws. Typically only undergraduate students are to participate in Student Organization activities sponsored by the Student Association, however there are some exceptions. Any exceptions need to be brought to the SUSSI Executive Director, SGA Vice President of Finance, and SGA President's attention at the beginning of each semester by email.

2. For an organization to request an allocation it must first have a valid and approved Student Association charter by the Student Groups Committee. Groups may submit a conference request, additional allocation, or capital expenditure request at any time to the Budget and Finance committee, immediately upon becoming SGA Recognized and if found in good standing with SGAC guidelines. The organization must maintain a valid and approved charter at the time in which the request for funds is made. Groups may submit an operating budget

request for the next fiscal year if their charter is recognized by November 1, before the start of the budget process for the upcoming fiscal year. The form is due no later than early February before the upcoming fiscal year, or at a date set at the discretion of the SGA Vice President of Finance.

3. Only eligible organizations may receive an allocation. Any organization which is determined by the Student Groups and Activities Committee (SGAC) and the Budget & Finance Committee to be eligible for an allocation does not automatically receive an allocation. Eligible organizations which could receive money shall be placed in one of the seven budgetary categories that are defined in Section C of these Standing Rules.

a. Political Campaigning Organizations, as stated in section I-13 of these standing rules, may not receive any allocation of any kind if their organization's purpose is for partisan political endorsement or partisan campaign fundraising.

b. Organizations whose primary objective is to perform the work of an office of the University generally will not receive an operating budget, unless specifically provided an exemption, via motion, by the Budget and Finance Committee.

4. The organization (Type I – VI) must properly complete and submit to the Budget & Finance Committee of the Student Association a Budget Request Form. This form must be submitted to the SGA Office (CUB 201) or by email to sgavpfinance@ship.edu and ljlaug@ship.edu on or before the deadline date to avoid a penalty. The deadline date shall be determined annually by the SGA Vice President of Finance.

5. Any organization (Type I - VI) which fails to submit the Budget Request Form on time shall receive a 2% penalty for their approved budget each week it is late after the date set annually by the SGA Vice President of Finance. If a budget is not submitted by September 30th of the following fiscal year, no allocation will be made.

6. All organizations (Type I-VII) may request additional allocations and conference funds as long as the purpose is to benefit the students as a whole and not just their organization.

C. Budgetary Categories

1. Clubs

a. Associations of persons for the purpose or the promotion of some common interest whose general activities are internally directed.

b. Group I Clubs will be considered for appropriations from Student Association funds. Requests for funds by clubs may be made after the club's charter has been in effect for one calendar year.

c. Academic Greek groups shall be placed in this budgetary category.

2. Organizations

a. Associations of persons for the purpose or the promotion of some common interest whose general activities are externally directed.

b. Group 2 organizations will be considered for allocations from Student Association funds, and requests for funds to support trips may be granted if the trip will benefit the campus as a whole.

c. Budget Category 2 shall also have two sub-groups defined as:

i. Performing Arts

ii. Campus Media

3. Student Government Association Boards

a. Group 3 organizations are authorized under the Student Government Association Constitution.

b. Boards will be considered for allocations from Student Association funds, and may be provided with funds for travel at the discretion of the Budget & Finance Committee with SGA approval.

4. Club Sports

a. Club Sports must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department. The charter must be approved by the SGAC of the Student Association. The SGA must give final approval for a club sport to be officially recognized.

b. Club Sports must follow all of the guidelines in the Club Sports Handbook and have completed all of the Club Sport Compliance Documents as stated in the Club Sports Handbook, SGAC Guidelines, or any forms distributed by the Department of Recreation, the SGA Vice President of Finance, or the SUSSI Executive Director.

c. All members of a club sport must have a Club Sport Release and Indemnity Agreement, providing evidence of medical insurance coverage, completed and approved by the Department of each academic year through the Ship Link portal.

d. Any additional funding request, including Post Season Tournaments, must be submitted to the Department of Recreation for review with recommendations made, forwarded to the Budget and Finance Committee. Approval from the Department of Recreation is required on all Post Season Tournament requests.

e. Club Sport Line Item Funding

i. Permissible Operating Budget line items funded are the following: Supplies and Equipment (normal expendable items lasting only one season: balls, pucks, etc.), Officials, and contracted support (EMS or external athletic trainers), League Dues, Entry Fees. No funding shall be provided for meals, lodging, general travel, transportation, medical needs for club advisors/staff/volunteer coaches in their operating budgets. Operating budgets must be approved by the Department of Recreation prior to being submitted to Budget and Finance.

ii. All funding requests for Club Sports, including Capital Budget Funding, Additional Allocations, and any expense requests must be approved by the Department of Recreation or their liaisons as approved by the SUSSI Executive Director, before being submitted to the SUSSI Fiscal Office for reimbursement or to the Budget and Finance committee as necessary.

iii. Capital Budget Funding – One time, Long term supplies/equipment purchases are considered capital budget items that must be submitted alongside each year's annual operating budget, to be turned into the Department of Recreation and Wellness at season's end. Funding for such items are at the discretion of the Department of Recreation and Wellness, the Budget & Finance Committee, and SGA.

iv. Post Season Tournament funding requests must be reviewed by the Department of before approaching the Budget & Finance Committee. Funding may be provided for meals, lodging, entry fees and public transportation. Funding may be denied if more than one penalty is imposed on the club during the regular season. Refer to the Club Sports Handbook for penalty structure.. Organizations must submit to the SGA Vice President of Finance and the Department of Recreation the results of the tournament.

v. Expenditure Requests-Any expenditure request form requires a signature of approval from the Department of Recreation prior to submitting the form to SUSSI. Supplies and equipment purchased must be turned into the Department of Recreation for inventory and storage prior to the end of the current academic year.

5. Shippensburg University Student Services Incorporated (SUSSI), SA, and SU Operations
 - a. All general budgets needed for the operation of the Student Association and SUSSI shall be categorized here.
 - b. Specific Budgets Shall Include:
 - i. Office of Community Engagement
 - ii. Memorial Auditorium Maintenance
 - iii. CUB Operating
 - iv. Scholarships
 - v. Van Expenses
 - vi. Management & General Student Services
 - vii. Summer Expenses
 - viii. Computer Department
 - ix. Student Group Services
 - c. All budgets to be placed in this category must be approved by the Budget and Finance Committee.

6. Intercollegiate Teams (NCAA Sanctioned)

- a. Funding for Intercollegiate Athletics will be administered according to the Budget and Finance Committee Standing Rules, including rules specifically agreed to between the Student Association and the Shippensburg University Intercollegiate Athletics Department as set forth in the current SUSSI/University Athletic Agreement. When in conflict or doubt, the rules agreed to in the attached agreement will supersede those found in other sections of the Budget and Finance Committee Standing Rules.

7. Social Fraternities & Sororities

- a. Individual Fraternities and Sororities governed by Inter-Fraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC) cannot receive an Operating budget. Funds for Social Greek Councils must be used to benefit the students as a whole and not just their organization or member organizations. Funds may not under any circumstance be allocated from one of the three councils to an individual fraternity or sorority. Individual social fraternities and sororities may not receive any SA funds.

D. Budget Process Detailed

1. The Budget & Finance Committee shall review organization's Budget Request Forms and make recommendations to the SGA. The SGA may accept, modify, or reject the recommendation of the Budget & Finance Committee as it deems fit and proper. Recommendations of the Budget & Finance Committee are not final until approved by the President of the University, the SGA, and then by the SUSSI Board.

2. The Budgeting Process is defined below:

- a. The activity fee is approved by the Budget and Finance Committee, The President of the University, SGA, and the SUSSI Board of Directors.

- b. The SGA Vice President of Finance shall hold several mandatory Budget Training meetings to explain the proper ways to fill out the request for a budget and answer any questions organizations may have. A minimum of two Club or Organization officers, to include the Treasurer should attend these meetings. A representative from each department that receives a budget also should be in attendance.

- c. Properly submit Budget Request Forms. All of the Forms that are for requesting Operating Budgets can be found on Ship Link. All forms should be submitted to Ship Link at the date set by the Vice President of Finance. Documentation should be provided with each budget that lists the general projected usage of each budget line as well as documentation showing active membership in the organization. Supporting documentation could include previous attendance lists, meeting minutes, and Ship Link check-in data.

- d. Budget requests must be broken down as to the amount needed for each specific item or activity, and must include any anticipated income from an activity, if any.

e. Typical line items include but are not limited to: Supplies, Speakers, Wearing Apparel, and Advertisement.

i. Club Sports also typically include: Dues & Fees, and Contracted Labor (Officials, EMS or external athletic trainers).

f. The SGA Vice President of Finance and several of the Budget and Finance Committee members will hold several office hours in the SGA Office (CUB 201) for organizations to stop by and have their budget reviewed to make sure the forms are properly filled out before they submit their budget. These office hours will be specified by the SGA Vice President of Finance at the mandatory Budget Training Meeting.

g. Budget requests which are vague, incomplete or improperly prepared shall be returned to the organization or department submitting the request, and that organization shall not be considered for an allocation until said request is properly prepared and resubmitted within a time period specified by the SGA Vice President of Finance.

h. The Budget & Finance Committee must be furnished with a listing of all club officers and advisor(s) of each organization, including their email addresses and telephone numbers as well as the total number of active members in that organization.

i. The Budget and Finance Committee shall review each Organization's Budget Request Form and make recommendations. The Budget and Finance Committee will review budget requests by going line by line, looking at any reasoning for increases, decreases or new line items with the proper forms filled out (Increase in Line Item Form and New Line Item Form), and by looking at past spending habits and transactions.

j. The SGA Vice President of Finance may request an organization to have a representative present at the Budget & Finance Committee meeting in order to have questions answered concerning a budget request. Such a request must be issued to the organization at least 48 hours prior to the time of the meeting in question. Failure of an organization to comply with this provision may result in penalties at the discretion of the committee.

k. After the Activity Fee Budget has been reviewed and recommendations have been made by an affirmative vote by the Budget and Finance Committee and the President of the University, budgets will be available for pick up. This notification will also include the date, time, and place of the SGA meeting of which their allocation will be acted upon.

l. The SGA Vice President of Finance shall have a meeting with the President of the University, Vice-President of Student Affairs, SUSSI Executive Director, Executive Leadership Committee (ELC), and members of the Budget and Finance Committee, to present the proposed budget and get approval by the President of the University. The President of the University shall have the right to veto with written explanation the total budget or any line-item expenditure he/she considers to be an improper use of student activity funds, as stated in PASSHE Board of Governors Policy 1983-03-A: Student Activity Fees. The final decision on the allocation of student activity funds, as part of the Activity Fee Budget, rests with the University President.

m. Once approved by the President of the University; the SGA Vice President of Finance presents the budget via motion by category to the Student Government Association (SGA) for action during the SGA Transition meeting; this must take place before the end of April of each year.

n. The Activity Fee Budget is presented last to the SUSSI Board of Directors for final approval.

E. Income Commitments

1. Each organization intending to bring in additional income through the use of allocated activity fee funds shall make a commitment as to the amount of estimated income when submitting their budget.

2. Allocations will be given based upon need, previous allocation, and projected income.

a. Income will accrue to the Student Association treasury, since the organization's allocation will reflect the commitment.

b. The organization will be required to make every effort to collect amounts due, and will report to the Budget & Finance Committee when such efforts fail to bring results.

3. Income which falls short of the projection must be adjusted for in one of the following ways:

a. Expenditures from the operating budget allocation must be reduced by the amount that income falls short of the commitment.

b. The difference in income commitment that a student group does not fulfil in a given fiscal year, must be automatically deducted from any budget request increase in the next fiscal year, unless otherwise specifically exempted, via motion, by the Budget and Finance Committee

c. Organizations MAY NOT use the reasoning that the previous officers and/or group members were at fault and that the present officers and members should not be penalized. (See Penalties, Section K).

4. Income which exceeds the commitment will accrue to the Student Association, unless some alternative is authorized by Budget and Finance and then with SGA approval. If the student organization exceeds their income commitment and wants to use the excess amount for programming a request must be made immediately rather than at the end of the fiscal year.

a. Excess income commitment may not be transferred to another line item within the club/organizations operating budget.

b. The use of excess income commitment may be requested by submitting a completed Additional Allocation Request Form to the SGA Vice President of Finance, and the SUSSI Executive Director. The request may not exceed the amount of the excess income commitment.

5. For such a system to work, fiscal responsibility by all parties is absolutely essential.

a. Complete records MUST be kept of all sources of income by the organization involved.

b. Income should be submitted to the Fiscal Office (CUB 204) along with the funds to be deposited within 48 hours after the event was charged for.

6. All income generated by clubs/organizations must be deposited in the Fiscal Office (CUB 204).

F. Capital Expenditures

1. In general, capital items shall be considered to be items that are essentially nonrecurring; that may be expected to last a number of years, and that entail the expenditure of more than one thousand dollars (\$1,000.00) per item.

2. Organizations requesting funds for capital expenditures shall submit such requests in accordance with procedures set forth by the Budget & Finance Committee. The date the capital expenditures are due will be determined by the Budget and Finance Committee. Typically, this deadline will be one week after the operating budgets are due but can change by the SGA Vice President of Finance. The due dates will be announced at the mandatory Budget Training meetings.

3. Requests for capital items should include a detailed explanation of what is desired and a justification for the purchase. Requests must include the maximum possible cost and the name and address of any firm which gives a quoted price. At least three quotations are required unless otherwise specified by the Budget and Finance Committee.

4. The Budget & Finance Committee shall make recommendations to the SGA, which may then accept, reject, or modify the recommendations before giving final approval. Allocations shall be entered in the official minutes of the SGA.
5. It should be understood that the SGA allocation represents the maximum purchase price allowable, and it then becomes the responsibility of the organization to obtain the best price commensurate with their needs.
6. All such purchases become the property of the Student Association, and NOT of the organization requesting them.
7. If a vendor requires a purchase order for a capital item, you need to see the Accounts Payable Clerk in the Fiscal Office (CUB 204).
8. Organizations and athletic teams possessing capital items owned by the Shippensburg University Student Services Inc. shall be expected to turn in all pertinent data concerning equipment purchases to the Fiscal Office and shall be responsible for the proper security and maintenance of such items.
9. Operating budget funds cannot be used or transferred to be used for capital expenses.
10. Failure to comply with above procedures may lead to penalties as stated in Section K.

G. Requests and/or Appeals for Additional Funds (Allocations)

Requests and/or appeals for additional funds may be made at any time AFTER the budget for the fiscal year has been passed, and through the proper channels as stated within these Standing Rules.

1. Requests for Additional Funds:

a. Requests for additional funds should be submitted in the form of a completed Additional Allocation Request Form submitted to the SGA Vice President of Finance and the SUSSI Executive Director. The request should state the reason, justification and date funds are needed. The request should conform to these Standing Rules.

b. Requests for additional funds shall be considered by the Budget & Finance Committee at such time and place as the Committee determines. If an organization desires to have a representative present when the request is being considered, this should be clearly stated on the request. If an organization, once having been notified of the time, date, and place, of the meeting at which the request will be considered, does not have a representative/officer present, the Budget & Finance Committee may proceed to act on the request without the organization being represented.

c. Acceptance or rejection of the request for additional funds shall be based upon the need of the organization, the merits of the use of the funds, the number of people which the use of the funds will involve, the benefit the funds will have to campus and the SA, any income commitment or funds raised by the group, and the overall status of the Student Association Budget as determined by the Budget & Finance Committee.

i. If the decision of the Budget and Finance committee is favorable, the decision shall be recommended to the SGA by the SGA Vice President of Finance.

2. Additional allocations of funds are meant for clubs and organizations requesting special funds for events or activities in which they may engage. These allocations are to be considered on a ONE-TIME ONLY basis. These allocations are meant to help that group in that particular fiscal year. They are not meant to be a basis for a recurrent allocation and will not be held as a standard for future allocations. Any money that a club or organization feels will be needed yearly should be submitted as a request increase in the club or organization's operating budget for the fiscal year of the anticipated need. Unless it is considered a conference request or a traveling event, then such requests should NOT be included in the operating budget.

3. Appeals for Additional Funds:

Any motion that passed through the Budget and Finance Committee, but has not gone through the SGA can be heard again by the Budget and Finance Committee. Notification must be made to the SGA Vice President of Finance at least 24 hours prior to the next Budget and Finance Committee Meeting to be discussed. Such notification must include their reasoning behind such appeal and the major points to be presented in support of the appeal. At least one member of the organization should be present at the Budget and Finance Committee to plead their case. The committee members can ask the organization any questions. After hearing the case presented, the committee will decide whether to stay with the original motion passed or to revoke and change the prior motion. If the committee decides to change the amount granted, there must be two separate motions, one for the revoking of the prior motion and then the new motion.

4. Time Constraint for Request

a. In order to have a timely request processed to the Budget & Finance Committee and the ensuing SGA meeting, it is needed to develop a cut-off period for requests to the Budget & Finance Committee. These requests include, but are not limited to, requests for additional allocations and requests for conference funds. All requests must be submitted to the SGA Vice President of Finance 24 hours prior to the appointed time and day of the Budget & Finance Committee meeting to ensure that it will be a part of that meeting. Requests can be taken up to 12pm (noon) the day of the Budget and Finance Committee meeting. However, depending on the materials already turned in the later submissions might not get reviewed until the following meeting.

b. Extenuating circumstances will be considered and approved only by a vote of four members of the Executive Leadership Committee with advisement from the SUSSI Executive Director. It is important to note that poor planning on the part of any organization is not to be considered as an extenuating circumstance. If a request is approved by the Executive Leadership Committee, a vote count of the motion must be stated on the next agenda of the Budget and Finance Committee following said vote, as well as at the next public meeting of the SGA.

H. Conference Guidelines

1. Budget Groups {1, 2, 3, and 5} may submit a Conference Allocation Request to the Budget and Finance Committee a minimum of three weeks prior to the start date of the conference.

2. All groups must submit a completed Contract of Conduct to attend a conference.

3. All groups attending a conference must submit a minimum of a one-page written report within two weeks of return from the conference to the SGA Vice President of Finance on what the organization learned at the conference and is bringing back to the university.

a. If the report is not submitted within two weeks, the group's budget will be immediately frozen until such report is delivered.

b. The SGA Vice President of Finance must present said report to the Budget and Finance Committee at the next scheduled meeting of Budget and Finance.

4. All club sport programs competing in post season competitions must submit a report of results to the Department of Recreation and SGA Vice President of Finance.

a. Failure to submit the results within 48 hours after completion of the competition the club sport budget shall be immediately frozen until the reports are submitted.

b. The SGA Vice President of Finance must present said report to the Budget and Finance Committee at the next scheduled meeting of Budget and Finance.

5. Expenditures for travel expenses of organizations on trips closely allied with their objectives may be granted by the Budget & Finance Committee.

6. Trips that are deemed curricular in nature by the Budget & Finance Committee are NOT permitted to be funded with Student Association funds.

7. All organization (type I-VII) may utilize Student Association funds for transportation costs incurred during a trip.

8. The maximum mileage reimbursement rate for use of a personal automobile or the Student Association vans shall be determined by the SGA. Any changes made to the maximum rate must also be approved by the SGA. Additional tolls & parking charges may be added.

9. Persons authorized to stay overnight are encouraged to use the least expensive accommodations which are feasible.

10. Members of organizations whose allocations include funds for meals shall observe the maximums as determined by the Student Association. It should not be construed from these allowances that the maximum amounts must be spent. These figures represent the maximum amount permitted for each meal. Each organization or individual is encouraged to pay less when possible. Some exceptions may be made in higher cost areas, it is up the Budget and Finance Committee discretion.

a. Groups leaving campus to receive meal funding must observe the following mealtimes. If a group is returning or leaving outside of these time windows they may not request or receive allocations for that meal period:

i. Breakfast: Group must be on trip between 5:00 a.m. and 10:30 a.m. to be eligible to receive this meal allocation. The per diem amount for breakfast is \$5.

ii. Lunch: Group must be on trip between 10:30 a.m. and 2:00 p.m. to be eligible to receive this meal allocation. The per diem amount for lunch is \$6.

iii. Dinner: Group must be on trip between 5:00 p.m. and 9:00 p.m. to be eligible to receive this meal allocation. The per diem amount for dinner is \$12.

11. If any organization or athletic team is provided meal money, every receiving individual must sign the Meal Allowance Form as having received the money. This said document must be submitted to the Fiscal Office within one week after the organization or athletic team departs from campus.

a. Exceptions to the meal periods above may be requested by submitting a request through email to the SGA Vice President of Finance and the SUSSI Executive Director, expressing the reason behind the request. The exception must be granted by the Budget & Finance Committee with a simple majority vote.

12. If any organization or athletic team is provided meal money, every receiving individual must sign the Meal Allowance Form as having received the money. This said document must be submitted to the Fiscal Office within one week after the organization or athletic team departs from campus.

I. Administration and Disbursement of Student Association Funds

1. The Board of Directors of SUSSI must approve the Student Association Activity Fee Budget each year at the April/May meeting.

2. All organizations which receive an allocation from the Student Association must keep an account book in which all transactions involving Student Association funds shall be recorded. All Student Association funded group expenditures must not exceed their total approved allocations. (See Sect. J.1 for penalties.) All accounts are subject to audit upon request of the SGA Vice President of Finance, and/or the SUSSI Executive Director, and/or the President of the University, and/or members of the Budget and Finance Committee.

3. Funds are allocated on the basis of items listed on the Budget Request Form as approved by the Budget and Finance Committee, the President of the University, the SGA, and the SUSSI Board.

4. An **organization** and/or its members that make an expenditure prior to having an approved allocation from the Student Association is solely responsible for such an expenditure.

5. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request, as well as supporting documentation showing active membership.

6. Proceeds derived from events for a SGA funded organization must be returned to the Fiscal Office (CUB204), unless specific permission is given by the Budget & Finance Committee to use such funds to help offset the cost of a particular program or activity.

7. No SGA club or organization shall be allowed to spend allocated funds to pay their own members to speak or to pay their own members compensation for work towards their organization, unless specifically approved via motion, by the Budget & Finance Committee.

8. Authority to make payments must be completed on the most recent versions of the SUSSI "Expenditure Request Form" or "Petty Cash Expenditure Form" or as listed through Ship Link to access funds from approved budget allocations Expenditure forms must be turned in online or to the Student Services accounts payable clerk in the Fiscal Office in the Ceddia Union Building (CUB 204).

All organizations or departments receiving an operating budget must have two authorized individuals approve cash advances, invoices/receipts and expenditure request form.

a. For Student Organizations authorized members consist of the Treasurer and another officer, preferably the President.

b. For the Department of Athletics, authorized members consists of coaches and administrative personnel.

c. For all other non-student groups, authorized members must consist of the individual responsible for the budget and another administrative personnel. All Non Student Groups must provide the Accounts Payable Clerk with a list of individuals who are authorized to sign.

9. Expenditure requests must be supported by invoices, receipts, contracts or signed statements which indicate that the money is due and owing, what the payment is for, and the amount.

10. Expenditure requests should be presented to the SUSSI Accounts Payable Clerk in the Fiscal Office (CUB 204) by 1:00 PM Tuesday for check to be picked up or mailed out on Thursday of each week.

11. All bills must be presented and paid before the end of the Fiscal Year. Where this cannot be done, a properly signed voucher must be left with the SUSSI Executive Director, with instructions as to what to do when the related bills arrive. Failure to do so usually results in late bills being charged to the following fiscal year's allocation. Penalties may be recommended to the SGA in cases where the Budget & Finance Committee determines that bills were deliberately held back in order to avoid going over an allocation.

12. Any expenditure which is not in full compliance with the procedures and requirements set forth in these Standing Rules is the obligation of the person(s) and/or organizations making such an expenditure.

13. PA State System of Higher Education Guidelines, Policy 1983-03-A - Student Activity Fees, Section F - Guidelines for Expenditures

a. No direct contributions may be made from student activity funds from SGA club/organizational Operating Budgets for individual charities, but nothing in the foregoing shall prohibit student associations or student organizations from engaging in fund-raising activities for charities.

b. Student activity fee monies shall not be used for any type of partisan political endorsement nor for contributions to the campaign fund of any candidate for elective office.

14. Any Intercollegiate Athletic Team which participates in post-season competitions may have income in excess of expenses which are refunded by the NCAA, refunded to the athletic team by the Student Association upon written request to the Budget & Finance Committee.

15. Any Intercollegiate Athletic Team that qualifies for post season competition will be permitted to obtain funds when requested by the Director of Athletics from the Tournament Invitations Budget Account upon approval of the Executive Leadership Committee (ELC) that is comprised of the five officers of the SGA when the SGA does not have a meeting before the scheduled event or over the summer.

16. In the event of an emergency, Student Association funds may be allocated to an organization by obtaining the signatures (or e-mail approvals) of at least four of the SGA ELC.

a. The signature of the SUSSI Executive Director and of the SGA Vice President of Finance will be required to determine if such expenditure will be defined as an emergency.

b. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled SGA public meeting.

c. If a request is approved by the Executive Leadership Committee, a vote count of the motion must be stated on the next agenda of the Budget and Finance Committee following said vote, as well as at the next public meeting of the SGA.

17. No Student Association funded organization is permitted to use their operating budget to purchase awards.

a. Exceptions will be granted only by the Budget and Finance Committee, via an affirmative motion, on an annual basis.

18. No Student Association funds can be used to purchase clothing or other personal items (i.e., jewelry, bags, etc.).

a. An exception to this rule is that each club or organization may be allocated a maximum of five dollars per active member of said club, one time during the fiscal year for t-shirts. This may be via an additional allocation or within the operating budget Wearing Apparel line, not both.

b. An exception is allowed for Groups in Budget Categories (2, 3, and 5) for the use of promotion. The group must have a budget line item for Advertising in their operating budget.

19. Shippensburg University Student Services, Inc. (SUSSI) Student Association, organizations and groups guidelines for expenditures for food.

a. Budget category types 2, 3, 5 and 6 are permitted to use funds for food and have them in their operating budgets. Budget Type 1 and 7 may only use food for conferences.

b. SUSSI Intercollegiate Athletic Teams and Performing Arts organizations are allowed per diem for food and meal allowances when traveling away from campus. Student organizations on conferences, workshops, and leadership/training retreats are permitted funding for food but must not exceed per diem per person allowances.

c. The Activities Program Board (APB) and CUB/Fiscal operations budgets can utilize Food/Catering line items for scheduled special events (concerts, performers/guests or food expenditures required in a contract).

d. Expenditures for food are not permitted for general meetings or internal student member benefit. Expenditures for food are not permitted for any socials, parties or awards banquets.

e. All individuals must sign Meal Allowance Forms upon receipt of cash for meals.

f. Student Clubs under the Clubs category, Budget Type I, are not permitted line items for food expenditures nor can they purchase food from Programming lines in their operating budgets. Dues collected from members should be brought to the Fiscal Office and placed in their Agency Fund and may be used for food.

g. Clubs and organizations in the Organization Budget category, Budget Type II, are permitted line items for food, mostly when traveling off campus. They must have line items in Operating Budgets for food expenditures (titled Food, Catering or Meals) and cannot use their Programming line item.

J. Penalties

1. Any organization whose expenditures exceed the allocated amount for the Fiscal Year will receive no increase in its net allocation for the following Fiscal Year, and will, in addition, be penalized the amount of the overage from the next Fiscal Year's allocation. Any organization whose allocation is overspent by the end of the Fiscal Year may receive a penalty from the Budget and Finance Committee for the next Fiscal Year.

a. Organizations MAY NOT use the reasoning that previous leadership was at fault and that the present members should not be penalized.

2. Organizations failing to comply with any of the procedures set forth herein may be subject to such penalties as recommended by Budget & Finance Committee and later approved by the SGA unless already sanctioned under these Standing Rules.

3. Any student/athlete at any away competition who receives a punishment for a violation of the Shippensburg University Code of Conduct and is prohibited from participating in the competition may be responsible for a full reimbursement to the Student Association for expenditures incurred on his/her behalf.

4. Club Sport Penalty Schedule: Penalties assessed will be taken from the organization's operating budget. A penalty notice will be sent via email to the club Treasurer, President and Advisor from the Department of Recreation. The penalty schedule to be assessed, is listed in the Club Sports Handbook as provided annually by the Department of Recreation. If an organization has a fully spent budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition for the rest of the year. If a penalty is not paid by the end of the fiscal year (June 30), the penalty will be taken out of the club's next year's operating budget on July 1.

a. If a Club Sport is penalized more than two times, they may lose their recognition and be suspended from action for the remainder of the semester or school year by a 2/3 vote of the SGA. Sports Clubs cannot incur expenses under Shippensburg University without a Student Association Operating Budget.

b. Clubs Sports are required to submit all competition results to the Department of Recreation by the prior determined deadline by the Department of Recreation. Failure to do this shall result in a temporary freezing club sport's operating budget.

5. The Budget and Finance Committee in conjunction with SUSSI shall enforce all budget penalties stated in these Standing Rules and any penalty authored by the SGA.

6. All penalties involving an operating budget shall be decided on by the SGA, if the SGA cannot meet then by the ELC.

7. All penalties tied to an organization's budget shall fall into one of the following budget penalty categories:

a. Freezing of a Student Association Budget until a specified date.

b. Removal of Student Association Budget for the Current Fiscal Year.

c. A one-time percentage or set amount reduction of a Student Association Budget.

K. Contracts

1. Any Standing Committee, or board of the Student Association may present to SUSSI a contract for which SUSSI is a party to. Prior to presenting the contract to SUSSI, the signatures of the chairperson for the committee and the committee advisor should be obtained, evidencing their approval of the contract as written. Under no circumstances should they execute the contract.

2. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Association. All contracts must be signed by the SUSSI Executive Director.

3. If a third-party vendor does not have a contract for a service, they are to provide to a student group, then the organization needs to use a Student Service Agreement as listed on Ship Link.

L. Authorization for Utilization of Funds

1. Authorized signatures for all checks shall consist of the SUSSI Executive Director, and an approved appointee designated by the SUSSI Board of Directors. This assures that since at least two signatures are required for each check, at least two persons will be authorized at all times to properly conduct the business of SUSSI/SA.

2. In cases where an invoice must be paid and the person responsible for signing the Expenditure Request is not available, authorization is given to the individual members of the ELC and the SUSSI Executive Director in order to sign such expenditure requests.

M. The Budget & Finance Committee

1. The SGA Vice President of Finance shall be the chair of the Budget and Finance Committee, and count as a member of the committee with full voting rights.

2. The Budget and Finance Committee shall have two advisors, SUSSI Executive Director and the SUSSI Staff Accountant.

3. The Budget and Finance Committee will meet every Tuesday at 3:30-4:30 pm (unless day/time is changed by the SGA Vice President of Finance and agreed upon by a majority of the Budget and Finance Committee). The location of such meetings shall be determined by the SGA Vice President of Finance.

4. Membership of the Budget and Finance Committee shall contain:

a. A minimum of at least 8 total members, but no more than 20 total members, including the chair.

b. A minimum of at least 5 SGA members, including the chair, but no more than 12 SGA Members.

c. A maximum of 8 At-Large Members are to be included on the Budget and Finance Committee.

d. Membership shall represent as much diversity as possible and include individuals from all aspects of campus life.

5. All voting members of the Budget and Finance Committee must be granted voting rights every Fiscal Year. To receive voting rights, the SGA Vice President of Finance must make a formal motion at a SGA meeting to grant said approval.

6. The SGA Vice President of Finance is encouraged to obtain representation from groups not already represented in the Budget & Finance Committee.

7. Members are permitted only one unexcused absence from a meeting per semester. Members must notify the SGA Vice President of Finance, in writing or via email, at least 24 hours in advance of an absence for it to be excused. In extreme emergency situations this requirement may be waived. A member may be terminated from the committee after the second unexcused absence per semester. Members present, members excused from attending, and members unexcused from attending, must be documented on the meeting minutes.

8. Quorum shall be defined as at least 6 voting members, including the chair.

9. All motions need simple majority to pass of the total votes cast.

10. A list will be posted outside of the SGA Office (CUB201) of the organization, the amount requested, and the amount approved by the Budget and Finance Committee no later than 36 hours after the Budget and Finance Committee meeting.

N. Amending the Standing Rules

1. These Standing Rules may be amended at any meeting of the Budget & Finance Committee by a majority vote of the members present. Such amendments are not final until approved at a SGA meeting by a majority vote of the members present. Any proposed amendment must be made at a scheduled Budget and Finance meeting and at least 5 days' notice must be given of the changes prior to such meeting. Notifications should be sent to all groups funded by the Student Association making them aware of the change. Such notification should be done within 7 days of SGA approval.

*Amended April 2014 Amended September 2015 Amended May 2017 Amended September 2018
Amended October 2020*

**Shippensburg University
Student Code and Conduct Process
Effective May 15, 2020**

Overview

Shippensburg University is an academic community whose membership includes faculty, staff, students and administrators. The community exists for the pursuit of learning, the transmission of knowledge, the development of students as scholars and citizens, and ultimately, for the general well-being of society. Freedom of inquiry, speech, action, and expression is indispensable in the attainment of these goals. Students, as members of the academic community, are encouraged to engage in a sustained, critical, and independent search for knowledge.

The student conduct program within the Office of Student Conduct supports this endeavor through policies that balance the freedom of the individual student with the interests of the academic community, and procedures that apply these policies in a prompt, equitable, and consistent manner.

As members of the academic community, all students are expected to uphold and abide by the standards set forth in the Student Code of Conduct. These standards are reflective of the University's core values: respect, responsibility, and integrity.

The University student conduct process attempts to teach civic principles within the context of the academic mission. The process views students as adults, and as such, expects them to be aware of applicable local, state, and federal laws, as well as all published University policies, procedures, and rules.

Violations will subject student to action through the University student conduct process. Where warranted, violations may also be referred for action through the appropriate civil or criminal court.

The University may initiate an investigation and proceed with resolution within the scope of its authority, responsibility, and jurisdiction, without regard to the commencement or disposition of any civil or criminal court proceeding.

This Student Code of Conduct is intended to be consistent with any referenced University policies and will be construed to avoid inconsistency; however, to the extent that there is an irreconcilable conflict between this Student Code of Conduct and any University policy, the document with the latest approval date will control.

Public Health Emergency Policy Compliance

Compliance with all university policies, including the [COVID-19](#) policy, promotes the health and safety of the Shippensburg University and Shippensburg community as much as possible in response to public health emergencies, including the COVID-19 pandemic. Students must comply with university policies and protocols designed to facilitate the safety measures outlined in the COVID-19 policy and the Student Code of Conduct. The success of Shippensburg University relies on the shared commitment of our community to the health of all. An intellectually engaging and holistically fulfilling academic experience will depend on every individual taking responsibility for the role they play in

the health of the entire community by following university policies, including the COVID-19 policy. Failure to comply with the COVID-19 policy may result in initiation of the student conduct process with outcomes including, but not limited to, loss or reduction of on-campus housing, loss of face to face classroom instruction, loss of on-campus facility privileges, and other appropriate sanctions listed in the Student Code of Conduct designed to keep the Shippensburg University and Shippensburg community safe.

Jurisdiction

The Student Code of Conduct applies to all Shippensburg University students and student organizations as follows:

- When on University premises;
- When involved with off-campus programs, activities, and events related to or sponsored by the University; and
- When privately off-campus.

Alleged off-campus student code violations having, or potentially having, a direct, detrimental impact on the University's educational functions, its community members, or the local municipalities are subject to resolution through the student conduct system, irrespective of any actions that may be brought in civil or criminal court systems.

The University retains conduct jurisdiction over students for any misconduct occurring while the individual is a student. This jurisdiction is not affected by leave of absence, withdraw, or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/ or graduate. All sanctions must be satisfied prior to re-enrollment eligibility.

Areas of Review

The Vice President for Student Affairs serves as the President's designee for the general oversight of student conduct and discipline matters. Specific responsibility for the administration of discipline and conduct matters is delegated to the Dean of Students. The Dean of Students may further delegate responsibility to various student conduct bodies and administrative staff. The President of the University has final authority in all matters related to student conduct and discipline.

The University Title IX Coordinator coordinates compliance with Title IX and responds to reports of student conduct matters involving sexual misconduct, sexual harassment and/or sexual discrimination. The Title IX Coordinator is located in the Office of Equity, Inclusion and Compliance. Matters involving sexual misconduct are addressed under the University's [Sexual Misconduct Policy](#).

Communication

University-issued electronic mail (email) is the official means of communication between the Office of Student Conduct and students on all matters pertaining to the Student Conduct System. In the event that an individual does not have an active University email account at the time of the communication, official communication will be directed via first-class mail to the last address on file with the Registrar's Office unless the individual and the Office of Student Conduct have agreed otherwise.

Definitions

Except as otherwise provided herein, the language contained in this document shall be construed according to ordinary common usage. Terms used include the following:

Administrative Hearing: A proceeding at which the Reporter(s) and the Responder make presentations to the Student Conduct Facilitator. The Student Conduct Facilitator will determine the Responder's responsibility for the violation. Administrative hearings are afforded where possible sanctions do not include suspension or expulsion. In matters where suspension or expulsion are possible sanctions, any proceedings will be held before the University Conduct Board.

Process Adviser: This person serves as an adviser to a Reporter or Responder involved in the student conduct process. The role of a process adviser is for moral support, not to speak for or on behalf of a student. The process adviser may communicate only with their student, and may not address the conduct officer or the conduct board. The process adviser may not be a party or witness at the hearing in the matter.

Illegal Drugs: this term is used as defined by state and/or federal statutes.

Investigator: A trained University community member that serves as a fact-finder during student conduct investigations.

Referral: A written report of Student Code of Conduct violations. A referral may be made by any member of the University community and may be made against any student or student organization. Resolution: The adjudication of a student conduct matter.

Reporter(s) or Reporting Party: A person or group who initiates a student conduct referral, about themselves or others, alleging that another student or group violated provisions of the Student Code of Conduct.

Responder or Responding Party: The student or group alleged to have violated provisions of the Student Code of Conduct.

Sanction: The penalty levied against a student or group found “responsible” for violating provisions of the Student Code of Conduct.

Stipulation: A condition, beyond the sanction, required of persons or groups found “responsible” for violating provisions of the student code of conduct.

Student: Persons, who on the date of the alleged incident are registered for course(s); are enrolled in course(s); have confirmed their intent to enroll in programs; are active but not enrolled at the University.

Student Conduct Meeting: This meeting provides Responder/Reporter(s) with the opportunity to discuss the allegation that led to the referral, receive and review additional information about the student conduct process, clarification of their rights and options, the ability to inspect and review all relevant information as well as a range of potential sanctions for the violation in question, should the charges be substantiated.

Student Conduct Facilitator: A trained faculty or staff member designated to facilitate Student Conduct Meetings and/or Administrative Hearings.

Student Organization: Any organized group, that has complied with, or is in the process of complying with the University’s requirements for registration, recognition, or is formed through University academic, athletic, or auxiliary department, or is funded by the Student Government Association (“SGA”), including any fraternity, sorority, association corporation, order, society, corps, club or service, social or similar group. This definition does not alter or diminish the definition of “student organization” set forth in the University’s Anti-hazing policy.

University Business Days: any day on which the University is open for business. This term excludes Saturdays, Sundays, University holidays, and any days on which the University is closed due to emergency (e.g., snow days, etc.)

University Conduct Board: A group of trained individuals representing the University community that hear the testimony and other evidence from all involved parties at a hearing. The Board renders a decision of “responsible” or “not responsible” and, in cases involving student misconduct, recommends appropriate sanctions and stipulations when required.

University Conduct Boards are made up of a non-voting chairperson and a three-member voting panel. The non-voting chairperson is not a student.

The panel is comprised of two employees and one student. In matters related to academic integrity, at least one employee on the panel must be a faculty member. In matters involving allegations of sexual misconduct (which are addressed under the University’s Sexual Misconduct Policy), students will not be selected to serve as panel members. In sexual misconduct matters, the University Conduct Board members are selected from a pool of prospective members who have been trained in the University’s conduct process concerning sexual misconduct.

Student Code of Conduct - Rules and Regulations

The following is a listing of the Rules and Regulations at Shippensburg University. Because students are expected to show good judgment and use common sense at all times, the list is not an exhaustive codification. However, it generally sets forth a clear description of prohibited conduct. Students and/or student organizations involved in misconduct will be addressed through the University student conduct system.

Student Rights

The following rights are recognized:

- Every student has the right to pursue all University activities, free from unlawful harassment, discrimination, and physical harm.
- Every student has the right to personal privacy, except as otherwise provided by law.
- Every student has the right to fair and consistent processes in accordance with all applicable state and federal laws and regulations.
- This Code does not create, alter, or detract from any rights otherwise afforded under federal or state law.

Regulations - Student Conduct

The following regulations apply to all students as outlined below:

1. Failure to act in a manner that reflects personal and academic integrity.

Prohibited conduct includes:

- A. File a False Report: Filing a false police report or student conduct incident report.
- B. False Statements: Making false statements as part of a University student conduct hearing or to a University official.
- C. Theft: This includes: (1) theft or attempted theft of the property or services of the University, any group, or any individual, by means of taking, deceiving, misappropriating, or misusing; and/or (2) possession of stolen property and/or receiving stolen property.
- D. Improper Use of ID: Allowing others to use their University identification card or temporary residence hall access card or using another's University identification card or temporary residence hall access card.
- E. False Information: Knowingly providing false information in any manner to the University. This includes all matters of record and transactions with the University.
- F. University Documents: Altering, forging, transferring, or otherwise misusing any University document or record, allowing any University document or record issued to a student to be used falsely by another person, or falsely using University documents issued to another.
- G. Agent of University: Acting as an official representative of the University unless officially authorized to do so.
- H. Financial Obligations: Failing to fulfill all financial obligations to the University.
- I. Licensing: Violating any licensing or contractual agreements, University policies, or any laws related to information technology.
- J. Commercial Use: Using University computing or telecommunications equipment, facilities, and/ or services for commercial purposes or non-University related activities without official authorization.
- K. Data Use: Accessing, using, altering, destroying, or transferring any information resources without authorization from the data owner.
- L. Password Use: Using, without authorization, another person's password or authorization code to access phone services, computing services, or data.
- M. Computing and Telecommunications Operations: Engaging in any activity that infringes on the operation of any University computing network. This includes establishing or operating computer network-based servers, including but not limited to, file servers, wireless connectivity servers, print servers, web servers, and/or peer-to-peer sharing.
- N. Academic Integrity¹:
 - 1) Plagiarism: Claiming or submitting any portion of another's academic work as their own.
 - 2) Academic Materials: Obtaining, providing, or using any materials containing questions or answers to any examination or assignment unless officially authorized.
 - 3) Complete Another's Work: Completing the academic work of another or having another complete their academic work.
 - 4) Academic Research: Altering, tampering with, appropriating, destroying, or otherwise interfering with the academic research, resources, or work of another person, including that of the University.
 - 5) Falsify Data: Fabricating or falsifying data.
 - 6) Cheat: Cheating during an examination. This includes, but is not limited to, copying, collusion, and unauthorized use of materials or devices.
 - 7) Bribing: Bribing, or attempt to bribe, a University faculty or staff member in order to attain an unfair academic advantage.
 - 8) Academic Conduct: Violating any academic conduct rules/standards published by the University or communicated by the professor as part of the class requirements or policies.

1 Refer to the Policy on Academic Dishonesty in the Appendix of this code, printed in the Student Handbook (called Swataney), the Undergraduate Programs Catalog, the Graduate Programs Catalog, or found here: http://www.ship.edu/dean_of_students/student_conduct/academic_policies/.

2. Failure to act in a way that reflects personal and community responsibility toward the person and property of others.

Prohibited conduct includes:

- A. Failure to Report: Failing to report a violation of the student code of which a student has knowledge.
 - B. Safety Hazard: Creating, or helping to create, a safety hazard. Knowingly violate safety/security regulations or interfere with the safe and clean environment of others. This includes demonstrating behavior or engage in activities that endanger the safety or well- being of oneself or others.
 - C. Explosives/Dangerous Weapons: Possessing or using dangerous weapons. This includes, but is not limited to, guns, knives, martial arts' devices, percussion weapons, bow and arrows, ammunition, clubs, firecrackers, fireworks, other explosives, or any other devices used aggressively.
 - D. Fire: Setting a fire or attempting to start a fire; engaging in behavior that potentially could start a fire, e.g., burning candles, lighting aerosol propellants; or falsely report a fire, bomb, or similar emergency.
 - E. Emergency Procedures: Interfering with emergency services or procedures. This includes failing to evacuate a building or cooperate with University staff members during a fire alarm, tampering with fire equipment, or using such equipment in a manner other than for the control or prevention of a fire.
 - F. Alcohol On Campus: Consuming, possessing, or being in the presence of alcohol beverages on the campus, or in campus housing, despite the individual's age, other than during sanctioned university activities or locations where alcohol has been permitted.
 - G. Alcohol Off Campus: Illegal possession or consumption of alcohol off campus including, but not limited to, possessing or consuming alcohol beverages under the age of 21 and public possession of an open container.
 - H. Drive Under the Influence: Driving under the influence of alcohol or other drugs.
 - I. Drug Paraphernalia: Possessing drug paraphernalia.
 - J. Furnishing Alcohol to Minors: Sharing, furnishing, selling, and/or distributing alcohol to persons under the age of 21 including, but not limited to, charging admission to a social event where alcohol is served, hosting or organizing a social gathering where persons under the age of 21 consume alcohol, and/or providing alcohol to person under the age of 21.
 - K. False ID: Attempting to or actually purchasing alcohol using false identification.
 - L. Illegal Drugs: Possessing or using illegal drugs or narcotics.
 - M. Illegal Drug Distribution: Manufacturing, sharing, furnishing, distributing, selling, exchanging, or offering to sell illegal drugs, narcotics, or drug paraphernalia.
 - N. Over the Counter Medications: Misusing over the counter medications, prescriptions, and/ or other legal materials or substances, in such a way as to cause or result in Disorderly Behavior, as defined in Section 3 above.
 - O. Gambling: Engaging in any gambling activities except as authorized by state and federal law.
 - P. Responsibility for Visitors: Failing to inform their visitors of the need to conform to the rules and regulations of the University.
 - Q. Residence Hall Visitation: Violating the "Residence Hall Visitation Policy" as defined here: https://www.ship.edu/housing/housing_agreement/guest_policy/
 - R. University Operations: Interfering with the effective operation of any function and service of the University.
 - S. Student Organizations:
Student organizations are required to comply with all university policies, including the Student Code of Conduct and all additional policies pertaining to the specific group. A group may be held responsible for the actions and behaviors of its members and guests. Student organizations, as well as their members or leaders, may be held collectively and/or individually responsible for violations of the Student Code of Conduct or other University policies.
- 1) Hazing² : Violating the University Antihazing Policy, found here: http://www.ship.edu/dean_of_students/student_conduct/harassment_hazing_sexual_misconduct_violence/
 - 2) Organization Funds: Misappropriating or misusing student organization funds or property.

2 Refer to the "Anti-hazing Policy" in the Appendix of this code and printed in the Swataney.

- 3) University Logo: Using, without authorization, the name or insignia of the University or its affiliated student groups.
- 4) Organization Functions: Interfering with the activities or functions of student organizations.
- 5) Financial Obligations: Failing to fulfill financial obligations to a student organization.

All alcoholic beverages will be confiscated and disposed of by University staff. Items such as kegs, taps, and beer bongs will be given to the University Police. Any funds gained from the return of these items (e.g., deposit) will be donated to the Shippensburg University Foundation designated for the University Library.

All drugs and drug paraphernalia will be confiscated and given to the University Police. The police may further investigate the situation. Any amnesty for student conduct provided under the University's Alcohol/Drug policy is not a defense against criminal charges.

3. Failure to act in a manner that reflects respect for oneself, others, university policies, and laws.

Prohibited conduct:

- A. Noise: Causing or contributing to unreasonable noise. Courtesy and reasonableness are always expected as the rights of those being disturbed are preeminent. All reasonable efforts at maintaining quiet are expected in residence halls/rooms/suites during designated quiet hours.
- B. Discriminatory Intimidation: commission of a violation of a provision of the Student Code of Conduct where the established violation is committed intentionally and is motivated by hatred toward another individual or group of individuals based on race, sex, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status.
- C. Disorderly Behavior: conduct that:
 - intentionally or recklessly creates a hazardous or physically offensive condition;
 - causes reasonable persons to fear for their safety or the safety of another; or
 - disrupts the normal practices, processes, and functions of the University or the local municipalities
- D. Harassment: Engaging in repeated, severe, or pervasive actions directed towards a specific individual, group, or entity with the intent or effect to disturb or alarm. This includes, but is not limited to, conduct in person or delivered by indirect means including notes, phone calls, and use of social media or other electronic media.
- E. Harming Behavior: Engaging in any act which results in the infliction of pain, injury, or damage to any person or property by willful and deliberate means. This offense includes (a) assault, (b) attempted assault, or (c) behavior which may result in injuries to oneself or others.
- F. Harming Behavior Toward University Official: Harassment, threatening conduct, or harming behavior toward a University employee related to the performance of their job.
- G. Hazing²: Engaging in conduct prohibited under the Shippensburg University anti-hazing policy. (A copy of the Anti-hazing policy is attached in the Appendix to this Code.)
- H. Retaliation (non-sexual misconduct): Acts and/or threats directed against or other adverse action taken against any person in response to that person's participation in or involvement with the conduct process, a law enforcement matter, or any formal investigation conducted by University staff.
- I. Threatening Conduct: Engaging in conduct that is reasonably understood to intimidate or create fear of the infliction of pain, injury, or damage to property. This includes, but is not limited to, conduct in person or delivered by indirect means including notes, phone calls, use of technology, and social media or other electronic media.
- J. Indecent Conduct: Engaging in intrusive, lewd, obscene, or indecent conduct. This includes the use of technology (webcams, cameras, cell phones, etc.) to invade one's privacy.
- K. Freedom of Movement: Interfering with the freedom of movement of others, including others' access and use of public facilities, campus facilities, or private living space.
- L. Tamper, Remove, or Damage Property: Tampering with, misusing, borrowing, removing, damaging, defacing, or destroying property of others or the University, without permission.
- M. Failure to Comply: Failing to fully comply with the reasonable directives of University staff acting according to their duties or with the directives/sanctions of a disciplinary hearing board or officer. This includes, but is not limited to, the fulfillment of required sanctions/stipulations.

- N. **Trespassing:** Trespassing, conspiring, or engaging in unauthorized entry. This includes the unauthorized use or possession of keys, including those of the University.
- O. **Refuse ID:** Refusing, upon request, to provide their correct name and appropriate identification to a University staff member or authorized police officer performing their legitimate duties.
- P. **Violate Policies:** Violating any published University policies, rules and regulations, including those published in the Swatoney.
- Q. **Violate Law:** Violating federal, state or local laws or ordinances.
- R. **Condone Violation:** Being present during any violation of the Student Code of Conduct and/or University Policies in such a way as to condone, support or encourage that violation.

Student Conduct Process

Overview

Shippensburg University believes strongly in providing a fundamentally fair and impartial student conduct process. To that end, both the reporter(s) and responding student or student organization will receive reasonably specific advanced written notice containing a description of the alleged acts of misconduct under the Student Code of Conduct, including time, date, and place of occurrence and the rules of conduct allegedly violated so as to allow the responder the opportunity to properly prepare a response.

Shippensburg University also believes in providing students with multiple pathways to resolution including but not limited to meetings, mediations, and formal hearings.

In the event of a formal hearing, the University allows the reporter(s) and the responder the right to question each other, the right to question witnesses against them, the right to present evidence, the right to call their own witnesses, the right to have a process adviser present for support, the right against self-incrimination, and the right to appeal a student conduct decision.

Procedural modifications (e.g., the use of a screen during a hearing; and/or utilizing appropriate remote appearance technology) may be granted at the discretion of the Dean of Students as long as they are consistent with fundamental fairness.

A student may waive any of the rights contained in this Code other than written notification of the charges against them.

In all matters, and as necessary, Shippensburg University reserves the right to initiate resolution proceedings without a formal report or participation by the reporter(s).

Use of Process Advisors

Students have the right to use a process adviser at their own expense. The adviser may be an attorney but cannot be a potential witness or party. The process adviser does not have the right to speak or participate directly in any aspect of the conduct process. The process adviser may not appear via videoconference or teleconference absent extraordinary circumstances that are promptly raised by the student.

Informal Resolution

When appropriate and agreeable to the parties and any designated University official, violations of the Student Code of Conduct may be resolved through informal means, including mediation, in lieu of an adjudication of Code of Conduct violation(s). Violations involving violence, physical harm, and serious property damage generally are not considered appropriate for informal resolution.

Initiation of a Referral

Any member of the University community or personnel from a law enforcement agency (herein referred to as the Reporter(s)) may initiate a written referral against any student or student organization (herein referred to as the Responder).

All referrals must be in writing and should be submitted as soon as possible after the events on which the referral is based.

All misconducts, other than those relating to alleged sexual misconduct, must be submitted to the Office of the Dean of Students. Referrals may be submitted: electronically at: http://www.ship.edu/dean_of_students/student_conduct/report_an_incident/; or in person at 210 Old Main.

Refer to the Shippensburg University [Sexual Misconduct Policy](#) for information on reporting matters of sexual misconduct.

Referral Review

General Misconduct by Students & Student Organizations

The Dean of Students or designee will review referrals to determine if sufficient information is present to warrant further action. If it is the opinion of the Dean of Students or designee that insufficient information is present, the referral will be dismissed. There will be no appeal of this dismissal decision.

Notification of Referral for Further Proceedings

General Misconduct by Students

Where a referral indicates a possible Code violation, the Dean of Students or designee will identify all relevant information. In the event that a formal investigation is required, the Dean of Students or designee will provide a written notice of investigation to the responder and will appoint a fact-finder to conduct the investigation.

General Misconduct by Student Organizations

In matters involving a student organization, the executive board or leadership of the student organization will serve as the responder.

Individuals who provide information as part of an investigation, to the extent possible, may remain confidential throughout the conduct process, provided their identities are known to the University and the investigative entity serves as a witness during the hearing procedures.

The investigator(s) will determine the best method of information gathering. This may include a mandated group meeting or a series of mandated individual meetings.

Students who fail to appear for investigative interviews or who fail to cooperate in good faith during investigative interviews may be subject to action under the Student Code. Students will be asked to sign an investigation participation form affirming the truthfulness of statements provided and their rights.

In the interest of full disclosure and to reduce the incidence of retaliatory behavior, the investigators will make every attempt to keep student testimony for group misconduct confidential. Cell phones and any other technology may be collected during any meeting to avoid collusion and conspiracy but will not be subject to search without student permission or warrant.

The investigator(s) may recommend interim action to the Dean of Students at any point in the investigation. Although participation in the investigation is optional, future membership in the group may be assessed on the student member's cooperation.

Student Conduct Meeting

General Misconduct by Students & Student Organizations

Upon identification of all relevant evidence related to a referral, the Dean of Students or designee will provide the responder with written notice of a Student Conduct Meeting. The Student Conduct Meeting will be facilitated by a Student Conduct Facilitator designated by the Dean of Students.

Written notice of the Student Conduct Meeting will include:

- a. the date, time, and place of the Student Conduct Meeting;

- b. a brief summary of the referral, including the time, date, place and brief description of the alleged act of misconduct;
- c. the specific charges pending against the responder;
- d. statement of student rights and responsibilities; and
- e. the name and contact information of the Student Conduct Facilitator.

During the Student Conduct Meeting the responder will receive additional information about the student conduct process, including information relating to: rights, the range of potential sanctions for the charged violation(s); and resolution options available through the conduct process. The responder will also be afforded the opportunity to inspect and review all relevant information.

The Student Conduct Facilitator will give the responder the opportunity to:

- a. request informal resolution in appropriate matters;
- b. accept responsibility for the charge(s) and accept the sanctions and stipulations given by the Student Conduct Facilitator;
- c. deny responsibility for the charge(s) and, provided the range of sanctions for the charged violations do not include suspension or expulsion, request an Administrative Hearing with a Student Conduct Facilitator; or
- d. deny responsibility for the charge(s) and request a hearing on the charge(s).

If a responder fails to attend the Student Conduct Meeting, the matter will be moved to an Administrative Hearing or a University Conduct Board hearing as appropriate. If a responder fails to attend either the Administrative Hearing or the University Conduct Board hearing, the matter will be heard in their absence.

Scheduling the Hearing

The Dean of Students will provide the parties with written notice of the hearing at least 5 University business days prior to the scheduled hearing time. The hearing notice will contain a statement of:

- a. the date, time, and place of the hearing;
- b. a statement of the date, time, place and alleged acts of misconduct;
- c. a statement of the specific charges pending against the responder;

While every effort will be made to schedule the hearing at a time convenient for all parties, final scheduling authority rests with the Dean of Students. The Dean of Students also has the authority, when hearings involve more than one responder, to have the responders heard separately. Hearings will not be scheduled during a time that any party to the hearing has a scheduled class.

Hearing Procedures

Burden of Proof

The University bears the burden of establishing any charged violation of this Code. The responder does not have the burden to prove that a violation did not occur. A responder may decide not to share their side of the story or may decide not to participate in the hearing or an investigation. None of these decisions shifts the burden of proof away from the University.

Standard of Proof

In all Code of Conduct processes, the University is responsible for establishing any charged violation by a “preponderance of the evidence” standard. This means that the University must show that it is more likely than not that the alleged violation of the Student Code of Conduct occurred.

Openness

All hearings are closed to the public unless both the reporter(s) and responder agree, at least 24 hours in advance, to allow members of the University community to attend.

Participants

Participants at a hearing include the fact-finder; reporter; responder; process advisers; and the witnesses. In an Administrative Hearing, the fact-finder is the Student Conduct Facilitator. In all other hearings, the fact-finder is the University Conduct Board.

Both the reporter and responder have the right to challenge the designation of a Student Conduct Facilitator or University Conduct Board member for cause. Cause is defined as personal bias or prior involvement with parties or circumstances surrounding the matter. A challenge to a Student Conduct Facilitator or University Conduct Board member for cause must be presented to the Dean of Students Office in writing no later than 72 hours before the scheduled hearing.

Evidence

Only evidence that is admitted during the hearing shall be considered in judging the matter. The university is not bound by formal rules of evidence. Evidence or information that may not be admissible in a court of law may be admissible in a conduct hearing or as part of an investigation. The Student Conduct Facilitator or the Chairperson of the University Conduct Board will decide what information is admissible as part of a hearing.

Court documents, including affidavits of probable cause, preliminary hearing transcripts, and other relevant court and public records, may be utilized at a student conduct hearing given their inherent reliability, even when the person that prepared them is not available to testify or answer questions.

If the Student Conduct Facilitator or University Conduct Board determines that key evidence is missing, the hearing may be continued to a later time to accommodate the presentation of such evidence at the hearing. Procedural modifications (e.g., the use of a screen during a hearing; and/or utilizing appropriate technology as necessary to ensure that the reporter(s) and responder are in separate locations) may be granted at the discretion of the Dean of Students or designee as long as they are requested and consistent with fundamental fairness. A party wishing to request a procedural modification should do so at least 24 hours prior to the scheduled hearing time.

Responder/Reporter(s)

Both the reporter and the responder are expected to appear at a hearing. However, in the event that a reporter or responder fails to attend a student conduct hearing, the Dean of Students or their designee reserves the right to dismiss the matter or to proceed with the hearing. If a responder fails to appear, the hearing may be conducted in their absence.

Other Witnesses

The reporter(s) and responder are required to notify the Dean of Students Office of the names and contact information of their respective witnesses at least 72 hours prior to the scheduled hearing time. The Dean of Students Office will notify witnesses of the hearing date and time. However, the reporter(s) and responder have the responsibility to arrange for the attendance of their witnesses at the hearing. Witnesses are only allowed into the room during their period of testimony or when called to answer questions. The Student Conduct Facilitator or University Conduct Board reserves the option of limiting the number of witnesses providing statements at a hearing. In matters of student organization misconduct, individuals who provide information as part of an investigation may remain confidential throughout the conduct process, provided their identities are known to the University and the investigative entity serves as a witness.

General Outline for Hearing Proceedings

Hearings generally follow, but are not required to strictly adhere to, the format outlined below:

The matter is introduced by either the Student Conduct Facilitator or the chairperson of the University Conduct Board. This includes an introduction of all the parties participating in the hearing and a statement of the charged

violations. An overview of the hearing procedures will be presented. A statement of rights and responsibilities, which include an expectation of truthfulness, will be made.

The Student Conduct Facilitator or chairperson of the University Conduct Board is delegated the authority to exercise control of the hearing and to rule on questions of procedure.

The reporter(s), when available, will state the information on which their referral is based. The reporter(s) may then call any witnesses to offer information supporting the referral.

The responder presents information favorable to their position. The responder may then call any witnesses in defense of the responder's position.

At this point, the Student Conduct Facilitator or University Conduct Board members may begin questioning both the responder and reporter(s). Witnesses may be recalled for questioning during this period. The responder and reporter(s) also have the right to question each other and all witnesses.

At the discretion of the Student Conduct Facilitator or chairperson of the University Conduct Board, questions from both the responders and reporter(s) to each other and/or to the witnesses may be directed to the Student Conduct Facilitator or chairperson. The Student Conduct Facilitator or chairperson will then restate the questions to the appropriate parties.

After the questioning is completed, both the responder and reporter(s) have the opportunity to make a summary statement. The reporter(s) proceeds first in making the summary statement.

The hearing is ended. At this point the Student Conduct Facilitator or University Conduct Board goes into a private session to determine whether the responder is "responsible" or "not responsible." A simple majority of the board members hearing the matter is needed to establish "responsible."

If a decision of "responsible" is reached, the Student Conduct Facilitator or University Conduct Board will make a recommendation of sanctions and stipulations. The Dean of Students or designee makes the final determination of sanctions and stipulations based upon the nature of the code of conduct violation.

Past violations of the student code of conduct will be factored into the determination of the sanctions and stipulations, but will not be considered in establishing whether a responder is "responsible" or "not responsible" of the current charges.

A written decision will be issued, setting forth the findings on the charge(s). Absent extenuating circumstances, the written decision will be issued as expeditiously as possible but in no event later than 15 University business days after conclusion of the hearing. The decision letter will include factual findings and rationale for the decision, and present a complete description of the sanctions and stipulations, if any. Appeal criteria and procedures will be outlined as well.

All hearings conducted by the University Conduct Board are recorded. Other types of hearings may be recorded at the discretion of the Student Conduct Facilitator. Any additional video, audio, stenographic, or photographic recording of any hearing is prohibited.

Both the responder and reporter(s) will be allowed to schedule an appointment to listen to the recording of a hearing they were a party to.

Sanctions and Stipulations

Sanctions are utilized to help students and student organizations develop more productive patterns of behavior, to support the integrity of the academic mission, and to protect the members of the academic community. While

the sanctions below are listed progressively, they are selected to correspond with the severity or frequency of violations.

Individual Student Sanctions

Warning: Official notice that specific behavior or activity was in violation of the conduct code and that further violations may result in more serious disciplinary action. It serves as an official disapproval of acts committed.

Reprimand: Official notice that specific behavior or activity was in violation of the conduct code and that further violations most likely will result in more serious disciplinary action. This action serves to formally communicate that certain behavior and activity are unacceptable and need to be corrected. Censure: Official notification of a specified period of review and monitoring during which behavior and activity must demonstrate compliance with University rules, regulations, and policies. Further violations will result in more severe disciplinary action, especially if they occur during the specified period of censure.

Probation: Official notification of a specified period of review and monitoring in response to behavior or acts, although not serious enough to warrant suspension, deemed highly inappropriate and strongly against University standards. Further violations of the conduct code will result in more severe disciplinary action, including an examination of continued status as a student or student organization.

Term Suspension: Official notification involving a disciplinary separation from the University for a specified period generally not less than one semester (excluding summer). Suspension involves denial of all affiliated privileges and rights, including the privilege of using University facilities. Any stipulated conditions shall be met before readmission.

Indefinite Suspension: Official notification involving a disciplinary separation from the University for an indefinite period. Suspension involves denial of all affiliated privileges and rights, including the privilege of using University facilities. A person shall not return to the University from an indefinite suspension without the approval of the Dean of Students or designee. All stipulated conditions, if any, shall be met before readmission.

Expulsion: Official notification of permanent disciplinary separation from the University with denial of all affiliated privileges and rights. Use of campus facilities is prohibited.

Student Organization Sanctions

Disciplinary Organization Reprimand: The organization is informed in writing that the group has been found responsible of a violation of University regulations.

Disciplinary Organization Probation: The organization is informed in writing that it is on probation for a specified period of time. Probation is a period of review and observation during which the group must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. A student group will remain on Probation at least through the date indicated or until the date all assigned sanctions and stipulations have been completed, whichever occurs later. Conditions that restrict privileges may also be imposed.

Final Disciplinary Organization Probation: A final probation status means that any violation of the Code of Conduct by the group, during this time, will result in the group's immediate suspension. A student organization will remain on Final Probation at least through the date indicated or until the date all assigned sanctions and stipulations have been completed, whichever occurs later.

Disciplinary Organization Suspension: The organization is prohibited from conducting any and all group activity on- or off-campus. All events should be canceled immediately and not resume until the stated date. This includes, but is not limited to, meetings, recruitment, fundraising, educational programs, and socials. During the period of suspension, if the group is found operating without permission from the Office of Student Conduct, they will be subject to additional disciplinary action. For reinstatement, within 30 days of the conclusion of the suspension period, the executive board or leadership of the student organization will need to make an appointment with the Office of Student Conduct to arrange for the removal of the suspension. A student organization that fails to comply with sanction or stipulations as directed during this period will be subject to a sanction review for Disciplinary Organization Disestablishment.

Disciplinary Organization Disestablishment: The organization loses its formal campus recognition and is permanently prohibited from conducting any and all group activity on- or off-campus. All events must be canceled immediately.

Stipulations may be attached to all sanctions as deemed appropriate. The Dean of Students, or designee, has final authority in determining appropriateness of stipulations. The following is a list, while not exhaustive, of stipulations available for use by Student Conduct Facilitators and the University Conduct Board:

Individual Student Stipulations

Restitution: Reimbursement for actual damage to or destruction of property, including that of the University or of other persons.

Housing Transfer: Movement from a current residential assignment to another location in campus housing. A student shall not be transferred from one assignment to another unless minimally at the level of censure.

Housing Suspension: Removal from campus housing for a specified period of time. The room deposit shall be forfeited in all matters. A student shall not be suspended from campus housing unless minimally at the level of probation.

Counseling: Required to meet with a University counselor or private therapist (at the students' expense).

Alcohol/Drug Referral: Participation in the Connection Program which provides alcohol and drug education.

This requires an interview with a staff member and possible participation in an educational series or information sessions. It may also require a substance abuse assessment by a professional therapist. Referral to the Connection Program may include a fee for service component.

Community Service: Donating a predetermined number of hours on either the campus or in the community.

Termination of Privileges: Prohibition of participation in campus co-curricular activities or use of campus services, e.g., intramural participation, room reservation privileges, use of bulletin boards. **Community Seminar:** A workshop designed to help students develop better citizenship skills.

The Judicial Educator: An online educational program designed to help students consider their decision making processes.

Other Stipulations: The University reserves the right to impose other sanctions in addition to those listed above in response to specific circumstances of a matter.

Student Organization Stipulations

Activity: The required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

Social Limitation or Suspension: An organization may be denied formal or informal sponsorship of or participation in one or more of the following for a specified period of time: inter- or intra-organizational social activities, formals, all-Greek or all-University events or activities, or any other event of a social nature.

Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the intramural league, earn intramural points, or receive any championship titles.

Loss or Restriction of Privileges or Activities: The withdrawal of the use of services or privileges as a student organization or the loss of the privilege to participate in an activity or event. This sanction is generally for a specified period of time. Examples of privileges that can be lost include, but are not limited to, recruitment freeze, suspension of the student organization's funds, suspension of access to the organization's web space, suspension of the ability to reserve rooms on campus, suspension of the ability to apply for Student Activity Fee funding, suspension of fund-raising activities, suspension of access to office space, and others.

Membership Review: The organization is required to review and affirm each person's commitment to the expectations of organization membership. This requires a process of one-on-one interviews with each member and a member of the national or international staff, and may also, on occasion, include a University advisor or administrator.

Member Intake and Recruitment Review: The organization is required to submit a plan on how it will emphasize values during the intake process. The plan should include details of the expected date and time of activities, goals, participant learning outcomes, and the event assessments.

New Member Process Board Election: After receiving permission from the Office of Student Conduct, the organization is to hold an election to identify new leadership to manage the directives in the outcome letter. This election must meet the following criteria:

- a. The election process will be facilitated by a non-accused upper class student in the presence of the University advisor.
- b. The sole purpose of this meeting is to elect leaders for the organization.
- c. Minutes from the meeting, including the outcome of the election, must be emailed to the Office of Student Conduct, and the organization's faculty advisor within 24 hours of the election and include the outcome .

Educational Workshops: Educational workshops can be assigned for organizations that violate policies related to University protocols. Examples include, but are not limited to: workshops regarding the process to reserve University space, budget procedures, the appropriate use of Student Activity funds, and others. Educational workshops may be assigned in conjunction with or in lieu of another sanction. Document/Policy Development: The creation of a new internal process or amendment to an organization's bylaws may be assigned to address the absence of a policy and/or continued issues a student organization may be facing on a regular basis.

Sanctioned Service: Service projects or service hours may be assigned to a student organization if it is deemed that such an assignment would have the most impact on the organization. The service will be related to the kind of violation that occurred. Sanctioned service may be assigned in conjunction with or in lieu of another sanction.

Mandatory Restitution: Financial restitution could be sanctioned for monetary loss or damage. Other Stipulations: The University reserves the right to impose other sanctions in addition to those listed above in response to specific circumstances of a matter.

Interim Measures

An interim measure may be imposed when the serious nature or immediacy of the situation makes it impractical to follow normal disciplinary procedures. A decision to impose one or more of the interim measures identified in this Section, will be made by the Dean of Students with the approval of the Vice President for Student Affairs or designee.

Interim measures are not formal discipline, nor are such measures in lieu of disposition of student conduct charges.

Individual Students

1) Informal Interim Measures

At its discretion, the University may impose one or more of the following informal interim measures pending disposition of student conduct charges where the student represents a serious threat to the safety of themselves or others, or to University property:

Stayed Interim Suspension: applies certain non-exclusionary stipulations to ensure the safety and well-being of all students and to safeguard university property pending disposition of the underlying charges. Such stipulations may include, but are not limited to: a directive that the student promptly update the Dean of Students on the status of any pending criminal proceedings and/or update the Dean of Students on any ADR progress or dispositions.

Any additional violations of University regulations or failure to abide by the stipulations may result in the imposition of an interim suspension or additional student conduct charges.

There is no right of appeal from a stayed interim suspension.

Interim removal from a University course: removes a student from a particular course prior to a formal hearing being held. This action only applies to the course in question during the interim period and it allows the student to attend their other classes. There is no right of appeal from interim removal from a University course.

2) **Interim Suspension**

In matters where a student represents an immediate threat of harm to the student, other persons, other university property, an interim suspension may be imposed. An interim suspension requires a student to immediately leave University property prior to a formal hearing being held. The student will not be permitted return to campus nor participate in any university programs or activities during the interim period without the expressed permission of the Dean of Students.

Interim suspension decisions will be reviewed by the University Conduct Board. Absent extenuating circumstances, the University Conduct Board will meet for a hearing on the interim suspension within ten (10) University business days following the issuance of the interim suspension. If an extension occurs, the hearing will be held at the earliest possible date.

The purpose of the interim suspension hearing will be to: (1) review the reliability of the information and decision-making rationale that resulted in imposition of the interim suspension; and (2) determine whether the student's presence represents an ongoing threat to themselves, other persons, or University property.

If, in the University Conduct Board's opinion, the interim suspension was not warranted or the student no longer represents a threat of harm to themselves, others, or University property, the student will be reinstated immediately. A written decision will be issued setting forth the finding of the University Conduct Board following the interim suspension hearing.

A student may appeal the University Conduct Board's decision to the Associate Vice President for Student Affairs within 3 University business days following the issuance of the decision.

A formal hearing before the University Conduct Board on the underlying student conduct charges will occur regardless of the decision on the interim suspension. The hearing on the underlying student conduct charges will be scheduled with different members of the University Conduct Board panel to adjudicate the matter.

Student Organizations

Interim Disciplinary Organization Suspension: The Dean of Students or designee may impose an interim suspension upon any student organization whose presence on-campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the University, its property, or personnel.

Interim Organization Action: The Dean of Students or designee may impose a loss of privileges upon any student organization.

Following imposition of either of the interim measures, the conduct process will continue as outlined above. If it is established that an organization is "responsible" a sanction consistent with the violation(s) will be imposed.

Appeals

Appeals must be presented in writing within three (3) business days following written notice of a decision. Appeals of Student Conduct Facilitator decisions will be directed to the Director of the Office of Student Conduct. Appeals of decisions made by the Director of the Office of Student Conduct will be directed to the Dean of Students. Appeals of decisions made by the Dean of Students or the University Disciplinary Board will be directed to the University Appeals Agent.

An appeal may be sought on the following grounds:

1. That a fundamental error occurred in the hearing procedures that unreasonably interfered with the responder's rights. Such claims must be specifically described in the appeal letter.
2. That new evidence or information germane to the matter and not available at the time of the hearing has been uncovered. This evidence must be clearly presented in the appeal letter.

3. That the sanction imposed was unjust, unreasonable, or inappropriate. The letter must clearly explain the reasoning for this appeal.
4. That the decision was contrary to the evidence presented. A detailed explanation must be provided in the appeal letter.

An appeal is not a new hearing, but is a review of the records from the original hearing. An appeal may be dismissed if not sought on proper grounds.

Upon review, the appeal agent may decide to: (a) uphold the original decision in full; (b) modify the stipulations attached to a sanction; or (c) return the matter back to the original hearing entity for reconsideration.

No appeal agent, other than the Dean of Students or the University Appeals Designee shall have the authority to modify an original sanction in any way. The original sanctions and stipulations remain in effect during the appeal process. However, the appeal agent has the authority, under extenuating circumstances, to defer the imposed sanctions and stipulations while an appeal is in process. All decisions regarding appeals shall be communicated in writing to the appealing party.

Student Conduct Records

Student conduct records are retained by the office of the Dean of Students and are considered confidential. A student conduct file will not be released to non-University parties without the written consent of the specific student or pursuant to a judicial order or lawfully issued subpoena.

Disciplinary information may also be provided in certain limited circumstances in accordance with the Family Educational Rights and Privacy Act of 1974 (as amended).

Student conduct files are maintained separately from all other University files and are not considered part of the academic record. A student's conduct file, including tape recordings of hearings, shall be retained for the following lengths of time before being destroyed:

- Indefinitely maintained: Actions related to student organizations, fraternities, and sororities;
- Expulsion.
- Maintained for three academic years from the date of the sanction letter: Suspension (Term, Indefinite).
- Maintained for three academic years from the date of the sanction letter: Censure, Probation.
- Maintained for three academic years from the date of the sanction letter: Warning, Reprimand.

Parent or Guardian Notification

Effective October 1, 1998, the Family Educational Rights and Privacy Act allows Shippensburg University personnel to notify the parents or legal guardians of a student if the student is found in violation of Regulations (B)(6) (Alcohol, Illegal Drugs, and Gambling) sections (a) through (i) as set forth in this Code. The student must be under the age of 21 at the time of notification to comply with the law. Parents or legal guardians shall typically receive notification via a letter from the Office of the Dean of Students. The letter will be sent to the home address on record at the University.

Parents or legal guardians, students, and the University are viewed as a partnership in promoting responsible decision-making, healthy lifestyles, positive community behavior, academic success, and personal development. Thus notifying parents or legal guardians of alcohol and/or other drug-related incidents is a fulfillment of the obligations associated with this partnership. Notification should not be viewed as punitive but rather as an attempt to engage in productive dialogue.

Code of Conduct Revisions

The University reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Minor modifications to procedure may be made that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules, etc.

The Dean of Students may also vary procedures materially with notice (on the website of the Office of Student Conduct and/or the Office of Equity, Inclusion, and Compliance as appropriate) upon determining that state or federal law(s) or regulation(s) require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in the most recent form. This document does not create legally enforceable protections beyond the protection of Pennsylvania and federal laws which frame such codes generally.

Approvals

Proposed Code of Conduct revisions shall be initially submitted by the Dean of Students to the Student Affairs Committee for approval. If approved, the document shall be submitted to the University Forum for consideration. If judged acceptable, the document proceeds to the University President for approval prior to submission to the Council of Trustees for their review.

Student Affairs Committee: _4/8/20_

University Forum: _4/14/20_

Council of Trustees: _5/15/20_

Residence Hall Policies

Residence Hall and Room Visitation Policy

Students living in University owned residence hall rooms and suites may have visitors twenty-four hours, seven days per week. It is assumed that all visitors are invited and/or welcome. The terms guest and visitor are used interchangeably, defined according to the following categories:

- Those individuals not officially assigned by the University to a particular residence hall room.
- Those individuals not officially assigned by the University to a specific residence hall.

General Parameters

Roommates are expected to discuss with each other the general parameters for hosting visitors within the confines of the room (e.g., advance notice, acceptable visitation hours, visitor behavior, etc.). It is the responsibility of the host to ensure that the presence of a guest does not infringe upon the rights of their roommates. Any resident planning to host an overnight visitor is expected to secure prior permission from all their roommates before inviting a guest to stay. Cohabitation is not allowed. No visitor will be allowed to stay within a room for more than two consecutive days.

Visitors are expected to follow the rules and regulations of the University, with hosts required to assume full responsibility and accountability for the behavior of visitors. Visitors who are Shippensburg University students will also be held accountable for violations of the Student Code of Conduct. Any resident negatively affected by another student's guest is encouraged to contact the residence life staff for assistance.

Guests of residential students are required to register their motor vehicle with the University Police upon arrival. There is no charge for this service. The University Police Station is open twenty-four hours per day, seven days per week. Failure to register a vehicle may result in the issuance of a parking citation.

Residents of campus residence halls may, by secret ballot and after at least two weeks of classes, choose to restrict the visitation on their particular floor. If residents desire to limit visitation hours on their floor only, a meeting must be called that allows open debate regarding the proposed restrictions. Within three class days following the meeting, a secret ballot will occur. Only floor members are eligible to vote. Residence life staff will administer the election and tally the results.

Seventy-five percent of the total floor residents must vote in favor of the proposed visitation restrictions in order to implement them. If passed, restricted visitation hours go into effect immediately, subject to enforcement by both the residents and the residence life staff.

Residence Hall Sign-In Procedures (Out-of-Hall Visitors)

Nonresident visitors must be met in the main lobby by a host who resides within that particular residence hall. The host and guests are expected to proceed directly to the lobby desk and complete the registration process. Note: During periods when the hall desk is staffed by a desk assistant, he or she will assist in the registration process. During periods when the desk is closed, residents are expected to register guests by completing the card and placing it in the registration box which is available at each residence hall desk. It is a violation of this policy to host visitors without registering them at the hall desk. Violators are subject to University judicial action.

Residence Hall Escort Policy (Out-of-Hall Visitors)

Any visitor, regardless of gender, must be escorted by their host if not a resident of the hall he or she is visiting. Any situation involving an unescorted visitor will be considered a violation of this policy and will subject the host and visitor to judicial action by the University.

Overnight Guest Policy Specific to Minors

Housing and Residence Life welcomes all visitors in residence halls provided that they are in accordance with all university rules and regulations. However, because of the significant responsibility and level of care required for children, siblings or individuals under the age of 18 that are not currently enrolled at Shippensburg University, they are not permitted to stay in residence as an overnight visitor unless taking part in a recognized university special event, i.e. Siblings Weekend or are on-campus at the behest of the University. All overnight guests must have and provide a photo ID.

Residence Hall Room Entry Policy

Shippensburg University is committed to the protection of students' right to privacy within the confines of their assigned residence hall rooms. This right to privacy is balanced by a responsibility to ensure the health and safety of the University community. The University also has an obligation to protect its property, service functions, and educational mission from damage or disruption. It is within this context that the following guidelines were established:

University staff members shall generally enter a residence hall room within the following parameters:

- Under conditions of serious threat to the safety or well-being of persons or property. Such conditions must be above and beyond the routine responsibilities of the staff members.
- To eliminate disturbing noise emanating from an electronic device (e.g., alarm clocks, stereos) in a room with no occupants present. The staff members may enter the room, disable the device, and immediately leave.
- To perform routine maintenance, complete repairs, or to conduct regular room inspections. Room inspections are generally for assessing compliance with fire safety regulations, damage, health conditions, maintenance needs, and cleanliness. Such inspections are generally announced at least twenty-four hours in advance. Residents need not be present during the room inspection.
- When instructed to by an authorized police officer.
- With the permission of an assigned resident.
- Upon the issuance of an administrative search warrant.

Upon entering a room according to the aforementioned guidelines, staff members may confiscate and document items that constitute violations of law or University rules, regulations, and policies. These items must be in plain, unobstructed view of the staff member. Police personnel may also be called when appropriate. Confiscated items (e.g., cooking appliances) not in violation of local, state, and federal laws will be returned to the owner when appropriate. Additionally, University staff members will not routinely admit a third party to another person's assigned room without the consent of the occupant.

State and federal law governs the protocol for entry into and/or search of campus rooms when enforcing criminal statutes. Such entry is normally the responsibility of police personnel.

The issuance of an administrative search warrant is typically based on probable cause. Probable or reasonable cause is less than certainty and more than mere suspicion that the search of a particular dwelling will disclose specific evidence. Absent exigent circumstances, administrative searches must have the advance approval of the President, or the Vice President for Student Affairs, or the Dean of Students, or a designee. Once approval is received, persons entering a dwelling should announce themselves and their purpose. A lack of response from within the dwelling in a reasonable amount of time may justify the use of a master key to enter the premises. The search for evidence justifies intrusion only into the areas of the dwelling where such items may be found. Violations discovered during this administrative action will be subject to resolution within the University student conduct system.

Residence Hall Rules & Regulations

1.0 Rooms shall be kept clean and sanitary at all times, including the proper disposal of empty beverage and food containers.

2.0 No nails, tacks, double-sided tape, cellophane tape, adhesive-backed wall coverings, paint, and stain shall be used on any room, door, lobby, stairwell, or hallway surface. Tacks may be used to hang items on University installed bulletin boards. Residents will be charged for any damage caused by items placed in rooms.

3.0 Furniture shall not be moved from its designated location to another location. This includes, but is not limited to, removal of furniture from public areas to private rooms. Room furniture is the responsibility of the occupants and shall not be moved, lost, or damaged. Occupants will be financially responsible for loss and/or damage.

4.0 The possession and/or use of cooking appliances in residence hall rooms is prohibited. Examples of such include, but are not limited to, hot plates, immersion coils, electric frying pans, toaster ovens, electric griddles, air fryers, hot pots, toasters, grills, popcorn poppers that use oil, and hot shots. Hot-air popcorn poppers and drip coffee makers under 12-cup capacity are permitted in all rooms. Blenders and Juicers are permitted. Slow cookers and rice cookers are not permitted. One microwave with a maximum wattage of 750 is permitted per room or suite.

5.0 One compact refrigerator drawing less than three amps and no larger than 4.3 cubic feet is permitted in each residence hall room. Refrigerators must carry UL approval, be positioned to allow adequate ventilation, and be connected directly into a wall socket or power strip with a circuit breaker.

6.0 All electrical appliances must be in good working order and carry the UL approval. Electrical appliances must be plugged directly into the wall socket or into a UL approved power source with an internal circuit breaker. Power sources must be free of defects such as cracked, split, or nicked insulation; exposed wires; knots, burn marks; and loose connections. Power sources shall not be connected in a series to one another and they must not be covered, e.g., with carpet. Extension cords are not allowed.

7.0 Light cords and appliance cords shall be free of kinks and knots, must be UL approved, and must not have breaks, worn insulation, or broken plugs.

8.0 External antennas for TV or radio and tampering with the cable TV system are prohibited. Misuse or redirection of cable TV for personal use is a criminal offense.

9.0 Open flames, smoldering embers, and spark/flame producing items are prohibited in residence halls. This includes, but is not limited to, the burning and/or possession of incense, candles, oil lamps, lanterns, lava lamps, Scentsy candle warmers, electric wickless candles, and potpourri burners.

10.0 Smoking is prohibited in all residential facilities.

11.0 No animals or pets of any kind are permitted in residence halls, except assistance animals and fish. Aquariums up to a 10-gallon capacity are allowed. No more than one aquarium per bedroom is acceptable. The aquarium shall only contain fish.

12.0 Road signs (e.g., parking, street, stop) and parking cones are not permitted in residence halls.

13.0 No athletic games shall be played or athletic equipment used within a residence hall except in designated areas. This includes, but is not limited to, the use of free weights, roller blades, rackets, dart boards, hockey equipment, skates, balls, and frisbees.

14.0 Only university provided beds are allowed in student's rooms. Waterbeds, lofts, bed risers, and hanging or suspended bed frames are not allowed.

15.0 Storing or using flammable/combustible liquids, flammable/explosive gases and dangerous chemical mixtures are prohibited. Kerosene heaters and charcoal stoves are also prohibited.

16.0 No alteration or modification of the room accommodations shall be made. Closet doors and venetian blinds/curtain rods must remain in place. Smoke detectors and sprinkler systems must not be tampered with.

17.0 Bicycles may be parked in the racks by the residence halls or placed in the designated hall storage area. They may be kept in residence hall rooms if all roommates agree. Bicycles shall not be kept in any other area of the residential facility because of the possibility of interfering with exit routes and housekeeping services. All bicycles must be registered with the University Police.

18.0 Motorcycles, mopeds, and any other type of gasoline motor shall not be stored/parked in rooms. Such items shall only be parked in accordance with University parking regulations and procedures.

19.0 Decorations used for seasonal or special events must be made of fire retardant materials. Natural Christmas trees and natural decorations are not allowed. No holiday lights are permitted in private rooms.

20.0 Outside window sills must be kept clear of all objects. Window screens shall not be removed.

21.0 Only the following additional furniture items are permitted in residence hall rooms: rugs/carpets, futons, computer stands and chairs are allowed if positioned to allow proper exit or entrance.

22.0 No items, e.g., posters, flags, tapestries, etc. shall be hung from room ceiling; nor shall they be hung on or in front of windows or exit doors.

23.0 Space heaters are prohibited in residence hall rooms.

24.0 Room keys, mailbox keys, and access cards are for the exclusive use of the resident to whom they are assigned. They remain the responsibility of the resident and they must never be given to other parties for use.

25.0 Students shall not use their assigned space as a sales room or storage location for commercial activity. Solicitation and fund raising activities must conform to the limited enterprises regulations outlined in the Swataney.

26.0 All residence hall rooms are subject to regular maintenance and safety inspections. Residents must allow University personnel into rooms for health, fire, safety, and maintenance inspections. Physical plant personnel and employed contractors will be allowed to enter private rooms to perform their duties. When possible, advance notice of such events will be given.

27.0 Students are responsible for any damage that occurs within the confines of their rooms. Students are also responsible for any damage they create, or help create, on the campus.

28.0 Trash and personal items shall not be left or deposited in any public areas of the residence halls.

29.0 Students shall not tamper with, overload, damage or vandalize elevators.

30.0 Students are prohibited from engaging in activities that violate any health, safety, maintenance, or fire codes as defined by University policy, rules, and regulations; as well as those defined by local, state and federal laws.

31.0 Students are expected to abide by all the terms and conditions outlined in the "Student Housing Agreement" (Refer to the electronic copy of the Housing Agreement on the Housing and Residence Life website for the specific academic year.)

32.0 Students shall not operate any computer network servers from any residence hall location. This includes, but is not limited to, chat, file, print, web, ftp, and unix shell servers.

Policy on Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means that is not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Definition

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means that is not authorized by the course instructor or university policy. A breach of academic dishonesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Academic dishonesty includes but is not limited to:

- Bribing, or attempting to bribe, faculty or staff personnel in order to attain an unfair academic advantage.
- Possessing course examination materials prior to administration of the examination by the instructor without the instructor's consent.
- Using unauthorized materials or devices such as crib notes during an examination. Providing and/or receiving unauthorized assistance during an examination.
- Using a substitute to take an examination or course.
- Misusing transcripts, records, or identification, such as forgery or alteration of transcripts.
- Allowing others to conduct research for you or prepare your work without advance authorization from the instructor, including, but not limited to, the services of commercial term paper companies.
- Intentionally and without authorization falsifying or inventing any information or citation in an academic exercise, such as making up data in an experiment or observation.

The preceding list is only for purposes of illustration. Other forms of inappropriate conduct may also be subject to charges of academic dishonesty.

Resolution of Charges

When an instance of academic dishonesty is alleged, the issue should be resolved on an informal basis between the student and faculty member. If an informal resolution cannot be achieved, a formal process of deciding culpability and assessing sanctions will be followed. If the student has committed a previous violation, the formal process must be followed.

Informal Resolution

A faculty member who obtains information that a student has been dishonest should act promptly to resolve the issue. The faculty member should first contact the Dean of Students to determine if this is the first violation for the student. If the suspected incident is not the first violation, the offense must be handled through the formal resolution process.

For a first violation, the faculty member may attempt to resolve the issue informally with the maximum penalty to be a grade of "F" in the course. If the faculty member feels that the offense warrants a more severe penalty, the matter must be resolved through the formal process.

For the matter to be resolved informally, the faculty member must meet with the student and present any evidence of a violation. The student will be given an opportunity to provide an explanation after hearing the evidence. If the faculty member determines that violation has occurred, he/she will complete the form “Settlement of a Charge of Academic Dishonesty.” This form will include the penalty that the faculty member will apply.

The form is then given to the student, who has 72 hours to seek advice and decide whether to sign. If the student agrees to accept the penalty, he/she must sign in the presence of the faculty member. The faculty member will then implement the accepted penalty and forward the settlement form to the Dean of Students. The form will be kept on records for five years and may be used if the student is accused of another academic dishonesty offense or any other violation of the Student Code of Conduct. The information will only be used for internal purposes and will not be disclosed outside the University. Once a violation of academic dishonesty has been alleged, the student is not permitted to withdraw from the course until the alleged violation has been resolved.

If the student refuses to sign, the faculty member may pursue the matter through the formal resolution process.

Formal Resolution

An allegation of academic dishonesty must be resolved through a formal process if the student disputes the charges or does not accept the penalty proposed by the faculty member. The formal process must also be followed if the incident is not the student’s first violation.

In the formal process, an allegation of academic dishonesty will be treated as a violation of the Student Code of Conduct. The charges will be resolved through the Conduct Process administered by the Dean of Students. The Dean of Students and an academic administrator designated by the Provost will consult to determine if sufficient information is present to warrant further action.

If there is sufficient information to proceed with the complaint, the steps outlined in the “Student Conduct Process” section of the student handbook Swataney will be followed. Academic dishonesty matters must be heard by the University hearing board; the student conduct hearing officer option is not available for these matters.

Appeals of academic dishonesty decisions will be handled by the Vice President for Student Affairs and the Provost.

Penalties

The Student Code of Conduct contains a list of sanctions which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty:

Grade Reduction

- The grade for a particular unit of work or for the entire course may be reduced. Imposition of a Failing (“F”) Grade.
- The student may receive an “F” grade for the course.
- These two penalties may be imposed through the informal settlement process or the formal hearing process. More severe penalties, including suspension or expulsion may only be imposed through the formal process. Additional stipulations may also be attached to any sanctions.

Plagiarism

Plagiarism is a form of academic dishonesty. Shippensburg University will not tolerate plagiarism, and the faculty will make all reasonable efforts to discourage it.

Plagiarism is your unacknowledged use of another writer’s words or specific facts or propositions or materials in your own writing. When other writers’ words or materials (even short phrases or specific terminology) are

used, you should put these words, phrases or sentences inside quotation marks (or else indent and single-space more extended quotations), and you should then cite the source of the quotation either in the text of your writing or in footnotes. Failure to do so may be considered plagiarism. When the propositions of another writer are restated in your own words (paraphrased), you should also indicate the source of the paraphrased material in your own text or in footnotes. Comparable citation should be made for borrowings from media other than printed texts, such as lectures, interviews, broadcast information, or computer programs.

The more flagrant form of plagiarism is your submission of an entire paper or computer program or lab report (or a substantial portion of a longer work) written by someone else and presented as your own work. This can include material obtained from a friend, from a fraternity or sorority file, from duplicated student writings used for analysis in other writing courses, from commercial sources, or from published materials. Another common form of plagiarism is the unacknowledged borrowing from other sources (either words or propositions) and the integration of such material in your own work.

Certain situations may cause conscientious students to fear plagiarizing when they are not really plagiarizing. These include:

Improper format for documentation

Improper documentation is not plagiarism but a technical academic problem. Different professors, different academic departments, and different academic disciplines have various ways of documenting borrowed materials. Each professor should make clear to you how he/she wants borrowed materials documented for given writing or programming assignments. You should make every effort to understand precisely what your professor expects regarding documentation. As long as you make a clear effort to document all borrowed materials, you are not plagiarizing.

Use of supplemental individualized instruction on an assignment

Various tutorial resources are available at the university, including a writing center and assistance from faculty who assist students during the process of composing a paper. When you seek these kinds of legitimate academic assistance, you are not plagiarizing. In fact, you are making an extraordinary attempt to improve your writing and academic performance. In such matters, you should inform your instructor of the fact you have sought assistance from a given source on an assignment. This acknowledgment should be stated on the cover sheet of your paper or program. The prohibition against plagiarism should in no way inhibit or discourage you from seeking legitimate supplemental instruction in developing an assignment.

Use of a proofreader

If you are unsure of your ability to produce finished drafts which are virtually error-free, you may use such resources as hired typists, more editorially proficient friends, tutors, or writing center personnel to insure your finished papers are relatively error-free. You should indicate on the title page the fact your paper was typed and/or proofread by someone else. The prohibition against plagiarism should in no way inhibit or discourage you from using available reference and/or human editorial resources in seeking to produce an error-free final copy of a paper.

In summary, plagiarism is the unacknowledged borrowing of another writer's, speaker's or programmer's words and/or propositions. To avoid plagiarism, you should acknowledge assistance received in developing and/or proofreading a paper. If you need or desire such assistance, you should not be discouraged from seeking it because of the university policy on plagiarism.

Antihazing Policy

Originating Office:

Office of the Vice President for Student Affairs

Purpose: Shippensburg University (“University”) is committed to maintaining an educational environment that fosters the health, safety, and dignity of all those within its University community. Consistent with that commitment, the University has promulgated this Antihazing Policy.

Scope: This Policy applies to individuals and organizations associated with the University. In addition, this Policy applies to acts that are conducted on or off-campus if such acts constitute hazing under this Policy. This Policy does not apply, however, to reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Objective: To provide clear guidance on what constitutes hazing and the consequences for engaging in such hazing.

Definitions

Hazing - Intentionally, knowingly or recklessly, for the purposes of initiating, admitting or affiliating a minor, student, applicant or admitted individual into or with an organization, or for the purposes of continuing or enhancing the membership or status a minor, student, applicant or admitted individual in an organization, causes, coerces or forces the minor, student, applicant or admitted individual to do any of the following:

- Violate federal or state criminal law;
- Consume any food, liquid, alcoholic liquid, drug or other substance that subjects the minor, student, applicant or admitted individual to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor, student, applicant or admitted individual.
- Any willful destruction or removal of public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization.

Organization - Includes any of the following:

A fraternity, sorority, association corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students or alumni of the organization or University.

A national or international organization with which a fraternity or sorority or other organization, as enumerated under paragraph (1), is affiliated.

Enforcement - Any individual or organization associated with the University, who is found responsible for committing hazing, will be held accountable under this Policy, as well as the University’s Code of Conduct. For information on the University’s Code of Conduct, please refer to the website or call the Dean of Students at 717- 477-1164.

In addition, the University, organizations, and individuals may also be criminally charged under Pennsylvania law.

Sanctions

Possible sanctions for a student include, but are not limited to:

- Imposition of fines;
 - The withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
 - The imposition of probation, suspension, dismissal or expulsion.
- Possible sanctions for an organization include, but are not limited to:
- Imposition of fines;
 - Rescission of permission to operate on campus or other University property;
 - Rescission of permission to operate under the sanction or recognition of the University.

Prohibited Defenses: It is not a defense that the consent of the minor or individual was sought or obtained. It is also not a defense to hazing that the conduct was sanctioned or approved by the University or organization.

Reporting Hazing Activity: All reports of hazing are taken very seriously. If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report such information confidentially via our website or by phone to University officials. If you wish to speak to someone directly, please contact the Dean of Students at 717-477- 1164. If the situation requires immediate attention and/or an individual's safety is at risk, please contact the University Police Department 717- 477-1444, or 911 if off-campus.

Please provide as much detail as possible when reporting.

Sexual Misconduct Policy

Introduction

1. Purpose of Policy

Title IX of the Education Amendments of 1972¹ prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972¹ that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence) that are reflected in the definitions of Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking included as Regulatory Prohibited Conduct under this Policy
- Addresses how the University must respond to reports of misconduct falling within the definitions of Regulatory Prohibited Conduct under this Policy, and
- Mandates a grievance (or resolution) process the University must follow before issuing disciplinary sanctions against a person accused of Regulatory Prohibited Conduct under this Policy.

In addition to federal legislative requirements, Act 16 of 2019² of the General Assembly of Pennsylvania requires all postsecondary institutions in the Commonwealth of Pennsylvania to adopt a clear, understandable written policy on sexual harassment and sexual violence that informs victims of their rights under federal and state law, including the crime victims bill of rights.

1 The full text of the Final Rule and its extensive Preamble is available here: <http://bit.ly/TitleIXReg>

2 The text of Act 16 of 2019 is available here: <https://bit.ly/3f7DAr6>

2. Prohibited Behaviors

The University prohibits all Sexual Misconduct Violations, as defined in this Policy. This prohibited conduct can affect all genders, gender identities and sexual orientations. Some of these prohibited forms of conduct may also be crimes under Pennsylvania or federal law.

The University will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

3. Title IX, VAWA and Nondiscrimination

The University prohibits any form of discrimination or harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a University program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, the Americans with Disabilities Act and ADA Amendments Act, the Equal Pay Act, and the Pennsylvania Human Relations Act.

The University also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. The University has designated the Title IX Coordinator, with assistance of the Deputy Title IX Coordinators, to coordinate the University's compliance with Title IX and VAWA and to respond to reports of violations. The University has directed Shippensburg University Chief of Police, or designee, to coordinate the University's compliance with the VAWA-related Clery reporting requirements.

4. Statement on Privacy and Confidentiality

The University is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved. Privacy, confidentiality and privilege have distinct meanings under this Policy.

Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals, including individuals who "need to know" in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. While not bound by confidentiality or privilege, these individuals will be discreet and respect the privacy of all individuals involved in the process. All participants in an investigation of sexual misconduct under this Policy, including Advisors and Witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties, however, nothing in this Policy is intended to impose restraints on a party's ability to discuss the allegations under investigation or to gather and present evidence as part of the resolution process.

Certain individuals are designated as having confidentiality. For reports made to employees designated with having confidentiality, the University will respect the reporting party's expectations of privacy to the extent permissible by law while still ensuring compliance with other reporting obligations. For example, reports involving minors are subject to mandatory reporting requirements. Individuals designated as having confidentiality are required to report the nature, date, time and general location of an incident to the Title IX coordinator. Individuals designated as having confidentiality will not share other information with the Title IX Coordinator or any other employee of the University without the express permission of the disclosing party. Individuals designated as having confidentiality can provide information about the University and off-campus resources, support services and other options. As noted above, because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential resource does not constitute a report or Formal Complaint to the University and will not result in a response or intervention by the University. A person

consulting with a confidential resource may decide to make a report to the University and/or law enforcement. http://www.ship.edu/EIC/confidential_resources/

Communication with certain individuals may be privileged by operation of law and reports made to these individuals will not be shared with the University Title IX Coordinator or law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law.

All University proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX of the Education Amendments of 1972 (“Title IX”), Violence Against Women Act (VAWA), state and local law, and University policy. No information will be released from such proceedings, except as required or permitted by law and University policy. The University may share non-identifying information about reports received in aggregate form, including data about outcomes and Disciplinary Sanctions.

5. Disability Accommodations

This Policy does not alter any obligations of the University under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the resolution process that do not fundamentally alter the process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other University programs and activities.

6. Free Expression and Academic Freedom

The University is firmly committed to free expression and academic freedom and to creating and maintaining a safe, healthy, and harassment-free environment for all members of its community. Sexual misconduct, including retaliation, against members of the University is not protected expression nor the proper exercise of academic freedom. The University will consider principles of free expression and academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual’s statements or speech.

7. Alcohol and Drug Use Amnesty for Students

The health and safety of every student at the University is of utmost importance. The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The University strongly encourages students to report incidents of sexual misconduct. A witness to, or individual who, experiences sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to University officials or law enforcement will not be sanctioned under the University’s Code of Conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual misconduct. The University may require the individual attend an approved alcohol or drug education program and without assessing any charges for such program. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

8. Scope of Policy

This policy applies to all on campus and off-campus conduct that is likely to have a substantial adverse effect on any member of the University community. There is no time limit for reporting allegations of sexual misconduct; however, the University strongly encourages the prompt reporting of sexual misconduct to allow the University to respond promptly and effectively. If the reported Respondent is not a member of the University community or is no longer associated with the University at the time of the report or at the time a resolution process is initiated, the University may be unable to investigate or take disciplinary action and may be required to dismiss the Formal Complaint for a lack of jurisdiction. See the Jurisdiction and Dismissals section.

Please see the Reporting Sexual Misconduct section below for more information on how and where to report misconduct, discrimination and/or harassment, or to file a Formal Complaint.

9. Burden of Proof

The burden of proof refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of the University to satisfy the burden of proof. The Respondent does not have the burden to prove that a violation did not occur. Respondents may decide not to share their side of the story or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility. Additionally, Decision-Maker(s) shall not make an adverse inference against a Respondent for the Respondent's refusal to participate in an investigation or hearing, nor will Respondent's refusal to participate result in increased sanctions if the Respondent is found responsible for the violation(s).

10. Standard of Proof

Consistent with requirements set forth in the Pennsylvania Code pertaining to student disciplinary due process requirements, the University will use the preponderance of the evidence standard in investigations of formal complaints alleging sexual misconduct violations under this Policy. This means that the individual(s) charged with making a finding must determine whether it is more likely than not that a violation of the Policy occurred.

11. Effective Date

Based on the Final Rule, this Policy will be effective August 14, 2020.

12. Impact on other policies or processes

As used in this Policy, sexual misconduct may also encompass criminal conduct under Pennsylvania and/or federal law. Additionally, sexual misconduct under this Policy may result in civil and/or administrative or legal consequences.

SEXUAL MISCONDUCT DEFINITIONS

1. **Dating Violence** – (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act) includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Dating Violence is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Dating Violence will be categorized as Non-Regulatory.

2. **Domestic Violence** – (as defined in the VAWA amendments to the Clery Act), includes any violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the Complainant under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Pennsylvania.

Domestic Violence is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education

Program or Activity at the time of the filing of the complaint. Otherwise, Domestic Violence will be categorized as Non-Regulatory.

3. Retaliation – Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. This includes but is not limited to intimidation, threats, coercion, or discrimination against any individual (A) for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations; or (B) because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under this Policy. A finding of retaliation under this Policy is not dependent on a finding that the underlying sexual misconduct occurred.

4. Sexual Assault – (As defined in the Clery Act) – This includes any sexual act directed against another person, without the Consent of the Complainant, including instances where the Complainant is incapable of giving Consent. Sexual Assault may be one of the following categories:

- A. Sexual Penetration Without Consent - Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when Consent is not present. This includes performing oral sex on another person when Consent is not present.
- B. Sexual Contact Without Consent - Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when Consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when Consent is not present, to similarly touch or fondle oneself or someone else.
- C. Statutory Sexual Assault – The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.¹

Sexual Assault is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Sexual Assault will be categorized as Non-Regulatory.

5. Sexual Exploitation – Engaging in sexual behaviors directed toward or involving another person or use of another person's sexuality for purposes of sexual gratification, financial gain, personal gain or personal advantage when Consent is not present. This includes, but is not limited to, the following actions, including when they are done via electronic means, methods or devices:

- a. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's Consent;
- b. Indecent exposure or inducing others to expose private or intimate parts of the body when Consent is not present;
- c. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's Consent;
- d. Prostituting another individual; or
- e. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
- f. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

6. Regulatory Prohibited Conduct – For purposes of this Policy, the term includes the defined violations of Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking.

7. Regulatory Quid Pro Quo Sexual Harassment - An Employee conditioning the provision of aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct.

1 The text of Chapter 31 of the Pennsylvania Crimes Code is available here <https://bit.ly/305G9pu>

8. Non-Regulatory Quid Pro Quo Sexual Harassment - An Official, Volunteer or Student conditioning the provision of aid, benefit or service of the University on the individual's participation in unwelcome sexual conduct.

9. Regulatory Hostile Environment Sexual Harassment - Unwelcome conduct, on the basis of sex, that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's Education Program or Activity.

10. Non-Regulatory Hostile Environment Sexual Harassment - Unwelcome conduct, on the basis of sex, that a reasonable person would determine is sufficiently severe, pervasive, and objectively offensive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from any educational, employment, social or residential program in offered connection with the University.

11. Stalking – (as defined in the VAWA amendments to the Clery Act) means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—fear for their safety or the safety of others; or suffer substantial emotional distress.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, email or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Stalking is categorized as Regulatory when it occurs in the United States, within an Education Program or Activity and when the Complainant is participating or seeking to participate in an Education Program or Activity at the time of the filing of the complaint. Otherwise, Stalking will be categorized as Non-Regulatory.

OTHER DEFINITIONS

1. **Advisor** - An individual who may be present to provide support to a Party throughout an investigation and/or hearing.

A. Advisors may accompany a Party to any meeting or hearing they are required or eligible to attend, but may not speak for the Party, except for the purposes of cross-examination.

B. Each party is responsible for coordinating and scheduling with their choice of Advisor.

C. The Advisor may be an attorney or a union representative when applicable.

D. If a party does not have an Advisor of choice present for a hearing, the University will appoint an Advisor for the limited purposes of conducting cross-examination.

E. If a Party does not attend the hearing, the Party's Advisor may appear and conduct cross-examination on the Party's behalf.

F. If neither a Party nor their Advisor appear at the hearing, the University will provide an Advisor to appear on behalf of the non-appearing Party for the limited purposes of conducting cross-examination.

G. The Advisor is not prohibited from having a conflict of interest or bias in favor of or against a Party, nor is the Advisor prohibited from being a Witness in the Sexual Misconduct Resolution Process.

2. **Appeals Officer** – The individual or individuals with the authority under law or otherwise appointed by the University to decide appeals. The Appeals Officer will be free of conflict of interest and bias, and will not serve as the Investigator, Title IX Coordinator, Advisor to any Party or a Decision Maker in the same matter.

3. **Complainant** – An individual who has reported being or is alleged to be subjected to conduct that could constitute covered sexual misconduct as defined under this Policy.
4. **Consent** – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity communicated through clear actions and/or words that are mutually understood.

In order to be valid, Consent must be active, present and ongoing. Consent is not present when it is the result of coercion, intimidation, force, or threat of harm. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide Consent due to intellectual or other disability or other condition. Consent can be withdrawn at any time and consent to one form of sexual activity is not necessarily consent to other forms of sexual activity.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination. When determining whether a person has the capacity to provide Consent, the University will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity..

When determining whether Consent has been provided, all the circumstances of the relationship between the parties will be considered.

5. **Decision Maker** - The individual or individuals appointed by the University to render a decision on a Formal Complaint that goes to a hearing. The Decision Maker(s) will be free of conflict of interest and bias, and will not serve as the Investigator, Title IX Coordinator, an Advisor to any Party or Appeals Officer in the same matter. At Shippensburg University, the Decision Maker is the University Conduct Board, which is comprised of 3 panel members and a non-voting chairperson.

6. **Disciplinary Sanction** - The penalty imposed on an individual for violating this Policy. For Students, Disciplinary Sanctions are subject to applicable University/System policies, up to and including expulsion from the University. For Employees, Disciplinary Sanctions are subject to applicable collective bargaining agreement or University/System policies, up to and including separation from employment. For Officials or Volunteers, this may include the removal or the request for removal of the Official or Volunteer from their respective position.

7. **Education Program or Activity** – For purposes of this Policy, the term “Education Program or Activity” includes any activity that occurs in, on or within:

- A. Any on-campus premises;
- B. Any off-campus premises the University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization or a recognized affiliated entity.
- C. Computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the University’s programs and activities over which the University has substantial control.

8. **Employee** - An individual who is employed by the State System (either at a State System University or in the Office of the Chancellor) including, but not limited to, faculty members, coaches, staff, managers and student employees.

9. **Final Rule** – The Final Rule issued on May 19, 2020 by the U.S. Department of Education under Title IX of the Education Amendments of 1972

10. **Formal Complaint** - means a document, including an electronic submission, filed by a Complainant with a signature or other indication that the Complainant is the person filing the Formal Complaint, or signed by the Title IX Coordinator, alleging sexual misconduct against a Respondent and requesting initiation of the process set forth in this Policy to investigate the allegation of sexual misconduct.

11. **Hearing Officer** – Non-voting chairperson of the University Conduct Board.

12. **Investigator** - The Title IX Coordinator or the individual designated by the Title IX Coordinator to perform an investigation under this Policy. The Investigator may not have a conflict of interest or bias for or against an

individual party, or for or against complainants or respondents in general. The Investigator may not serve as a Decision Maker, Appeals Officer or Advisor to any Party in the same matter.

13. Notice of Allegations – The written notice the Title IX Coordinator is required to provide to the Parties following receipt of a Formal Complaint. See Notice of Allegations section below.

14. Notice of Hearing – The written notice the Title IX Coordinator or designee is required to provide the Parties prior to the hearing. See Notice of Hearing section below.

15. Official - A member of a Council of Trustees or of the Board of Governors or their respective designees.

16. Parties or Party - A term that refers to the Complainant and the Respondent collectively or the Complainant or Respondent individually.

17. Respondent - Any individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct as defined under this Policy.

18. Student – Any person who, on the date of the alleged incident: is registered for course(s); is enrolled in course(s); has confirmed their intent to enroll in programs; is active but not enrolled at the University. The term “Student” shall include Employees, Volunteers and Officials where the Employee, Volunteer or Official otherwise meets the enrollment criteria set forth in this definition.

19. Supportive Measures - Non-disciplinary and non-punitive individualized services designed to restore or preserve access to the University’s Education Programs or Activities without unduly burdening the other Party. Supportive Measures will be offered, as appropriate, to the Complainant or the Respondent, regardless of whether a Formal Complaint is filed. Supportive Measures may include, but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, restrictions on contact between the parties (no contact orders), changes in work or housing locations, leaves of absence, and increased security and monitoring of certain areas of the campus.

20. Title IX Coordinator – The individual designated by the University, with assistance of the Deputy Title IX Coordinators, to coordinate the University’s compliance with Title IX and VAWA and to respond to reports of violations. The Title IX Coordinator may not have a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general. The Title IX Coordinator may serve as the Investigator of a Formal Complaint. The Title IX Coordinator may serve as the Investigator of a Formal Complaint for Formal Complaints against Respondents who are Employees. The Title IX Coordinator may not serve as a Decision Maker or Appeals Officer.

21. Volunteer - A recognized volunteer or any individual who represents or acts on behalf of the university or whose actions may bind the university, regardless of whether the individual receives monetary or other compensation. For purposes of this Policy, employees and officials of recognized affiliated entities, ROTC instructors, visiting professors and unpaid camps and conference personnel will be considered volunteers.

22. Witness – A person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.

REPORTING SEXUAL MISCONDUCT

Any individual, including a third party, may make a report concerning sexual misconduct. Complainants and third-parties are encouraged to report sexual misconduct as soon as possible to allow the University to respond promptly and effectively.

The Title IX Coordinator (or designee) has authority to institute corrective measures for reports of alleged violations of this Policy. Mandated reports to the Title IX Coordinator by Officials, Volunteers and Employees shall not automatically result in corrective measures being instituted. Individuals are encouraged to report sexual misconduct through the University’s electronic and anonymous reporting systems or by filing a Formal Complaint directly with the Title IX Coordinator or Deputy Title IX Coordinators.

1. Reports the Title IX Coordinator

Any person may report sex discrimination, including sexual misconduct (whether or not the person reporting is the person alleged to be the person subjected to conduct that could constitute sex discrimination or sexual misconduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator: Name: Stephanie A. Jirard

Title: Title IX Coordinator

Office Address: Old Main 200

Email Address: titleixcoordinator@ship.edu

Telephone Number: (717) 477-1161

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. The University's Title IX Coordinator is trained to work with individuals who report sexual misconduct and have knowledge about resources and services, both on and off campus, including the availability of Supportive Measures. If a report of misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely warning to the community to protect the health or safety of the community. The timely warning will not include any identifying information about the Complainant.

PLEASE NOTE: Title IX Coordinators are not a confidential source of support. While they will address matters reported with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. To speak with an individuals designated as having confidentiality, please contact https://www.ship.edu/EIC/confidential_resources/

PLEASE ALSO NOTE: Making a report is different from filing a Formal Complaint (see the section titled Filing a Formal Complaint). A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or Deputy Title IX Coordinator by any person. A report may be accompanied by a request for (1) Supportive Measures; (2) no further action; (3) filing a Formal Complaint a request to initiate an informal resolution process; and/or (4) a request to initiate an informal resolution process after filing a Formal Complaint. Filing a Formal Complaint initiates the University's formal investigation process. (See Sexual Misconduct Resolution Process).

2. Electronic and Anonymous Reporting

You may also file a report about sexual misconduct using the appropriate links below. While anonymous reports are accepted, the University's ability to address misconduct reported anonymously is significantly limited. Individuals may use this link (https://www.ship.edu/EIC/how_to_report/) to electronically file a report of sexual misconduct with the University.

Individuals may also file a report electronically by email to: titleixcoordinator@ship.edu.

3. Filing a Formal Complaint

The timeframe for the Sexual Misconduct Resolution Process under this Policy begins with the filing of a Formal Complaint and will be concluded within a reasonably prompt manner, and usually no longer than 90 days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, as set forth more fully in the Continuances and Granting Extensions section. Appeals may extend the timeframe for resolution.

To file a Formal Complaint, a Complainant must provide the Title IX Coordinator or Deputy Title IX Coordinator a written, signed complaint describing the facts alleged.

If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator may nonetheless determine that a Formal Complaint is necessary. The University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further, but will receive all notices issued under this Sexual Misconduct Resolution Process. **PLEASE NOTE:** The Title IX Coordinator does not lose impartiality solely due to signing a Formal Complaint.

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the Informal Resolution Process (see the Informal Resolution section below).

4. Criminal Reporting Options

A Complainant may also seek to initiate a criminal complaint, independent of or parallel with any report made to the University.

Shippensburg University Police Department Reed Operations Center
Shippensburg University (717) 477-1444
Shippensburg Police Department 60 West Burd Street Shippensburg, PA 17257
(717) 532-7361

Pennsylvania State Police- Troop H, Carlisle Station 2 Dunwoody Drive
Carlisle, PA 17015
717-249-2121

PLEASE NOTE: The University's policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement's decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this Policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with Formal Complaint even during the time of a pending law enforcement investigation. The University may not be informed of reports made with law enforcement agencies.

5. External Reporting Options

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481 : 1-877-521-2172 TTY or emailing OCR.Philadelphia@ed.gov or visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

A person may also file a complaint with the Pennsylvania Human Relations Commission by calling 717-787-9780 for the Harrisburg Regional Office; 412-565- 5395 for the Pittsburgh Regional Office; or 215-560-2496 for the Philadelphia Regional Office; or by visiting <https://www.phrc.pa.gov/Pages/default.aspx>.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>.

The University may not be informed of reports made with external agencies.

6. Truthfulness

All participants in the reporting and resolution processes have the responsibility to be truthful with the information they share at all stages of the process. A report of a violation under this Policy is not considered a bad faith report merely because the evidence does not ultimately support the allegation. Individuals are prohibited from knowingly making a false report, filing a false Formal Complaint or making misrepresentations. If an investigation results in a finding that a person has willfully filed a bad faith report, filed a false Formal Complaint or made misrepresentations as part of the reporting or resolution process, the person may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant University policy and collective bargaining agreements in the case of Officials, Employees or Volunteers.

7. Multiple Party Complaints

The Title IX Coordinator may consolidate Formal Complaints involving multiple parties where the allegations of sexual misconduct arise from the same facts or circumstances; in such consolidated matters, the Sexual Misconduct Resolution Process applies to more than one Complainant and/or more than one Respondent, but each party is still an "individual" and not a group or organization. The decision of the Title IX Coordinator to consolidate Formal Complaints is not subject to appeal.

UNIVERSITY REPORTING OBLIGATIONS

1. Mandated Reporting Obligations of University Officials, Volunteers and Employees

All University Officials, Volunteers and Employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/ designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality); or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

PLEASE NOTE: These reporting exceptions do not apply to reports of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all the University Employees, Officials and Volunteers are required to notify the University police and the ChildLine run by the Pennsylvania Department of Human Services (1-800-932-0313). All other members of the University community are strongly encouraged to report suspected child abuse to law enforcement or the ChildLine.

University Employees designated as Campus Security Authorities (CSAs) under the Clery Act are required to report certain crimes for federal statistical reporting purposes.

2. University Obligations Regarding Timely Warnings

Parties reporting Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking should be aware that under the Clery Act, the University must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community. If a report of sexual misconduct discloses a serious or immediate threat to the campus community, the University will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the Complainant.

JURISDICTION AND DISMISSALS

In certain circumstances where violations defined under the Final Rule as Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking) do not meet jurisdictional requirements, the University must dismiss those allegations contained in the Formal Complaint.

In certain circumstances the Title IX Coordinator may dismiss a Formal Complaint, or any specific allegations raised in the Formal Complaint at any time during the investigation or hearing.

Any Party may appeal a dismissal determination. See the Determining Jurisdiction and Mandatory Dismissal for Certain Allegations under the Sexual Misconduct Resolution Process Section for more information.

EMERGENCY REMOVAL FOR STUDENTS

1. The University retains the authority to remove a Respondent from its Education Programs or Activities on an emergency basis. This action is also referred to as an emergency removal.
2. Before imposing an emergency removal on a student Respondent, the University will:
 - A. undertake an individualized safety and risk analysis; and
 - B. determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct justifies a removal.
3. If the University imposes an emergency removal on a student Respondent, the University will provide the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
 - A. The University will provide written notice of the emergency removal and applicable charges.
 - B. The University will provide an opportunity for the Respondent to appeal that decision to an appropriate Decision-Maker or designee within 10 days of the imposition of the emergency removal.
 - C. The designated Decision-Maker will hear the evidence and determine whether there is sufficient evidence to support the conclusion that the Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual misconduct and that, based on that threat, removal is the appropriate course of action.
4. If the University learns of evidence that demonstrates that the emergency action is no longer justified after the emergency removal is imposed against a student Respondent, the University will take prompt action to rescind the emergency removal.
5. All emergency removals will also comply with requirements under Chapter 505 of Title 22 of the Pennsylvania Code concerning Student Personnel.

ADMINISTRATIVE LEAVE FOR EMPLOYEES

The University retains the authority to place Employees on administrative leave consistent with applicable requirements of relevant University policies and collective bargaining agreements.

INFORMAL RESOLUTION PROCESS

Informal means of resolution, such as mediation, may be used as an alternative to the formal investigation and hearing procedures. Informal resolution is a voluntary process and may be used only where a Formal Complaint has been filed. Upon written agreement of all parties, informal resolution may be initiated at any time prior to finding of responsibility in a hearing, and may be terminated at any time prior to final resolution. If the informal process is terminated, the Sexual Misconduct Resolution Process, which includes an investigation and hearing, will proceed. Once a final resolution has been reached and documented and signed by all parties, the resolution cannot be appealed.

Informal resolution may not be utilized when a Student files a Formal Complaint against a University Employee, Volunteer or Official under this Policy.

Please refer to the Student Code of Conduct for more information on Informal Resolution.

SEXUAL MISCONDUCT RESOLUTION PROCESS

1. Formal Complaint

The Sexual Misconduct Resolution Process is initiated by a Complainant providing the Title IX Coordinator a written, signed Formal Complaint describing the facts alleged. See the section titled Filing a Formal Complaint above.

2. Notice of Allegations

The Title IX Coordinator will draft and provide a written Notice of Allegations to any Party alleged to have violated this Policy. Such notice will occur as soon as practicable, but no more than 10 days, after the University receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The Notice of Allegations will include the following:

A. Notice of the University's Sexual Misconduct Resolution Process including any Informal Resolution process and a hyperlink to a copy of the process.

B. Notice of the allegations potentially constituting violation(s) of any University policy, and sufficient details known at the time the Notice of Allegations is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting a policy violation; and the date and location of the alleged incident, if known.

C. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the hearing.

D. A statement that the Parties may have an Advisor of their choice.

E. A statement that before the conclusion of the investigation, the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a Party or other source.

F. Individuals are prohibited from knowingly filing a false report or making misrepresentations. If, following an investigation and hearing as appropriate under applicable policy, a person is found to have willfully filed a bad faith report or made misrepresentations as part of a resolution process, the party may be subject to appropriate Disciplinary Sanctions under the Code of Conduct in the case of Students or other relevant University policy in the case of Officials, Employees or Volunteers. The Parties will be notified by their University email accounts if they are a Student or Employee, and by other reasonable means if they are neither.

The University will provide sufficient time for the Parties to review the Notice of Allegations and prepare a response before any initial interview.

3. Determining Jurisdiction and Mandatory Dismissal for Certain Allegations

For alleged violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking) the following elements will be determined in the reasonable determination of the Title IX Coordinator:

- A. The conduct is alleged to have occurred in the United States;
- B. The conduct is alleged to have occurred in the University's Education Program or Activity; and
- C. The alleged conduct, if true, would constitute covered Regulatory Prohibited Conduct, as defined in this Policy.

If all of the elements are met, the University will investigate the allegations under the processes set forth in this Policy. If any one of these elements is not met, the Title IX Coordinator will notify the parties the specific allegation contained in the Formal Complaint does not meet the required jurisdictional requirements under the Final Rule and is being dismissed. Any Party may appeal a dismissal using the process set forth in the Appeals section below. Dismissal of any violations constituting Regulatory Prohibited Conduct will not affect the University's ability to proceed with an investigation of charges categorized as Non-Regulatory or other charges under this Policy or any other University Policy.

4. Discretionary Dismissals for All Allegations

The Title IX Coordinator may dismiss a Formal Complaint brought under this Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if

- A. A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- B. The Respondent is no longer enrolled in, associated with or employed by the University; or,
- C. If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint. Any Party may appeal a dismissal using the process set forth in the Appeals section below.

5. Allegations Potentially Falling Under Two Policies

If a Formal Complaint against a Respondent who is a Student contains allegations of a violation of any of the listed Sexual Misconduct Violations in this Policy, as well as any other violation in the Code of Conduct, the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of all of the allegations. If all of the alleged Sexual Misconduct Violations of this Policy are dismissed, and the remaining underlying allegations, if true, would violate another University policy or the University's Code of Conduct, the matter may be referred for further action by the University's Office of Student Conduct, as appropriate.

If a Formal Complaint against a Respondent who is an Employee contains allegations of violations of Regulatory Prohibited Conduct (Regulatory Quid Pro Quo, Regulatory Hostile Environment Sexual Harassment, Regulatory Dating Violence, Regulatory Domestic Violence, Regulatory Sexual Assault and Regulatory Stalking), the Sexual Misconduct Resolution Process set forth in this Policy will be applied in the investigation and adjudication of those allegations. For all other allegations, the University will follow applicable requirements in University policies and relevant collective bargaining agreements for resolution of the other allegations contained in the Formal Complaint.

If a Formal Complaint against a Respondent who is an Official or Volunteer contains any allegations under this Policy, the University or System will follow applicable requirements in University or System policies or procedures and standards for resolution of the allegations contained in the Formal Complaint.

6. Notice of Dismissal

Upon reaching a decision that any specific allegation contained in the Formal Complaint will be dismissed, the University will promptly send written notice of the dismissal and the reason for the dismissal, simultaneously to the parties through their university or other provided email account. It is the responsibility of parties to maintain and regularly check their university email accounts.

7. Investigation

A. General Rules of Investigations

An Investigator designated by the Title IX Coordinator will perform an investigation of the conduct alleged under a reasonably prompt timeframe, following issuance of the Notice of Allegations. The University and not the Parties, has the burden of proof and the burden of gathering evidence,

i.e., the responsibility of showing a violation of this Policy has occurred. Either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility.

The University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e., evidence that tends to prove and disprove the allegations). See Inspection and Review of Evidence section below.

B. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to issuance of the investigation report.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- 1) Evidence that is relevant, even if that evidence does not end up being relied upon by the Decision Maker(s) in making a determination regarding responsibility;
- 2) inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a Party or other source. The University will send the evidence to each Party and each Party's Advisor, if any, to inspect and review through an electronic format or a hard copy. The University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The Parties will have 10 days to inspect and review the evidence and submit a written response by email to the Investigator. This response should include any new or additional evidence the Party would like the Investigator to consider. The University will provide copies of the Parties' written responses, and any new or additional evidence provided, to the other Party and their Advisor. The other Party will have 5 days to inspect, review, and respond to the new or additional evidence through a written response to the Investigator. The University will provide copies of the Party's supplemental written response to the other Party and their Advisor.

The Investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension of the time to submit a written response, which may be denied in the sole discretion of the Investigator, in consultation with the Title IX Coordinator.

The Investigator has 10 days to generate a report or after the responses to additional evidence are due or, alternatively, may provide the Parties and their Advisors with written notice extending the investigation and explaining the reason for the extension.

The parties and their Advisors must sign an agreement not to disseminate the Investigative Report or photograph or otherwise copy any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Sexual Misconduct Resolution Process. Violation of the agreement may result in disciplinary action under the Code of Conduct or other University Policy, as appropriate.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

C. Investigative Report

The Investigator will create an Investigative Report that fairly summarizes relevant evidence.

The Investigative Report is not intended to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e., tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

Evidence obtained in the investigation that is determined in the reasoned judgment of the Investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

D. Ongoing Notice

If, in the course of an investigation, the University decides to investigate allegations about either Party that are not included in the Notice of Allegations and are otherwise covered Sexual Misconduct Violations falling within this Policy or other violations of the University's Code of Conduct, the University will notify the Parties of the additional allegations by their University email accounts or other reasonable means.

The Parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

8. General Rules of Hearings

A. Notice of Hearing

No less than 10 days prior to the hearing, the Title IX Coordinator or designee will send written notice of the hearing to the Parties. The Parties will be notified by their University email accounts or by other reasonable means. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Hearing will contain:

- 1) A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential Disciplinary Sanctions actions that could result.
- 2) The time, date, and location of the hearing.
- 3) Information about the option for the hearing to occur with the parties located in separate rooms using technology that enables the Decision Maker(s) and Parties to see and hear a Party or Witness answering questions. Parties should inform the Title IX Coordinator or designee of any desire to have the hearing occur in separate rooms at least 3 days prior to the hearing to ensure appropriate technology is in place.
- 4) Information on how the hearing will be recorded and on access to the recording for the Parties after the hearing.
- 5) A list of the individual Decision Makers who will attend the hearing, along with an invitation to object to any actual or perceived conflicts of interest or bias of the Decision Makers prior to the hearing.
- 6) A statement that if any Party or Witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the testimony or any statements provided by the Party or Witness prior to the hearing will not be considered by the Decision Maker.
- 7) Notification that the parties may have the assistance of an Advisor of their choice at the hearing and will be required to have one present for any questions they may desire to ask of the other Party or Witnesses. The Party should notify the Title IX Coordinator or designee in advance of the hearing if they do not have an Advisor, and the University will appoint one. Each party must have an Advisor present.
- 8) A copy of all the materials provided to the Decision Maker(s) about the matter and the opportunity to provide a written response in advance of the hearing.
- 9) Information regarding who to contact to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing.
- 10) For compelling reasons, the Title IX Coordinator or designee may reschedule the hearing.

B. Hearing

The University will not issue a Disciplinary Sanction arising from an allegation of a violation of this Policy without holding a hearing, unless otherwise resolved through an informal resolution process or an alternate process permitted under this Policy. If the University determines a hearing is necessary, the Parties cannot waive the right to a hearing.

The University may still proceed with the hearing in the absence of a Party, and may reach a determination of responsibility in their absence. The University will not threaten, coerce, intimidate, or discriminate against the Party in an attempt to secure the Party's participation.

If a Party does not participate in a hearing or submit to cross-examination in the hearing, the Decision Maker(s) may not rely on any "statement" by that Party. See Cross Examination section below.

The Decision Maker(s) cannot draw an inference about the determination regarding responsibility based solely on a Party's absence from the hearing or refusal to answer cross examination or other questions.

The hearing may be conducted with all Parties physically present in the same geographic location, or, at the University's discretion, any or all Parties, Witnesses, and other participants may appear at the hearing virtually through video conferencing technology. This technology will enable participants simultaneously to see and hear each other. At its discretion, the University may delay or adjourn a hearing based on technological errors.

All proceedings will be recorded through audio recording. That recording or transcript will be made available to the Parties for inspection and review upon request.

C. Continuances or Granting Extensions

The University may determine that multiple sessions or a continuance (i.e., a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

D. Participants in the Hearing

Hearings are not public, and the only individuals permitted to participate in the hearing are as follows:
The Decision Maker(s)

1. The Non-Voting University Conduct Board Chairperson
2. Conduct administrator or designee or IT personnel or other University personnel
3. The Parties
4. Advisor of choice or provided by the University for each Party
5. Witnesses
6. Any individuals necessary to provide interpretation or other support services associated with reasonable accommodations to facilitate participation in the hearing.

The Decision Maker(s), including the non-voting chairperson, will not have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case. The Parties will have an opportunity to raise any objections regarding a Decision Maker's actual or perceived conflicts of interest or bias at the beginning of the hearing.

Parties and Witnesses cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.

E. Hearing Procedures

For all hearings conducted under this Policy, the procedure will be as follows:

- 1) The Decision Maker(s)
- 2) The Non-Voting University Conduct Board Chairperson
- 3) Conduct administrator or designee or IT personnel or other University personnel
- 4) The Parties
- 5) Advisor of choice or provided by the University for each Party
- 6) Witnesses
- 7) Any individuals necessary to provide interpretation or other support services associated with reasonable accommodations to facilitate participation in the hearing.

The Decision Maker(s), including the non-voting chairperson, will not have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the Parties to the particular case. The Parties will have an opportunity to raise any objections regarding a Decision Maker's actual or perceived conflicts of interest or bias at the beginning of the hearing. Parties and Witnesses cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.

E. Hearing Procedures

For all hearings conducted under this Policy, the procedure will be as follows:

1. University Conduct Board Chairperson will open and establish rules and expectations for the hearing.
2. The Parties will each be given the opportunity to provide opening statements.
3. The Investigator will present a summary of the final investigation report, including items that are and are not contested. The Investigator will be subject to questioning by the Decision Maker(s) and the Parties (through their Advisors). The Investigator should not be asked their opinion on credibility, recommended findings or determinations. If such information is introduced, the University Conduct Board Chairperson will direct that it be disregarded.
4. University Conduct Board members will ask questions of the Parties and Witnesses.
5. Parties will be given the opportunity for cross-examination after the Decision Maker(s) conduct(s) its initial round of questioning. See Cross-Examination Procedure below.
6. During the Parties' cross-examination, the University Conduct Board chairperson will have the authority to pause cross-examination at any time for the purposes of asking the University Conduct Board members own follow up questions; and any time necessary in order to enforce order for the hearing or any established rules of decorum.
7. Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision Maker(s). A Party's waiver of cross-examination does not eliminate the ability of the Decision Maker(s) to use statements made by the Party.

F. Relevant evidence and questions

"Relevant" evidence and questions are those questions and evidence that tends to make an allegation of sexual misconduct more or less likely to be true. "Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of any process initiated under this Policy:

1. Evidence and questions about the Complainant's sexual predisposition or prior sexual behavior
2. unless:
3. They are offered to prove that someone other than the Respondent committed the conduct
4. alleged by the Complainant, or
5. They concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
6. Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege including attorney-client privilege; or
7. Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

G. Cross-Examination

1. Each Party's Advisor may conduct cross-examination of the other Party or Parties and Witnesses and ask follow-up questions, including those challenging credibility directly, orally, and in real time.
2. Parties will not be permitted to personally cross-examine each other.
3. If a Party does not participate in a hearing, the Party's Advisor may attend and conduct cross-examination on behalf of the Party.
4. If neither a Party nor their Advisor appear at the hearing, the University will provide an Advisor to appear on behalf of the non-appearing Party and ask cross-examination questions.
5. Before any cross-examination question is answered, the University Conduct Board Chairperson will

determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including questions by University Conduct Board panel members may be deemed irrelevant if they have been asked and answered.

6. The Chairperson must explain to the Party proposing the question any decision to exclude a question as not relevant.
7. If a Party or Witness does not submit to cross-examination at the hearing, the Decision Maker(s) may not rely on any statement of that Party or Witness in reaching a determination regarding responsibility.
8. The Decision Maker(s) may not draw an inference about a determination of regarding responsibility based solely on a Party's or Witness's absence from the hearing or refusal to answer cross-examination or other questions.

9. Decisions

A. General Considerations for Evaluating Testimony and Evidence

- 1) While the opportunity for cross-examination is required in all hearings under this Policy, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision Maker(s).
- 2) Decision Maker(s) shall not draw inferences regarding a Party or Witness' credibility based on the Party or Witness' status as a Complainant, Respondent, or Witness, nor shall it base its judgments in stereotypes about how a Party or Witness would or should act under the circumstances.
- 3) Generally, credibility judgments should rest on the demeanor of the Party or Witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.
- 4) Credibility judgments should not rest on whether a Party or Witness' testimony is non-linear or incomplete, or if the Party or Witness is displaying stress or anxiety.
- 5) Where a Party or Witness' conduct or statements demonstrate that the Party or Witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision Maker(s) may draw an adverse inference as to that Party or Witness' credibility.
- 6) Decision Maker(s) will afford the highest weight relative to other testimony to first-hand testimony by Parties and Witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.
- 7) The Final Rule requires the University to admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.
- 8) The Final Rule requires the University to allow parties to call character witnesses to testify. The University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Decision Maker(s) will be instructed to afford very low weight to any non-factual character testimony of any Witness.

B. Timeline for Decision

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within 10 University business days of the completion of the hearing.

C. Finality

The determination regarding responsibility becomes final either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested as set forth in the Appeals section below.

10. Disciplinary Sanctions Against Students

A. Possible Disciplinary Sanctions

Please refer to the University's Student Code of Conduct for a written list of possible disciplinary sanctions and stipulations that the University may impose upon students, singly or in combination.

B. Previous Disciplinary Sanctions

Previous Disciplinary Sanctions of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

C. Timing

The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

11. Disciplinary Sanctions Against Employees, Officials and Volunteers

A. Possible Disciplinary Sanctions

Disciplinary Sanctions imposed on an Employee for violating this Policy, subject to an applicable collective bargaining agreement or University/System policies, may include a penalty up to and including separation from employment.

Disciplinary Sanctions imposed on an Official or Volunteer may include a penalty up to removal or the request for removal of the Official or Volunteer from their respective position.

B. Timing

The Disciplinary Sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

12. Appeals by Where the Respondent is a Student

A. Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:

- 1) A procedural irregularity under the University policy or procedures that affected the hearing outcome.
- 2) New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
- 3) The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- 4) The Disciplinary Sanction imposed was disproportionate or inappropriate.

B. Appeals must be filed in writing within 5 University business days of being notified of the decision and must indicate the grounds for the appeal.

C. The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures and remote learning opportunities remain available during the pendency of the appeal.

D. If a party appeals, the University will notify the other party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal. If the basis of the appeal is the Disciplinary Sanction imposed was disproportionate or inappropriate, the other Party will be given 5 days to respond to the Disciplinary Sanctions basis of appeal after being notified of the appeal.

E. Appeals will be decided by the Appeals Officer who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker in the same matter.

F. The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Appeals Officer is not to reweigh the evidence. The Appeals Officer will confine their review to the basis of appeal alleged and may modify the sanction. The Appeals Officer may modify the Disciplinary Sanction if an appeal on the basis of an disproportionate or inappropriate Disciplinary Sanction being imposed is granted. In the event a Disciplinary Sanction is modified, the other party will be notified of the modified Disciplinary Sanction.

G. The outcome of appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision.

13. Appeals Where the Respondent is an Employee

A. Each Party may appeal the dismissal of a Formal Complaint or any included allegations or a determination of responsibility on the following grounds:

- 1) A procedural irregularity under the University policy or procedures that affected the hearing outcome.
- 2) New evidence that was not reasonably available through the exercise of reasonable diligence at the time of the hearing or dismissal of the Formal Complaint that could affect the outcome of the matter.
- 3) The Title IX Coordinator, Investigator(s), or Decision Maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

B. Appeals must be filed in writing within 5 days of being notified of the decision and must indicate the grounds for the appeal.

C. The submission of an appeal stays any Disciplinary Sanctions for the pendency of an appeal. Supportive Measures remain available during the pendency of the appeal.

D. If a Party appeals, the University will notify the other Party in writing of the appeal as soon as practicable, however the time for appeal shall be offered equitably to all Parties and shall not be extended for any Party solely because the other Party filed an appeal.

E. Appeals will be decided by Appeals Officer who will be free of conflict of interest and bias, and will not serve as an Investigator, Title IX Coordinator, Advisor or Decision Maker in the same matter.

F. The appealing party must meet its burden to demonstrate the outcome was affected by a preponderance of the evidence. The role of the Appeals Officer is not to reweigh the evidence. The Appeal Officer will confine their review to the basis of appeal alleged.

G. The outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

RIGHTS/RESPONSIBILITIES

A. Reports and Formal Complaints have different meanings. An individual has a right to make a report of sexual misconduct to the University, which may be accompanied by a request for Supportive Measures. An individual also has a right to make a Formal Complaint of sexual misconduct, which is a request to initiate the University's informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a hearing.

B. Prior to the conclusion of a sexual misconduct investigation, the Complainant may request to withdraw the Formal Complaint by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will determine whether to close the case or conclude the investigation without the Complainant's continued participation.

C. An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or Formal Complaint made to the University.

D. Victims and witnesses of sexual misconduct have the right to be assisted by the University in notifying law enforcement authorities of sexual misconduct or they can decline to notify such authorities.

E. Witnesses and Parties cannot be compelled to participate in the hearing, and have the right not to participate in the hearing free from retaliation.

F. Each Party who is charged with a violation of this Policy where jurisdiction is appropriate has a right to a hearing and for an Advisor to cross-examine Parties and Witnesses.

G. At the time a report is made, the reporting party does not have to decide whether to file a Formal Complaint or make a report of sexual misconduct to law enforcement.

H. An affected party has the right to request Supportive Measures from the University, which may include interim contact restrictions.

I. The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.

J. Parties may also have options to file civil actions in court or with administrative agencies.

K. To file a Formal Complaint, please contact the Title IX Coordinator/designee.