Hello!

My name is Aven Bittinger, he/him/his pronouns, and I am the current Student Government President of our university. I am exhilarated to be one of the many people to introduce you to our great campus, and even more excited to share with you this moment of stepping into a new chapter of your life. Our policy book, the Swataney Student Handbook, is the fabric of what makes us SHIP Students; in its pages are the “how to’s” to become a true member of our family and I hope you get a chance to read it. From understanding housing policies to academic guidelines, this guide will help open the doors for the many opportunities that await you. While many may see this handbook solely as a set of rules, I view the Swataney as a resource to help understand my rights as a student. I hope you view it the same. In its policies are our student rights and allows us to let our voice be heard.

In short, take the time to understand your rights as a student, and let it be one of the many steps you take to become a true SU Raider!

Best,

Aven O. Bittinger
Student Government Association President
202 Anthony F. Ceddia Union Building
Shippensburg University
Shippensburg, PA 17257
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# Academic Department Info.

## College of Arts & Sciences
Dean, College of Arts & Sciences  
| Dr. Jim Mike | 1151 | DHC 225 |
| Associate Dean | Dr. Lesley Brown | 1151 | DHC 225 |
| Associate Dean | Dr. Terry Dean | 1151 | DHC 225 |
| College of Arts & Science Advising Center | Dr. Carla Kungl | 1150 | DHC 216 |
| Art & Design | Mr. William Whiteley | 1530 | HAC 209 |
| Biology | Dr. Todd Hurd | 1401 | FSC 144 |
| Chemistry & Biochemistry | Dr. Robin McCann | 1629 | FSC 325 |
| Communications & Journalism | Dr. Carrie Sipes | 1521 | RLH 127 |
| Economics | Dr. David Kalist | 1437 | DHC 120 |
| English | Dr. Shari Horner | 1495 | DHC 126 |
| Geography/Earth Science | Dr. William Blewett | 1685 | SRH 104 |
| History/Philosophy | Dr. Steven Burg | 1621 | DHC 124 |
| Human Communication Studies | Dr. Kara Laskowski | 1732 | DHC 118 |
| Mathematics | Dr. Kim Presser | 1431 | MCT 250B |
| Music/Theatre Arts | Mr. Trever Famulare | 1638 | PAC 222 |
| Physics | Dr. Michael Cohen | 1570 | FSC 209 |
| Political Science | Dr. Niel Brasher | 1718 | GRH 420 |
| Psychology | Dr. Sue Morin | 1657 | FSC 114 |
| School of Engineering & Technology | Dr. Carrol Wellington | 1178 | MCT 182 |
| Computer Science | Dr. David Mooney | 1178 | MCT 182 |
| Mechanical & Civil Engineering | Dr. Thomas Briggs | 1178 | MCT 182 |
| Software, Computer & Electrical Engineering | Dr. Chen Huo | 1178 | MCT 182 |

**Interdisciplinary Programs**

Degree Completion Program  
| Dr. Barbara Denison | 3039 | DHC 219 |

| Disability Studies | Dr. Matthew Cella | 1582 | GRH 436 |

| Ethnic Studies | Dr. Ana Morana | 1196 | HH 103 |

| Interdisciplinary Arts | Mr. Paris Peet | 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. Becky Ward | 1104 | HH 125 |

## Grove College of Business
Dean  
| Dr. John Kooti | 1435 | GRH 124 |

| Interim Associate Dean | Dr. William Oberman | 1620 | GRH 128 |

| Interim Associate Dean | Dr. Michael Coolsen | 1620 | GRH 236 |

| Director, MBA Program | Dr. Irma Hunt | 1483 | GRH 324 |

| Director, Charles H. Diller Jr. Center for Entrepreneurial Leadership & Innovation | Dr. Thomas Morgan | 1677 | GRH 127 |

| Student Support & Retention Center | Ms. Ondai Rand | 1429 | GRH 121 |

| Accounting & Management Info. Systems | Dr. Brian Wentz | 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. Lynn Baynum | 1141 | SPH 356 |

| Dir. of Partnerships, Prof. Exp. & Outreach | Ms. Candace Claar | 1487 | SPH 354 |

| College of Education & Human Services Advising Center | Dr. Rose Merrell-James | 1384 | SPH 211 |

| Counseling & College Student Personnel | Dr. Ford Brooks | 1668 | SPH 123 |

| Criminal Justice | Dr. Cynthia Koller | 1558 | SPH 321 |

| Ed. Leadership & Policy & Special Education | Dr. Thomas Gibbon | 1591 | SPH 127 |

| Exercise Science | Dr. Turi Braun | 1721 | HG 109 |

| Military Science | Lt. Col. Christopher Morton | 1891 | WRI 206 |

| Social Work & Gerontology | Dr. Liz Fisher | 1717 | SPH 382 |

| Teacher Education | Dr. Janet Bufalino | 1688 | SPH 214 |
Campus Resources

ACTIVITIES PROGRAM BOARD (APB) .......................................................... 477-1747
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CAREER DEVELOPMENT CENTER ......................................................... 477-1484
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JUDICIAL AFFAIRS ................................................................................ 477-1164
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UNIVERSITY STORE ............................................................................. 477-1600
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VICE PRESIDENT ADMINISTRATION & FINANCE ............................. 477-1375
VICE PRESIDENT INFORMATION TECHNOLOGIES ........................... 477-1835
VICE PRESIDENT STUDENT AFFAIRS ............................................... 477-1308
VOLUNTEER SERVICES ....................................................................... 477-1710
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Harley Hall ............................................ 477-4333 .................................... 477-4180
Kieffer Hall .......................................... 477-4335 .................................... 477-4250
Lackhove Hall ..................................... 477-4334 .................................... 477-4240
McCune Hall ...................................... 477-4336 .................................... 477-4260
McLean Hall ........................................ 477-4337 .................................... 477-4200
Naugle Hall ........................................ 477-4331 .................................... 477-4150
Seavers Hall ....................................... 477-4332 .................................... 477-4170
Stone Ridge Commons Property Mgmt. Office ................................... 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 of 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 Norman 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 March to Destiny Civil War Living History event in June, 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 and area merchants and businesses offer low prices, good advice, friendly service, and quality merchandise they stand behind. Business hours for the downtown merchants vary. Contact the business directly for their store hours. For more information regarding Shippensburg and its community, visit www.borough.shippensburg.pa.us or www.shippensburg.org.

The News-Chronicle and the Shippensburg Sentinel are the semi-weekly newspapers of Shippensburg. For the latest in news and events in the local community, you can log on to The Sentinel’s web page at www.cumberlink.com and The News-Chronicle’s website at www.shipnc.com.

The US Post Office, located on West King Street, is open Monday-Friday 9:00 a.m. to 5:30 p.m. and Saturday 9:00 a.m. to 1:00 p.m. The lobby is always open.

The Shippensburg Public Library is located at 73 West King Street. University students are welcome to use this library. The hours are as follows: Monday, Wednesday, Thursday 9:00 a.m. to 9:00 p.m., Tuesday 12:00 p.m. - 9:00 p.m., Friday 9:00 a.m. to 5:00 p.m. and Saturday 10:00 a.m. to 2:00 p.m. For more information on the Shippensburg Public Library and other libraries within Cumberland County visit http://www.cumberlandcountylibraries.org.

Churches of various faiths are found in Shippensburg. The students of the university are welcome to affiliate themselves with the church of their choice, and attend its service and its Sunday School, and to take an active part in its religious work. There is also a Jewish synagogue in Chambersburg. For more information on local church worship or religious organizations within the university, call the United Campus Ministry Office at extension 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; AASCB 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 and 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.

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 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.

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 and physical education activities. The arena is also used as a site for convocations and concerts. Features include classrooms, swimming pool, faculty offices, locker rooms, and other physical education and recreation facilities. The arena floor was replaced in 2018 as well as the indoor pool’s environmental unit.

HENDERSON GYMNASIUM, built in 1937, includes a gymnasium, locker rooms, recreation rooms, first-aid room, classrooms and exercise room. 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 JRT.

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 last 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.

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.

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 football and track and field competitions. This has been the site for the Commonwealth’s PIAA Track and Field Finals for several years.

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.

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. It is currently under renovation (to be completed in late Fall 2019) and will serve 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.
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

Office of the President
Laurie A. Carter, J.D., President ................................................................. 1301
Sam Frushour, M.S., Special Assistant to the President .......................... 1301
Scott Brown, B.S., Special Events Manager ................................. 1301
Jeff Michaels, M.S., Director, Athletics ............................................ 1711

Academic Affairs
Tom C. Ormond, Ph.D., Provost & Executive Vice President ................. 1321
Tracy A. Schoolcraft, Ph.D., Associate Provost ................................. 1371
James H. Mike, Ph.D., Dean, College of Arts & Sciences .................. 1151
Lesley Brown, Ph.D., Associate 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
Michael Coolen, Ph.D., Interim Associate Dean, John L. Grove College of Business ....... 1620
William Oberman, Ph.D., Interim Associate Dean, John L. Grove College of Business ....... 1620
Nicole R Hill, Ph.D., LPC, Dean, College of Education & Human Services & Acting Dean, School of Graduate Studies ........................................ 1373
Lynn F. Baynum, Ph.D., Interim Associate Dean, College of Education & Human Services ........ 1141
Candace Claar, Director, Partnership, Professional Experiences, and Outreach ............................................................. 1487
Michelle Foreman, Ph.D., Dean of Libraries ........................................ 1475
Kim Klein, Director, Ph.D., Director, Wood Honors College ............... 1604
Carolyn Callaghan, D.Ed., Dean, Professional, Continuing & Distance Education ........................................ 1348
Patricia Laird, D.M., Interim Assistant Dean, Professional, Continuing & Distance Education .... 3274
Denise Yarwood, Interim Dean, Exploratory Studies ............................ 1395
Christopher Wonders, M.U.R.P. E., Director., Institute of Public Service & Sponsored Programs. 1251
Daniel C. Vélez, Ph.D., Chief Equity, Inclusion, and Compliance Officer & Title IX Coordinator 1161

Enrollment Management, Student Affairs and Student Success
B. Donta Truss, Ed.D., Vice President ...................................................... 1235
Jennifer A. Haughie, Ed.D., Associate Vice President for Enrollment Management ........................................ 1235
Maya Mapp, Director, Undergraduate & Graduate Admissions ................ 1231
Denise Yarwood, M.S., Associate Vice President & Dean Student Success ................................................................. 1395
Trina Snyder, M.S., Director, Financial Aid & Scholarships ................. 1131
Cathy J. Sprenger, M.S., Registrar .......................................................... 1381
Suni Solomon, Executive Director, Student Retention Initiatives ........ 1235
Ashley Spencer, M.A., Director, New Student & Family Programs ........ 3331
Barry McClanahan, M.A. Associate Vice President, Student Affairs .... 1308
Donna Gross, M.S., Dean of Students .................................................... 1164
Sarah McDowell Shupp, M.S., Director, Office of Student Conduct ........ 1164
Kurt Dunkel, M.S., Coordinator, Connection AOD Program & Commuter Support Services ...... 1536
Marsha Bonn, Director, Recreation & Wellness ...................................... 1755
Todd Peterson, M.D., Director, Health & Emergency Services ............ 1458
Christopher Carlton, Ph.D., Director, Counseling Center .................... 1481
Arielle Catron, Director, Women’s Center .............................................. 1790
Michael Duignan, M.S., Executive Director, Campus Life ................. 1560
Kyle Miller, M.Ed., Director, Fraternity & Sorority Life .................... 1848
Danielle Zinn, M.S., Pride Center Director ........................................... 1291
Adria Long, B.S.B.A., Executive Director, Student Services Inc............ 1730
Diane L. Jefferson, M.A., Director, Multicultural Student Affairs ........... 1616
Kevin McCarty, Manager, University Store ............................................................... 1600
Terry Nahavandi, Director, Campus Dining Services .................................................. 1619
Janice M. Bye, Minister, United Campus Ministry ..................................................... 1672
Nichole Schneider, Associate Director, Catholic Campus Ministry ........................... 1244

Administration & Finance
Scott W. H. Barton, M.B.A., Senior Vice President ................................................. 1375
Melinda D. Fawks, B.S., Associate Vice President ................................................... 1121
David A. Topper, Ed.D., SPHR, Associate Vice President/Chief Human Resources Officer 1124
Adam Roth, M.S., Director, Facilities Management & Planning .............................. 1451
Michael Felice, B.S., C.P.A., Director, Accounting .................................................. 1127
Dawn M. Cutshall, B.S.B.A., Bursar ........................................................................ 1211
Michael J. Lee, M.S., Director, Public Safety ........................................................... 1444
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William J. Morgal, M.S., Director, Sports Information ............................................ 1201
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Athletics & Recreation
Athletics and Recreation

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.

Recreation Information
www.ship.edu/recreation
Rec Hotline, 717-477-1561

#1 - Hours of Operation for ShipRec & Heiges Field House Pool
#2 - Lighting Schedule for Student Recreation Complex & Tennis Courts
#3 - Intramural Schedules
#4 - Club Sport List
#5 - Group Fitness Class Schedules

Stay connected with Ship Recreation! Email rec@ship.edu to register for the Rec Distribution list and receive information throughout the year about programming, special events, and faculty schedules. Or find us on Facebook and Instagram for department information and updates.

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.
• 4 multi-purpose courts for volleyball, basketball, and racquet sports.
• 1,800 square foot Group Fitness Studio.
• Elevated running track.
• Courts for racquetball, squash, and wallyball.
• Men’s and women’s locker rooms. Full-size lockers are available for rental or day-only use.
• Day lockers
• Equipment check-out with SU ID.
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.

**Swimming Pool:** 25-yard facility with no diving boards.

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

- 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 ShipRec administrative staff. Children under 10 must be escorted.

Pool Policies
1. All swimmers must enter through locker areas.
2. No horseplay or running on deck.
3. Lifeguard has discretion related to equipment use.
4. No food or beverages permitted.
5. 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.
6. No diving into the pool.

Locker Policy

A small number of lockers are available in both the men’s general locker room (HFH 127) and women’s natatorium locker room (HFH 06). 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 Director 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 Coordinator of Facilities.
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 steam plant, 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 or classes.

**Residence Hall Sand Volleyball Courts - Naugle Hall & McCune Hall:** The Residence Life/Housing Office coordinates use of these facilities.

**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).
- 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 random ID checks by University Staff. Call the Rec Hotline, x1561 for the most current outdoor facility lighting schedule for the Student Rec Complex and Rubb Sports Complex tennis courts.

### Intramurals

**Intramurals**

Intramural leagues and tournaments are held on the Shippensburg University campus and are open to the University community (students, faculty, and staff).

An informational meeting is held prior to the start of each league and meeting information is shared through all available campus media outlets. Intramural meeting representation is a prerequisite for roster submittal. If an individual does not have a team, he/she may contact the Department of Recreation and request to be listed as a free agent. An attempt will be made by the department to find a team for the individual.

A summary of intramural policies and procedures is found in the Intramural Participant Handbook located on the Department of Recreation website. All intramural leagues are managed at www.imleagues.com/ship and participants are required to create a player card for participation.
Club Sports

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Club sports programs compete against outside institutions and 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 ShipLink portal at [shiplink.ship.edu](http://shiplink.ship.edu) (requires SU Login).

Club Sport List:

Bass Fishing, Boxing, Cycling, Equestrian, Fencing, Ice Hockey, In Motion Dance Troupe, Kronum, Lacrosse (Men’s), Rugby (Men’s & Women’s), Soccer (Men’s), Strength Club, Ultimate Frisbee (Men’s & Women’s), Quidditch, and Volleyball (Men’s).
Student Services
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 Counseling/ Major Exploration
- Mentoring Programs
- Career Services (Resume, Job/Graduate School Search, Cover letters)
- Internship Referrals
- Mock Interview Practice
- Networking & Professional Development Opportunities
- SHIP Career Connection Job Database
- Connections with Alumni

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

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 www.ship.edu/~counctr for more information.

Dining Services

Visit the Dining Services website, www.dineoncampus.com/ship, to view the daily menu for each dining location, hours of operation, residential and commuter meal plan information, plus schedule of special dining events. To view dining information on the go download the Dine On Campus App!

(All hours subject to change)
Dunkin Donuts
Monday-Thursday ................................................................. 7:30 a.m. - 7:00 p.m.
Friday ................................................................................. 7:30 a.m. - 4:00 p.m.
Saturday ........................................................... 9:00 a.m. - 3:00 p.m.
Sunday .............................................................................. CLOSED

Big Red’s Snack Shack (C-store)
Monday - Friday ............................................................... 8:00 a.m. - 2:00 a.m.
Saturday ............................................................................. 11:00 a.m. - 2:00 a.m.
Sunday ........................................................................... 12:00 p.m. - 2:00 a.m.

Create Chop’d & Wrapped (Inside C-Store)
Monday - Thursday ....................................................... 10:30 a.m. - 7:00 p.m.
Friday ............................................................................. CLOSED
Saturday & Sunday .......................................................... CLOSED

Kriner Dining Hall
Monday - Friday
Lunch ............................................................................. 10:30 a.m. - 2:00 p.m.
Dinner .............................................................................. 4:00 p.m. - 7:00 p.m.
Saturday - Sunday .......................................................... CLOSED

Reisner Dining Hall
Monday - Thursday
Breakfast .......................................................................... 7:00 a.m. - 10:30 a.m.
Lunch ............................................................................. 10:30 a.m. - 3:30 p.m.
Dinner .............................................................................. 4:00 p.m. - 8:00 p.m.
Friday
Breakfast .......................................................................... 7:00 a.m. - 10:30 a.m.
Lunch ............................................................................. 10:30 a.m. - 3:30 p.m.
Dinner .............................................................................. 4:00 p.m. - 7:00 p.m.
Saturday
Brunch ............................................................................. 10:00 a.m. - 2:00 p.m.
Dinner .............................................................................. 4:30 p.m. - 7:00 p.m.
Sunday
Brunch ............................................................................. 10:00 a.m. - 2:00 p.m.
Dinner .............................................................................. 4:30 p.m. - 8:00 p.m.

Century Cafe (Located in Old Main)
Monday - Friday ................................................................. 7:30 a.m. - 3:30 p.m.
Saturday & Sunday ........................................................... CLOSED

Papa John’s (Located in Kriner Hall)
Monday - Friday ................................................................. 10:30 a.m. - 9:00 p.m.
Saturday & Sunday ........................................................... CLOSED

King Street Subs (Located in Kriner Hall)
Monday - Friday ................................................................. 10:30 a.m. - 9:00 p.m.
Saturday & Sunday ........................................................... CLOSED

Starbucks (Located in Ezra Lehman Library)
Monday - Thursday ............................................................ 7:30 a.m. - 12:00 a.m.
Friday ................................................................................. 7:30 a.m. - 5:00 p.m.
Saturday ............................................................................. 9:00 a.m. - 4:00 p.m.
Sunday ............................................................................. 2:00 p.m. - 11:00 p.m.
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.

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 [www.ship.edu/health_center](http://www.ship.edu/health_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 [library.ship.edu](http://library.ship.edu).

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.

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.

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. See the library website for the most up-to-date listing of hours.

The Learning Center

The Learning Center, located in Mowrey Hall offers a wide array of programs and services for all members of the campus community. The Learning Center provides:

• Free tutoring provided by CRLA trained undergraduate and graduate students in most general education courses and many upper level courses.
• Small group tutoring in most general education courses and many upper level courses.
• Writing tutoring to help students with all stages of the composing process.
• Synchronous online writing tutoring for graduate students.
• Grammar workshops to help students gain proficiency with troublesome grammar rules.
• A wide variety of web resources for writing and study skills topics.
• Opportunities for students to meet individually with professional learning specialists.
• The Academic Improvement Plan that helps students develop skills and strategies to raise their cumulative GPA.
• A menu of study skill resources is available on the Learning Center’s website.

Students may also make an appointment to complete a study skills assessment or work with a graduate assistant on a specific study skill. Professional learning specialists work with students who have more significant learning difficulties and students with disabilities who need academic support.

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

Multicultural Student Affairs Office

Any information regarding Multicultural Student Affairs can be found on their website at www.ship.edu/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. 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 in order to provide easy and convenient access. Questions about recycling on campus should be directed to Custodial Services Manager, Physical Plant, ext. 1453.

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, etc. are not permitted for use on the University campus except in specially designated areas. The normally heavy concentration of vehicular traffic on the roadways and pedestrian traffic on the sidewalks does not provide a conducive atmosphere for the safe use of these items. Official warnings will be issued to violators on the first offense. Repeated violations of the regulations will result in confiscation of the prohibited items or further disciplinary action by the University. For more information regarding the University Police, visit their website at [www.ship.edu/police](http://www.ship.edu/police). For campus assistance and emergencies dial 477-1444. If the event is an off campus emergency dial 911.

**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 [www.shippensburgshop.com](http://www.shippensburgshop.com) 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.shippensburgshop.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 every day. Feel free to bring in old textbooks at any time during store hours. 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!

Women’s Center

The Women’s Center of Shippensburg University advances the equality and empowerment of woman-identified students, faculty and staff. In line with the Shippensburg University Mission Statement, the Women’s Center assists students in their personal, social and ethical development through educational programs, specialized resources, celebration of achievements by and for women, and the pursuit of social justice.

Using empowerment theory to guide our actions, the staff and volunteers of the Women’s Center advocate for victims of sexual misconduct, intimate partner abuse, and other violent crimes. We are dedicated to fostering a safe educational environment that is both respectful and inclusive to all members of our campus community. All are welcomed and encouraged to use the Women’s Center services and resources.

Guided by empathy, integrity, open-mindedness and a strong commitment to collaboration, the Women’s Center works towards equality, empowerment and ending violence for all members of the Shippensburg University community.

We are located on the first floor of Horton Hall. Our office hours are Monday thru Friday from 8:00 a.m. to 4:30 p.m. You can contact the Women’s Center at 717.477.1790, womenscenter@ship.edu or www.ship.edu/womens_center.

Advocacy Line
717.207.9095

The 24/7 advocacy line provides students with compassionate care and quality information regarding sexual misconduct from trained professionals. Staff members on the advocacy line will provide important emotional support to a student in an emergency. Advocacy line counselors will provide information and support to callers that are pursuing criminal charges (including information, accommodation and advocacy during a forensic exam at a hospital), requests for access to university and community resources, and assistance in reporting violations to Shippensburg University’s Office of Social Equity. The line can also be used by faculty and staff to obtain information about sexual misconduct resources and information. The current advocacy line is managed by the YWCA in Carlisle.
Recruitment and Intake Guidelines
Shippensburg University Fraternity & Sorority Life
(Revised July 29, 2019)

I. 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 is 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 in order for the Office of Fraternity & Sorority Life to make an eligibility determination for that student. 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 organization guidelines for recruitment/intake activities, so long as they do not directly contradict provisions in this policy.

II. Eligibility to Join a Fraternity or Sorority

A. 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 of membership may be given to a student who is ineligible or who has not been verified.

B. Shippensburg University practices deferred recruitment. The practice of deferred recruitment necessitates that first-time, first-term students have earned at least 12 credit hours prior to joining a fraternity or sorority.

C. In order to be eligible to receive an invitation of membership to a fraternity or sorority, a student must:
   i. Be enrolled at Shippensburg University of Pennsylvania
   ii. 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. Advanced Placement (AP) credits and/or dual-enrollment credits earned while in high school will not be counted towards the requirement.
   iii. Have earned a minimum of a 2.3 cumulative QPA

D. These are the minimum requirements set by Shippensburg University. Minimum QPA average and credit hour requirements may also be set by the inter/national organization. Shippensburg University will enforce whichever is greater.

E. 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.
III. Continuous Recruitment Practices

A. Shippensburg University supports the continuous open recruitment of eligible members during the fall and spring terms in accordance with Shippensburg University policy and practices and inter/national fraternity and sorority policies.

B. Perspective 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. Perspective members are not permitted to engage in activities exclusive to social Greek-letter organizations including but not limited to private social functions; social functions with alcohol; new member education; chapter meetings; etc.

IV. Organizational Eligibility to Recruit

A. In order to be eligible to conduct the recruitment/intake of new members, social-Greek letter organizations must:
   i. Have no institutional or inter/national sanctions prohibiting them from conducting recruitment/intake
   ii. Provide a valid certificate of insurance
   iii. Have submitted a new member education/intake plan for that academic term and proposed recruitment/intake programs including marketing materials

Shippensburg University Office of Fraternity & Sorority Life
Expansion & Recognition Policy

Relationship Statement

Shippensburg University recognizes that Greek social organizations are an integral part of the university community, and that they can make a positive contribution 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 both parties understand the rights and responsibilities of University recognized fraternities and sororities.

Recognition Policy

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 activities including, but not limited to, intramurals, Homecoming, Greek Week
• To receive assistance and support from University personnel and access to University resources
In order 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 privileges of recognition. Recognition can be Suspended or Withdrawn.

Types of recognition

1.) FULL RECOGNITION grants a fraternity or sorority in good standing all rights, privileges, obligations, and appropriate use of Shippensburg University Resources as listed above.

2.) PROVISIONAL RECOGNITION is granted to Interest Groups and Colonies and provides University recognition as groups work to fulfill Expansion & Recognition Policy requirements. During this period the Interest Group or Colony has rights, privileges and responsibilities as outlined in the Expansion & Recognition Policy under Criteria for Continued Recognition and Expansion Guidelines.

3.) PROBATIONAL RECOGNITION may be applied to organizations that have previously been granted Full Recognition or Provisional Recognition or groups who wish to re-establish a previously chartered chapter. 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.

Criteria for Continued Recognition

Each organization must maintain and pursue goals that are in support of the mission of Shippensburg University and the Inter/National Headquarters, and are consistent with policies established by the Shippensburg University Office of Fraternity & Sorority Life. These goals must be reflected in the following documents which must be submitted to the Office of Fraternity & Sorority Life as part of the information necessary for continued recognition.

Documentation includes:

- Organization information sheet which should include full and accurate names, phone numbers, e-mail, addresses, and membership status for ALL members
- Officer roster
- Advisor contact information
- Semester calendar of Chapter/Colony/Interest Group activities
- Updated chapter Constitution, Bylaws, Recruitment/Intake dates and programs, New Member/Associate Programs and other documents where applicable or upon request

To be eligible for Continued Recognition, a chapter must provide the following information to the Office of Fraternity & Sorority Life by the second Friday of each semester, or as indicated on the Office of Fraternity & Sorority Life calendar. Failure to provide this information will result in a review of the organizations status with the University and may result in judicial action.

- 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.
- Signed copies of the Shippensburg University Office of Fraternity & Sorority Life Eligibility/Grade Release Information Card must be on file in the Office of Fraternity & Sorority Life for ALL chapter members and new members.

Additional Responsibilities Include:

- Comply with all National, State, Local, University and Inter/National Headquarters standards
Loss of Recognition

1.) 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.

2.) 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 Office of Fraternity & Sorority Life and the Inter/National Headquarters. After the specified period of time has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion & Recognition Policy. If a previously dismissed local fraternity or sorority applies for recognition, they will not be permitted to return to Shippensburg University as a recognized organization.

Expansion Guidelines

Individuals wishing to form a new fraternity or sorority must follow the guidelines established by the Office of Fraternity & Sorority Life. In order to be considered for recognition by Shippensburg University, a new fraternity or sorority must meet the following requirements:

- Be affiliated with an Inter/National fraternity or sorority
- Maintain appropriate group liability insurance as determined by Shippensburg University
- Adhere to risk management policies as established by Shippensburg University and the Inter/National Headquarters.
- Have members that are eligible to join a fraternity or sorority as defined by Shippensburg University
- Organizations must also refer to appropriate governing council documents for additional requirements or restrictions

Expansion Procedure

Before an organization may colonize and receive official recognition as a member of the fraternity and sorority community it must meet the guidelines set forth by the Office of Fraternity & Sorority Life. Groups wishing to start a fraternity or sorority must proceed through three phases of expansion: interest group, colony and chapter.

Phase One: Interest Group

1.) Individuals interested in starting a fraternity or sorority must contact the Office of Fraternity & Sorority Life in writing. In order to be considered for approval as an interest group all group members must meet Shippensburg University eligibility requirements (2.0 QPA and 12 completed credits or eligible transfers).

2.) No more than two Interest Groups will be permitted at one time under any governing council (Inter-Fraternity Council, Multi-Cultural Greek Council, Pan-Hellenic Council and Women’s Panhellenic Council).

3.) The Interest Group is eligible to host informational meetings on campus in order to determine interest in the proposed organization, not to exceed four consecutive semesters.

4.) If the Interest Group has not colonized within a year, the group must resubmit a request to the appropriate governance council. Requests for additional time may only be submitted once.

5.) Upon meeting the requirements of Shippensburg University, the Office of Fraternity & Sorority Life, the appropriate governing council (where applicable) and specific Inter/National Headquarters, Interest Groups may proceed to the second phase of expansion.
Phase Two: Colonization

1.) After achieving Colony status groups will be given two years to become a chartered chapter. Extensions to this timeline may only be granted by Shippensburg University via the Office of Fraternity & Sorority Life.

2.) Colonies are granted all rights and responsibilities as outlined in this document.

3.) While a Colony, a group must remain in good standing with the Office of Fraternity & Sorority Life, their appropriate governing council and Inter/ National Headquarters.

4.) Colonies must acquire and maintain a colony advisor approved by the Office of Fraternity & Sorority Life.

5.) Upon meeting the requirements of Shippensburg University, the Office of Fraternity & Sorority Life, the appropriate governing council and specific Inter/National Headquarters, Colonies may proceed to the third phase of expansion.

6.) Failure to comply with any of the above stated stipulations may result in the revocation of recognition. Colonies whose recognition is revoked must cease all operations and are ineligible to reapply for a period of time determined by the Office of Fraternity & Sorority Life and the Inter/ National Headquarters.

Phase Three: Chartering

1.) Prior to formal chartering, representatives from the Colony in conjunction with representatives from the (Inter) National Office will make a formal presentation to a board comprised of at least seven of the following individuals:

   • Director of Fraternity & Sorority Life
   • Graduate Assistant for Fraternity & Sorority Life
   • Dean of Students
   • University Police
   • Associate Dean, Judicial Affairs
   • Chapter advisor
   • President, or representative from, Multi-Cultural Greek Council
   • President, or representative from, Inter-Fraternity Council
   • President, or representative from, Pan-Hellenic Council
   • President, or representative from, Women’s Panhellenic Council
   • Faculty/staff member

   The presentation must be both written and oral and should encompass the Colony’s efforts and progress from the formation of the Interest Group.

2.) A formal chartering ceremony/schedule of events will be scheduled by the Office of Fraternity & Sorority Life in conjunction with the Colony and the Inter/National Headquarters.
2019-2020 Student Government Association Officers

Aven Bittinger, President
Isaac Dietrich, Vice President, Internal Affairs
Logan Wert, Vice President, External Affairs
Meredith Scarr, Vice President, Student Groups
Ramses Ovalles, 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, intramural athletics, 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 ship.campusgroups.com/groups, contact the Student Government Office at 477-1651 or visit their office 7:30 a.m. - 4:30 p.m. Monday-Friday in CUB 201.
I. Purposes
A. The purposes of the Student Groups & Activities Committee (SGAC) will be:
1. 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. Sports clubs will be chartered upon approval of the Athletic Committee.
2. To establish policies and to regulate solicitation and/or fundraising activities.
3. To assist student groups with their functions and activities when requested.
4. To keep records of existing student groups and to inform them of any revisions that must be made to update their respective constitutions.

II. Meetings of the SGAC
A. The Student Government Association (SGA) Vice President shall serve as Chairperson of SGAC.
B. Meetings will be held at least once a week, unless a meeting for the particular week is felt unnecessary by the chairperson(s) or by two-thirds of the committee.
C. Minutes of the meetings will be posted outside the SGA Office (CUB 201).
D. The official medium of communication between SGA and those enrolled or employed in Shippensburg University will be via SU email.
E. The advisor for SGAC shall be the Assistant Director for Student Group Services and Leadership Development.

III. Ratification and Amendment
A. These Standing Rules will be ratified and amended upon approval by a 2/3 vote of the SGAC and the Student Government Association.

IV. Campus Registered and SGA Recognized Groups
A. Campus Registered Groups are those that currently function on the Shippensburg University campus. These groups include, but are not limited to, academic co-curricular groups, academic and social fraternal associations and SGA Recognized Groups. These groups must be willing to subscribe to Section VII and would therefore benefit from the privileges listed in Section IX.
B. SGA Recognized Groups are those that currently function on the Shippensburg University campus and do not restrict membership (see Section VIII). As such, they are eligible to receive the benefits listed in Section X.

V. Policy For The Formation and Operation of a Club
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 will be chartered by the Student Government Association of Shippensburg University. Chartered student groups may be given space on the University Activities Calendar, may request funds to be allocated from the Student Association Treasury, and may request the use of the University facilities.
A. In order to be recognized as a club, individuals must complete the online Registration Request through SHIP Link. Requirements for the formation of a student group are as follows:
1. Proposed name of group.
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. 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 the SGA.
B. A sample constitution is available on the Student Government Association page on SHIP Link.
C. A representative of the club may attend the meeting of the SGAC at which their constitution is considered upon invitation of the Vice President of the SGA. A representative may attend the SGA meeting at which their constitution is up for approval.
   1. It shall be SGAC’s prerogative to deny recognition to proposed groups if their purpose is largely the same as a group already recognized by the SGA.

D. SGAC shall have the prerogative to make recommendations for changes in the constitution and by-laws of the proposed student group. The group must present a rewritten constitution and by-laws to the committee or face rejection.
E. SGAC will consider each constitution and submit its recommendations to the SGA for official approval or rejection.
F. The Vice President of SGA will notify the student group of SGA’s action on the issue of its charter via SU email.
G. 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.
H. Club sports shall follow the established guidelines in the Sports Handbook and shall also follow standard chartering procedures of SGAC. Club sports are those that are not sponsored by SU at the NCAA level. A club sport is a group that is involved in competition of a physical nature against other institutions or organizations. The Vice President of the SGA shall collaborate with the Coordinator of Club Sports to ensure appropriate approval of Club Sport status.
I. Inactive campus-registered student groups are defined as falling into one (1) or more of the following categories:
   1. Absence of advisor (contract unsigned).
   2. May receive privileges of campus registered groups, as listed in Section IX.
J. Unrecognized student groups are:
   1. SGA recognized groups that have failed to register, and have thus been considered “inactive” for longer than one academic year.
   2. Not given space on the University events calendars/listings, may not request funds from the Student Association Treasury, may not use University facilities and may not request fundraising permits.
   3. Not recognized as a chartered group by the SGA.
   4. Less than four (4) officers have been registered on SHIP Link.
   5. No meetings held in one (1) academic semester.
   6. Constitutions have not been updated and re-approved within four (4) years.
   7. Membership is less than fifteen (15) students.

VI. Policy for the Formation of an Organization
An organization shall be defined by SGA, as a student group holding special importance to the Student Association in providing a service to the university community beyond the specialized purposes of traditional clubs. In addition, the financing of an organization differs from the financing process of traditional student clubs (See Budget & Finance standing rules). An organization shall be designated as such by a special meeting of the Executive Rules Committee (ERC) of the SGA. Any SGA Recognized club is eligible to apply to become an organization.

VII. Rights and Responsibilities of Campus Registered Student Groups
A. Each student group must submit the contact information of its officers, advisors, and its departmental affiliation (if applicable) by the last business day of September. Failure to comply may result in inactive status or action taken by the SGAC.
B. Each student group must send their representatives to the annual Student Group Training Day. Not having at least one executive member present will result in the student group’s activity being frozen for one academic year.
VIII. Rights & Responsibilities of SGA Recognized Groups
A. To be recognized by the Student Association, a student group shall be required to apply for recognition within the guidelines established by the SGA. Assistance concerning recognition of student groups can be received from the SGA Office (CUB 201).
B. The membership, policies, and actions of a student group shall be determined by vote of only the student membership.
   1. Student groups shall not discriminate in forming or choosing their membership. Performing arts organizations and other groups as deemed by the SGA are exempt from this rule, as their membership is largely talent-based.
   2. 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.
      a. All SU community members shall be at least 18 years old or shall have documented parental permission (case-by-case basis).

3. Student groups shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the goals and objectives of the group and to meet its stated obligations.

C. Each group shall be free to recommend a member of the faculty or staff to serve as their advisor(s).
   1. All student groups are required to have an advisor(s) who is/are a member of the faculty, staff, administration, or University affiliate.
   2. 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.
   3. 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.
   4. 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 in order to make note of the change and submit a new advisor contract.
   5. A student group may request to have more than one advisor approved by the Student Group & Activities Committee; however, one advisor must be designated as available for financial advisement.

D. 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 Vice President for Student Affairs.
E. Consistent with the guidelines established by Shippensburg University Student Services, Inc. (SUSSI), recognized student groups shall have control over the expenditure of their SUSSI Restricted Account, an account established to hold funds generated by the group from all sources other than fiscal year SGA allocation. The group treasurer will provide detail to the SUSSI fiscal office staff of the source of monies when deposited, and will maintain detailed financial records for examination of membership, or authorized SUSSI and University personnel.
F. Affiliation with an off-campus group shall not disqualify a student group from University recognition provided that the off-campus group is not in violation of federal or state law.
G. 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.
H. No student group member, officer, advisor or volunteer shall sign a contract or make a verbal agreement committing funds, originating from SGA allocations. If assistance is needed reviewing a contract, student groups can request a meeting with members of the University Union Student Activities (CUB) and all contracts using SGA allocations may be signed only by the SUSSI Fiscal Officer, or his/her designee. Contracts include written agreements for transportation, performers, venues, speakers, vendors, or promotional items, e.g., clothing.
   1. Group officers may enter into contracts committing funds from their SUSSI Restricted Account, provided SUSSI Fiscal Office Staff has verified that sufficient funding is present in the account. Contracts
include, but are not limited to, any written or verbal agreement for transportation, performers, venues, speakers, vendors, or promotional items, e.g. clothing.

2. In the event a contract or verbal agreement is made by a representative of a student group in violation of established SGAC policy, the group is subject to action including reclassification as an inactive or unchartered group.

I. Each student group must submit a list of officers and advisors by September 30th of the fall semester of each year. Failure to comply will result in action taken by SGAC. If student groups fail to submit this information on SHIP Link after electing new officers, this will result in the group being uncharted.

J. Student groups, officers, and advisors are responsible for monitoring their email on a daily basis as this is the official form of communication at Shippensburg University.

K. Student groups should be aware that the Chairperson of the SGAC/SGA Vice President shall be free to attend any student group meeting (general or executive) at his or her discretion.

L. Student groups that are seeking SGA Recognition shall not advertise themselves via chalking, table tents, flyers, posters, on SHIP News and Events or any other form of advertising without the SGA Vice President’s approval.

IX. Privileges of Campus Registered Student Groups
A. Registered groups are eligible to:
   1. Reserve facilities for programs and meetings. Room reservations are made virtually, on events.ship.edu.
   2. Host fundraising events after applying to fundraise by submitting a Fundraising Application on SHIP Link.
   3. Use the predefined amount of resources in the Project Center/Student Group Work Room (CUB 218), free of charge.
   4. Participate and host a table in the annual Student Involvement and Services Fair.
   5. Request funds for a campus-wide event, within reason.
   6. Request the assistance of the University Union & Student Activities (CUB) if programming support is needed.

X. Privileges of SGA Recognized Groups
A. SGA Recognized Groups are able to receive the services and benefits of Campus Registered Student Groups, as SGA Recognized Groups are registered as well.
B. Recognized student groups may request a mailbox in the Ceddia Union Building (CUB). Mailboxes are located on the second floor of the CUB. Mailbox keys should be signed out at the beginning of the fall semester after submitting proper SGAC paperwork and attending the mandatory Student Group Training Day meeting.

Student groups who lose their mailbox key or fail to return it at the conclusion of the spring semester should face a fine of $10.00 to replace the key, as well as a 2% reduction of the following year’s budget.

Student group mailboxes are a centralized location for student groups to receive official University correspondence or off-campus entities. Student groups are encouraged to check their official mailbox on a weekly basis. Mailboxes that have not been emptied for at least one (1) month will receive notice to empty their box within one (1) week. Failure to remove mail after official notice will result in mail being discarded.

Student groups may obtain access to mailboxes for mass mailings through the SGA Administrative Assistant. The Administrative Assistant will be responsible for distributing all mailings. Mailings must be related to the student group wishing to distribute the mail.

Any packages or mail that is too large to be placed in your official mailbox will be kept at the SGA Office (CUB 201) and a package slip will be placed in your mailbox for pickup.
The mailing address for recognized student groups should read as:
Student Group Name CUB Box #
Shippensburg University 1871 Old Main Drive
Shippensburg, PA 17257-2299

C. Recognized student groups have the privilege to request funds from the Student Association. Recognized student group status does not guarantee that groups will receive an annual budget or allocations from the Student Association Treasury. The Budget & Finance Committee of the SGA shall oversee all budget allocations.
D. Recognized student groups have the privilege to request use of a Student Association van for field trips, conferences, etc.

XI. Policies for the Usage of Chalk in Publicizing Events*
A. Chalking is permitted for use by recognized student groups and University departments only to publicize campus events on sidewalks.
B. Use of chalk for any purpose other than announcing the time and place of an event and the specific topics or title of the event is prohibited.
C. Message(s) must be written on horizontal sidewalks and fully exposed to the weather elements.
D. Message(s) shall not be written on any vertical surface which includes buildings, signs, walls, posts, benches, planters, doors, windows, fountains, bridges, trash cans, and receptacles.
E. Water-soluble chalk must be used.
F. Failure to abide by these standards should result in an email notification and a disciplinary fine. If it is a SGA Recognized Group, this should result in a reduction of 5% of the following year’s budget in addition to a $25.00 per location fine.

XII. Policies for the Usage of Table Tents*
A. All table tents must be approved by the University Union & Student Activities Information Desk (CUB) by completing the Table Tent Request Form.
B. Table tents may be displayed for one (1) calendar week (Sunday-Saturday).
C. Table tents may be placed in the following locations: CUB (Great Hall, Raider Room, McFeely’s Coffeehouse), Reisner Dining Hall, Kriner Dining Hall, Century Café, and MCT Lounge.
D. Table tents may only be used to promote events and services; they may not be used to advertise meetings or fundraisers.
E. Student groups, University offices/departments, and individuals/local community members who display table tents are responsible for removing them from their respective locations at the end of their reservation.
F. Table tents should not exceed a height of 11”. It is preferred that an 8 ½” x 11” piece of paper be folded in half or into quarters in order to stand upright.
G. Table tents cannot contain any reference to the sale or service of drugs/alcoholic beverages.
H. Violations to the above guidelines will result in suspended table tent privileges for one (1) academic semester.

XIII. Policies for the Posting of Materials on Campus Bulletin Boards*
A. Posters/Fliers/Advertising Materials should not exceed 18” x 18”, with the exception of commercially printed items.
B. All posters/fliers/advertising materials must be stamped before being posted. All posters for campus buildings and the Ceddia Union Building (CUB) will be stamped at the CUB Information Desk with the official CUB approval stamp. All posters/fliers/advertising materials for Residence Halls are to be stamped at the individual halls.
C. All posters/fliers/advertising materials will be approved for posting for two (2) weeks.
D. No more than one (1) approved copy of a poster/flier/advertising material may be hung on an individual bulletin board; duplicate copies will be removed.
E. The group/person placing the posters/fliers/advertising materials is responsible for removing them within two (2) days after the event or meeting is over, or the material has passed the approved by date.
F. No political announcements, other than that of student group meetings, will be placed on bulletin boards. Solicitations, except those approved by the SGA SGAC, are prohibited.

G. Posters/Fliers/Advertising Materials cannot contain any reference to the sale or service of drugs/alcoholic beverages.

XIV. Policies for the Student Association Vans
The Student Association Vans must be reserved through the SGA Office. Any one requesting to drive the Student Association Vans must complete the Driver Authorization Form prior to reserving the vans.

A. All drivers must be at least 21 years of age with a valid driver’s license.

B. All drivers must complete a Student Association Driver Authorization Form (Driver Authorization Forms are valid for only one (1) semester).

C. Driver’s may not request/drive a van if they have received a violation within the last twelve (12) months.

D. Student groups will be charged $0.65 per mile and this will be charged to your allocated budget or you will need to submit payment upon the completion of your trip.

E. Student Association Van Request forms are to be submitted no later than ten (10) business days prior to travel dates.

F. Vans are allowed to travel a maximum of 300 miles one way to reach destination.

G. Student groups using vehicles will assume ALL responsibilities for damages to vans while in their possession. Student groups accept responsibility for providing transportation back to the University in the event of an auto accident or breakdown. The Student Government Association Office is not responsible for providing transportation back to the campus.

H. Gas tanks should be filled upon return to SU. Vans should be returned to assigned parking areas at the Hoffman Mills Warehouse upon return from trip. Keys should be returned immediately to University Police upon return to campus.

XV. Limited Enterprises
All groups or individuals engaged in solicitation and/or fundraising activities on the campus of Shippensburg University are required to conform to the regulations of this section.

A. The operations of solicitation and/or fundraising activities shall be divided into two (2) categories which are Limited Enterprises and General Enterprises.

B. 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.

C. Limited Enterprises must apply through a Fundraising Application on SHIP Link. Any solicitation and/or fundraising activity on campus must be approved through this application by the Administrative Assistant, for each individual event held.

1. The SGA Administrative Assistant will approve or deny each request within one (1) business day of submission.

2. The SGA Administrative Assistant will maintain a record of all approved events.

3. Approval for one event will in no way guarantee continuation of the privilege for future events.

4. 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.

5. If questioned, individuals or groups must produce their proof of approval.

6. Groups sponsoring outside vendors shall complete a Solicitation Agreement to be completed with the fundraising application.

7. If rejected, the individual or group must again reserve the dates for the facility and go through the process again.

D. Fundraising Application Process

1. Food Products*
   a. Applications involving food products will be approved for a period not exceeding one (1) calendar month.
b. 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.

c. 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.

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.

All University student groups should contact Campus Dining Services to create menus or purchase food items that work for their respective events.

d. Student groups or individual students may apply for food product sales.

e. 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.

f. Food sales/distributions/giveaways are not allowed when in direct competition with University contracts including:
   Campus Vending (Snacks & Beverages)
   Campus Dining Services

a. All food for catered events in campus facilities must be coordinated through Campus Dining Services (Chartwells Catering).

b. Chartwells, as per its contract, has first right of refusal for all campus dining events.

2. Non-Food Products

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

\[\text{e. All fundraising applications for non-food products (with the exception of flowers) may be scheduled for no longer than one (1) academic semester. These applications shall be submitted for the semester in which the sale shall take place.}\]

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 Productions
   Activities Program Board (APB) Madrigals


a. Completed fundraising applications (including advisor electronic approval) must be submitted on SHIP Link at least forty-eight (48) business hours prior to the event.

b. 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).
c. 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.
d. 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.
e. All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00 p.m.
f. 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.
4. Limited Enterprise Violations
Violation of selling regulations may include the following:
a. Selling without SGA approval.
b. Selling at a location or time not specified on the application.
c. Selling a product other than the product stated on the application.
d. Selling door-to-door in residence halls between the hours of 12:00 p.m. and 11:00 p.m.
e. Falsifying application information.
f. Any violation of the general guidelines for profit making application found in Section XV.
5. Penalties
a. 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.
b. A second violation occurring within the same academic year should result in a reduction of 15% of the following year’s budget. Any fine that is not paid within a seven (7) day time period should result in the third offense penalty to occur.
c. Third offence action should result in Inactive Status and/or loss of charter.
d. SGAC has the right to revoke privileges and to take any other action deemed appropriate by the SGAC.
6. Appeal Procedure
a. All groups must submit a written appeal to the SGA Vice President, chair of the Student Group & Activities Committee, within fourteen (14) days of notification of the fine.
b. If an Appeal is denied, then payment is due to the SGA within seven (7) days after the decision has been stated in writing.
c. The decision of SGAC is final.
d. All funds collected as revenue for fines will be returned to the Student Association Treasury.

XVI. General Enterprises (Off-Campus Vendors, Product Services, and Information Tables)
A. Great Hall Tables, also known as vending tables, are used for fundraising, information distribution, advertising, and vending by off-campus vendors. To reserve a table, visit www.events.ship.edu and click on the “CUB Request Form.” 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.
A. Standing Rules
Standing Rules for the Student Association Budget & Finance Committee are established to provide guidelines for the allocation, disbursement, and administration of funds 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 Rules Committee (ERC) is comprised of the SGA President, SGA Vice-President, SGA Secretary, and SGA Treasurer. Forms mentioned are available at [web address]

SA SUSSI Budget Process Description
The SGA Treasurer 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 in early February each year 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. 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 Treasurer shall then have a meeting with the President of the University, Vice-President of Student Affairs, SUSSI Fiscal Officer, SUSSI Treasurer, Executives Rules Committee (ERC), and members of the Budget and Finance Committee, to present the proposed budget and get approval. The President can suggest changes. Once approved by the President of the University, the SGA Treasurer 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. Any change in the activity fee must be approved by the Budget and Finance Committee, University President, SGA, and SUSSI Board of Directors. The 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 Fiscal Office (dlmiller@ship.edu), SGA Treasurer (sentreas@ship.edu), and SGA President (senpres@ship.edu) 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 for at least one calendar year from the date of recognition by the SGA. In order for a group to become SGA Recognized, the organization must follow all of the Student Groups and Activities Committee (SGAC) Guidelines. The organization must maintain a valid and approved charter at the time in which the request for funds is made. Groups that will complete the one year recognition period before the following Fiscal Year may submit an operating budget request. The form is due in February.

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.
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 sgatreasurer@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 Treasurer.

5. Any organization (Type I - VI) which fails to submit the Budget Request Form on time shall receive a 2% penalty for each week it is late. 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.

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. Sports Clubs 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 sports club 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. Such documents include SGAC Information Sheet; Advisor Contract; Volunteer Forms-Application for Club Sport Volunteer Coach, SU Information Release Authorization—Volunteer, Background Clearance Certification for Provisional Employment or volunteering, Applicant Information for Act 114 FBI Criminal Search with Fingerprint; Club Sport Release and Indemnity Agreement; Request for SU WebSpace Account; Designation of Contacts; and Practice and Competition Requests.
   c. All members of sports clubs must have and provide evidence of medical insurance coverage to the Coordinator of Club Sports (CCS) each academic year through the ShipLink portal.
   d. Any additional funding request, including Post Season Tournaments, must be submitted to the Coordinator of Club Sports (CCS) for review with recommendations made forwarded to the Budget and Finance Committee.
e. Sports Club 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, League Dues, Entry Fees. No funding shall be provided for meals, lodging, transportation, medical needs or club advisors or staff in their operating budgets.
   ii. The Line item of Supplies and Equipment in Operating Budgets for Club Sports cannot be used to purchase uniforms.
   iii. Capital Budget Funding – Uniform expenses and long term supplies/equipment are capital budget items that must be turned into the Recreation Director at season’s end. Funding for such items are at the discretion of the Coordinator of Sports Clubs, the Budget & Finance Committee, and SGA.
   iv. Post Season Tournament funding requests must be reviewed by the Coordinator of Club Sports (CCS) before approaching the Budget & Finance Committee. Funding may be provided for meals, lodging, entry fees and public transportation. Sports clubs may be denied funding if more than one penalty is imposed on the club during the regular season. Organizations must submit to the SGA Treasurer and the Coordinator of Club Sports the results of the tournament.

5. Shippensburg University Student Services Incorporated (SUSSI), SA, and SU Operations
   a. This budget category shall encompass all budgets related to SUSSI personnel.
   b. All general budgets needed for the operation of the Student Association and SUSSI shall be categorized here.
   c. Specific Budgets Shall Include:
      i. Center for Engagement Learning
      ii. Memorial Auditorium Maintenance
      iii. CUB Operating
      iv. Fiscal Office
      v. Reflector
      vi. Scholarships
      vii. Van Expenses
      viii. General Services SUSSI
      ix. Summer Expenses
      x. Computer Department
      xi. Student Group Services
   d. All budgets to be placed in this category must be approved by the SGA

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 Appendix A. When in conflict or doubt, the rules agreed to in Appendix A will supersede those found in other sections of the Budget and Finance Committee Standing Rules.

7. Restrictive Organizations (Social Fraternity/Sorority)
   a. Organization who restrict participation generally are not allowed operating budgets. Fraternities and Sororities governed by Inter-Fraternity Council (IFC), Panhellenic Council (Panhel), and National Pan-Hellenic Council (NPHC) cannot receive an Operating budget.

D. Requests for Operating Budgets

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
2. The Budgeting Process is defined below:
   a. The SGA treasurer 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. Departments that receive a budget also should be in attendance.
   b. Properly submit Budget Request Forms. All of the Forms that are for requesting Operating Budgets include: The Budget Request Form (given out in the mandatory Budget Training Meeting mentioned above), Increase in Line Item Form, and New Line Item Form.
   c. 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.
   d. Typical line items include but are not limited to: Supplies, Programming, Speakers, Leadership, T-shirts, and Advertisement.
      i. Club Sports also typically include: Entry Fees, Dues, and Officials
   e. The SGA Treasurer 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 Treasurer at the mandatory Budget Training Meeting.
   f. 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 Treasurer.
   g. 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.
   h. 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 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.
   i. The SGA Treasurer 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.
   j. After all Budgets have been reviewed and recommendations have been made by an affirmative vote by the Budget and Finance Committee, budgets will be available for pick up. A copy of the budgets that the Budget and Finance Committee intends to recommend to the President of the University as well as the SGA will be emailed out to the Organization’s Treasurer, President, and Advisor. This notification will also include the date, time, and place of the SGA meeting of which their allocation will be acted upon.
   k. The SGA Treasurer shall have a meeting with the President of the University, Vice-President of Student Affairs, SUSSI Fiscal Officer, SUSSI Treasurer, Executives Rules Committee (ERC), and members of the Budget and Finance Committee, to present the proposed budget and get approval by the President of the University. The SU President may make changes.
   l. Once approved by the President of the University, the SGA Treasurer 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. The activity fee is approved by the Budget and Finance Committee, The President of the University, SGA, and the SUSSI Board of Directors.
   m. The budget is presented last to the SUSSI Board of Directors for final approval and spending level.
E. Meals, Lodging and Transportation

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

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

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

4. The maximum 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.

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

6. 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 meal times. 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.
   b. Exceptions to the meal periods above may be requested by submitting a request through email to the SGA Treasurer, Sentreas@ship.edu, and the SUSSI Fiscal Officer, dlmill@ship.edu expressing the reason behind the request. The exception must be granted by the Budget & Finance Committee with a simple majority vote.

7. 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.

8. 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.
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 a Restricted account 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.

F. Income Commitments
1. Each organization intending to bring in additional income through the use of allocated 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 deficit must be paid to the Miscellaneous Income Account from the next year’s fiscal allocation. In addition, the next fiscal year’s net allocation MAY NOT be increased over the net allocation of the year in which the deficit was incurred.
   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 Treasurer, sentreas@ship.edu, and the SUSSI Fiscal Officer, dlmill@ship.edu. 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).

G. 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 two hundred and fifty dollars ($250.00) 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 will be one week after the operating budgets are due but can change by the SGA Treasurer. 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 two 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. Any purchase of a capital item should be made with the use of a purchase order. To obtain a purchase order you need to see the Accounts Payable Clerk in the Fiscal Office (CUB 204).
   a. Once a capital item is approved, a purchase order and an inventory identification tag number will be issued by the SUSSI Fiscal Officer upon his/her signature and dating of the purchase order.
   b. Inventory Identification tag numbers will be issued at the discretion of the SUSSI Fiscal Officer since not all items can/should be tagged.
   c. There shall be three copies of the Purchase Order. One copy should be sent to the vendor, one copy should be filed in a numerical file by the Accounts Payable Clerk, and one copy should be kept with the invoice.
   d. The Athletic Department will maintain their own purchase order process.

8. Organizations and athletic teams possessing capital items owned by the Shippensburg University Student Association 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.

Fixed Asset Capitalization Policy
   a. Fixed assets with a per item value of $500.00 and greater that are necessary for the operation of the Fiscal Office including main frame computers (hardware and software), work stations, monitors, copiers, facsimile machines, etc. will be capitalized and depreciated over a five year period. Fixed assets used for operation of office with a value of less than $500.00 will be expensed.
   b. Fixed assets purchased for non-office use for programming services with a per item value of $5,000 and more will be capitalized and depreciated over a five year period. All other non-office use fixed assets for programming services with a per item value of less than $5,000 will be expensed.

H. 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 Treasurer, sentreas@ship.edu, and the SUSSI Fiscal Officer, dlmill@ship.edu. 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 Treasurer.

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 Treasurer 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 Treasurer 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. Extenuating circumstances will be considered and approved or rejected only by the majority of the Executive Rules Committee with advisement from the SUSSI Fiscal Officer. It is important to note that poor planning on the part of any organization is not to be considered as an extenuating circumstance.
I. Conference Guidelines

1. Budget Groups \{1, 2, 3, 5, and 7\} 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 Treasurer 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.

4. All Sports Clubs competing in post season competitions must submit a report of results to the Coordinator of Club Sports (CCS) and the SGA Treasurer.
   a. Failure to submit the results within 48 hours after completion of the competition the Sports Club budget shall be immediately frozen until the reports are submitted.
   b. Budget and Finance will not make any decision based on results of competitions.

J. Administration and Disbursement of Student Association Funds

1. The Board of Directors of SUSSI must approve the Student Association spending limit 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 approved allocations. (See Sect. K.1 for penalties.) All accounts are subject to audit upon request of the SGA Treasurer, and/or the SUSSI Fiscal Officer, and/or the President of the University.

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. Transfers of line item/allocations within an organization’s budget can be accomplished in the following manner.
   a. A completed Transfer of Funds Request Form must be submitted to the SGA Treasurer, sentreas@ship.edu, and the SUSSI Fiscal Officer, dlmill@ship.edu.
   b. The SGA Treasurer and the SUSSI Fiscal Officer may approve line item transfers for amounts $200.00 and lower without the Budget and Finance Committee and the SGA’s approval.
   c. The Budget & Finance Committee may approve line item transfers for amounts between $200 and $750 without SGA Approval. The Budget and Finance Committee may defer the final decision to SGA. The decision for the line item transfer should still be stated at the SGA meeting to ensure that it is in the official SGA minutes.
   d. The Budget & Finance Committee and the SGA must approve all line item transfers over $750.

6. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request.

7. 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.
8. No SGA club or organization shall be allowed to spend allocated funds to pay their own members to speak.

9. Authority to make payments must be completed on the most recent versions of the SUSSI “Expenditure Request Form” or “Petty Cash Expenditure Form” to access funds from approved budget allocation line items. Expenditure forms must be turned in 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.

10. 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.

11. Expenditure requests should be presented to the SA 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.

12. 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 Fiscal Officer, with instructions as to what to do when the belated 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.

13. 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.

14. 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.

15. 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.

16. 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 Rules Committee (ERC) that is comprised of the four officers of the SGA when the SGA does not have a meeting before the scheduled event or over the summer.
17. 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 three of the SGA ERC.
   a. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled SGA meeting.
   b. The signature of the SUSSI Fiscal Officer and of the SGA Treasurer will be required to determine if such expenditure will be defined as an emergency.

18. No Student Association funded organization is permitted to use their operating budget to purchase awards.
   a. Exceptions include Annual Campus Leadership Awards

19. 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 t-shirt 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 Promotion in their operating budget.
   c. Every allocation must be reviewed by the Budget & Finance Committee and approved by the SGA with exception of transfers in the amount of $750 or less as stated in section J-5 or in case of emergencies as stated in section J-20.

K. 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 line item 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. 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. 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. $50 per failure to submit the Club Sport Compliance Documents by the start of the organization’s first practice. An additional $10 per business day late fee will be assessed for each additional day late.
   b. $50 per occurrence for each club when an individual participates in physical activity (Practice/Game) without a waiver being approved by the Coordinator of Club Sports (CCS).
   c. $75 per a travel itinerary not submitted prior to the deadline determined by the Coordinator of Club Sports (CCS).
   d. $50 per each biweekly roster check missed. An additional $10 per business day late fee will be assessed.
e. 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.

f. Clubs Sports are required to submit all competition results to the CCS by the prior determined deadline by the CCS. Failure to do this shall result in a temporary freezing of a sports clubs operating budget.

g. The deadline for any post season competitions is set in the Conference section of these rules.

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 ERC.

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 reduction of a Student Association Budget weekly reoccurring percentage reduction of a Student Association Budget

L. 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 chair person 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 Fiscal Officer/President or the SUSSI Contract Administrator.

M. Authorization for Utilization of Funds
1. Authorized signatures for all checks shall consist of the SUSSI Treasurer, and the SUSSI Fiscal Officer. 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 ERC and the SUSSI Fiscal Officer in order to sign such expenditure requests.

N. The Budget & Finance Committee
1. The SGA Treasurer shall be the chair of the Budget and Finance Committee.

2. The Budget and Finance Committee shall have two advisors, SUSSI Fiscal Officer and SUSSI Treasurer.

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

4. Membership of the Budget and Finance Committee shall contain a minimum of at least three (3) and no more than twelve (12) SGA Members and no more than seven (7) At-Large members (see SGA By-Laws Article II, Section 1.5 & 1.6). Membership shall represent as much diversity as possible and include individuals from all aspects of campus life.
5. The SGA Treasurer is encouraged to obtain representation from groups not already represented in the Budget & Finance Committee.

6. Members are permitted only one unexcused absence from a meeting per semester. Members must notify the SGA Treasurer, in writing, 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.

7. Quorum shall be defined as at least 5 voting members.

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

9. The 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 noon the following day after the Budget and Finance Committee meeting.

O. 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 regularly scheduled Budget and Finance meeting and at least 7 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
**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 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.
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
- Ship Rec and Recreation Fields
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
This service agreement is being made between Shippensburg University Student Services, Inc. (SUSSI) herby 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 hereunder, including but not limited to timely making any payments required by this Agreement:
ARTIST/SERVICE PROVIDER, in its sole and exclusive discretion, may immediately terminate this agreement.

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.

PURCHASER does not do deposits. Payment will be made by SUSSI check at the conclusion of the event.

Force Majeure

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.

PURCHASER is adequately insured and no additional insured’s will be added.

PURCHASER shall indemnify, protect and hold ARTIST/SERVICE PROVIDER, individual members of ARTIST/SERVICE PROVIDER, ARTIST’S/SERVICE PROVIDER managers, accountants, 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:

Any claim, demand, or action made by a third party, as a direct or indirect consequence of the Performance;

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;

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

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.

ARTIST/SERVICE PROVIDER agrees to indemnify and hold PURCHASER harmless from the same as above.

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

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
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.

______________________________
Darrell Miller, Fiscal Officer
for Shippensburg University, Student Services, Inc.

______________________________
Date

______________________________
Service Provider/Artist Signature

______________________________
Date
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.

Darrell Miller, Fiscal Officer
for Shippensburg University, Student Services, Inc.
Date:
Service Provider/Artist Signature
Date
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:

Service Provider 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 or 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 Swataney 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.
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. Academic freedom is at the cornerstone of the enterprise.

Students, as members of the academic community, are encouraged to engage in a sustained, critical, and independent search for knowledge. The University community supports this endeavor by developing policies and procedures that safeguard the freedoms necessary for the pursuit of truth and knowledge. The University will strive to protect these freedoms so long as they do not interfere with the rights of others in the community. Behavior that interferes with the living conditions, co-curricular activities, working environments, teaching mission, research activities, study conditions, and/or administrative functions of the University is unacceptable.

With freedom come duties and responsibilities. A student who exercises their freedoms as a private citizen and member of the academic community--whether individually or as a member of a group--must assume full responsibility for their actions. All Shippensburg University students must abide by local, state, and federal laws and with all published University policies, procedures, and rules. Violations will subject the person to disciplinary action through the University student conduct process and/or the appropriate civil or criminal court.

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. Students are also expected to understand their rights and responsibilities as outlined in the University Student Code of Conduct. The student conduct system strives to provide a fundamentally fair process through the prompt and equitable resolution of code of conduct complaints, and should be viewed as separate from the civil and criminal court systems. As such, the University may initiate an investigation and proceed with resolution within the scope of its authority, responsibility, and jurisdiction.

Applicability

Shippensburg University students are subject to the provisions of the Student Code of Conduct:
• while on University premises;
• when involved with off-campus programs, activities, and events related to or sponsored by the University; and
• when privately off-campus

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 has oversight responsibility for student code of conduct matters involving sexual harassment and/or sexual discrimination. The Title IX Coordinator is located in the Office of Equity, Inclusion and Compliance. Complaints raising matters of sexual harassment or sexual discrimination may be filed in either the Office of Equity, Inclusion and Compliance or the Office of the Dean of Students.

University student conduct boards and officers may hear alleged violations of the student code of conduct as follows:
• For full and part-time undergraduate and graduate students if the alleged violation occurred when the person was enrolled at the University or confirmed for the next semester/session.  
• For persons enrolled in University sponsored programs that do not require traditional course registration.  
• For persons currently suspended from the University for disciplinary or academic reasons and/or persons who are on an official leave of absence
For registered student organizations. In these instances, both the group and responsible individuals may be adjudicated within the student conduct system.

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.

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 formal proceeding at which the Reporter(s) and the Responder make presentations to the Student Conduct Facilitator/University Disciplinary Board. The Student Conduct Facilitator/University Disciplinary Board will determine the Responder’s responsibility for the violation.

**Confidential Resources**: University employees and off-campus organizations who are not required to report any information regarding an incident of sexual misconduct to the Title IX Coordinator. For a comprehensive list of on-campus and off-campus confidential resources, go online to this website: https://www.ship.edu/EIC/confidential_resources/.

**Driving Under the Influence**: This term is used as defined by state statutes.

**Friendly Adviser**: This person serves as an adviser or advocate for any student in the student conduct process. The role of a friendly adviser is for moral support, not to speak for or on behalf of a student. The friendly adviser may communicate only with their student, and may not address the conduct officer or the conduct board.

**Illegal Drugs**: This term is used as defined by state and 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 registered for courses, either full time or part time, pursuing undergraduate, graduate, or professional studies, as well as non-degree seeking students; individuals who confirm their intent to enroll in programs; those attending orientation sessions; between academic terms; taking online classes; auditing classes; residing in the residence halls; those that were enrolled on the date of an alleged incident; persons who 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.

Title IX Coordinator: The Title IX Coordinator oversees the University’s response to Title IX reports and complaints, including complaints raising allegations of sexual misconduct. The Title IX Coordinator identifies and addresses any systemic problems, and takes any necessary steps to ensure the safety of the Shippensburg University community.

Title IX Investigator: A trained individual who investigates Title IX complaints, including complaints raising allegations of sexual misconduct.

University Disciplinary Board: A group of trained individuals representing the University community that hear the facts of a student conduct matter from all involved parties. Based on the facts, the board renders a decision of “responsible” or “not responsible” and recommends appropriate sanctions and stipulations when required.

University Disciplinary Boards are made up of three university community members, consisting of two employees and one student. Additionally, for matters related to academic integrity, at least one employee of the board must be a faculty member.

In matters involving allegations of sexual misconduct, University students will not be selected to serve as member of the University Disciplinary Board. In sexual misconduct matters, the University Disciplinary 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. They are not defined in exhaustive terms, but are generally clear descriptions of prohibited conduct. Examples are frequently cited for specific code violations; however, they are not all inclusive and only serve to facilitate understanding. Students and/or student organizations involved in misconduct, or as accessories to misconduct, shall be subject to adjudication by the University student conduct system.

The University has established three categories of rules and regulations. The first category is PROPRIETARY in nature and applies primarily to violations occurring in University residence halls and apartments. These regulations were developed in accordance with the “Student Housing Agreement” and are related to health, sanitation, safety, and property maintenance issues. The second category governs the conduct of individuals both on and off campus, with the focus on living and visiting in University residence halls and apartments. These regulations are designed to promote positive COMMUNITY, harmonious living, and a safe/secure environment. The final category defines GENERAL rules and regulations expected of all students. This category focuses on academic integrity and University administrative issues. All students, whatever their place of residence, are responsible for following all the rules and regulations listed within the three categories.

Student Rights

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.

The following rights are recognized:

- Students retain the rights, protection, guarantees, and responsibilities which are held by all citizens.
• 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. Individual Responsibilities and Community Rights

Prohibited conduct includes:

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. 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.

c. Failure to Report: Failing to report a violation of the student code of which a student has knowledge.

d. File a False Report: Filing a false police report or student conduct incident report.

e. False Statements: Making false statements as part of a University student conduct hearing or to a University official.

f. 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.

g. 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.

h. Residence Hall Rules: Violating the Residence Hall Policies, found here: [https://www.ship.edu/housing/housing_agreement/](https://www.ship.edu/housing/housing_agreement/)

2. Safety of the Individual and Community

Prohibited conduct includes:

a. 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.

b. 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.

c. 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.

d. Trespassing: Trespassing, conspiring, or engaging in unauthorized entry. This includes the unauthorized use or possession of keys, including those of the University.

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.

3. Harassment, Intimidation, and Disruptive Conduct

Prohibited conduct includes:

a. Discrimination: Engaging in conduct that constitutes unlawful discrimination based on another person’s race, sex, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or veteran status.

b. Disorderly Behavior: conduct that:
a. intentionally or recklessly creates a hazardous or physically offensive condition;
b. causes reasonable persons to fear for their safety or the safety of another; or
c. disrupts the normal practices, processes, and functions of the University or the local municipalities

c. *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.

d. *Harming Behavior:* Engaging in any act which results in or which may result 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.

e. *Harming Behavior Toward University Official:* Harassment, threatening conduct, or harming behavior toward a University employee related to the performance of their job.

f. *Hazing:* 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.)

g. *Retaliation:* 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.

h. *Stalking:* Commit or attempt to commit stalking. Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress. Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person’s property. “Substantial emotional distress” means significant mental suffering or anguish. Stalking includes “cyber-stalking,” a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

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.

4. Sexual Misconduct

Prohibited conduct:

a. *Domestic Violence:* Commit or attempt to commit domestic violence. Domestic Violence is any felony, non-violent felony, or misdemeanor crime, as those terms are defined by the laws of the Commonwealth of Pennsylvania and the federal government, committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

b. *Intimate Partner Violence (IPV):* Commit or attempt to commit intimate partner violence. Intimate Partner Violence is any act of violence, including physical, sexual, psychological, and verbal violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence can occur as a single act, or it can consist of a pattern of violent, abusive, or coercive acts that serve to exercise power and based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of the interaction between the persons involved in the relationship. Two people may be in a romantic or intimate partner relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship.

c. *Rape:* Commit or attempt to commit rape. Rape includes all acts of sexual intercourse without consent involving any penetration of a bodily cavity with a foreign object, tongue, digit, or genitalia. A rape occurs when imposed under any of the following circumstances:

i. When the reporter is incapable of giving legal consent for mental developmental, or physical reasons and this fact is known reasonably should have been known by the person committing
the act;
ii. When the act is committed without the person’s explicit consent or is against the person’s wishes. Rape incorporates any or all of the following: the use of force, threat, intimidation, coercion, duress, violence, or by causing a reasonable fear of harm;
iii. When the reporter is prevented from consenting or resisting because of intoxication or unconsciousness at the time of the act.
d. Sexual Assault: Commit or attempt to commit sexual assault. Sexual assault is the imposition of sexual conduct without consent (excluding rape). It includes, but is not limited to caressing, fondling, or touching a person’s genitalia, buttocks, or breasts. It includes acts where a person is compelled to caress, fondle, or touch the genitalia, buttocks, or breasts of another person.
e. Sexual Exploitation: Commit or attempt to commit sexual exploitation. Sexual exploitation is purposefully or knowingly doing any of the following:
i. Intentional, nonconsensual tampering with or removal of condoms or other methods of birth control and sexually transmitted infection (“STI”) prevention prior to or during sexual contact in a manner that significantly increases the likelihood of STI contraction and/or pregnancy by the non-consenting party;
ii. Nonconsensual video or audio taping of sexual activity;
iii. Allowing others to watch consensual or nonconsensual sexual activity without the consent of a sexual partner;
iv. Observing others engaged in dressing/undressing or in sexual acts without their knowledge or consent;
v. Trafficking people to be sold for sex; and
vi. Inducing incapacitation with the intent to sexually assault another person.
f. Sexual Harassment: Commit or attempt to commit sexual harassment. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other harassing or physical conduct of a sexual nature when:
i. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational advancement, or evaluation; or
ii. Submission to or rejection of such conduct is used as the basis for employment or educational advancement, or evaluation; or
iii. Such conduct is sufficiently severe, persistent or pervasive from the perspective of a reasonable person in the victim’s position, considering all circumstances, so as to have the effect of creating an intimidating, hostile, or offensive work or educational environment, which substantially limits or interferes with an individual’s work or educational performance or opportunities.

An act is unwelcome when the individual did not solicit or invite conduct, and particularly if the individual indicates that the conduct is undesirable or offensive. Conduct may be unwelcome even where the individual acquiesces or does not complain. However, if an individual actively participates in sexual banter or discussions without indicating that the conduct is undesirable or offensive, the behavior will not likely meet the definition of “unwelcome.”

For purposes of the Regulations in this Section (“Sexual Misconduct”), the following terms are given the definitions stated below:
a. Consent includes affirmative words or actions that demonstrate an informed, voluntary, and active decision to engage in a mutually agreed-upon sex act. Consent cannot be obtained by (1) force, (2) coercion, or (3) incapacitation.
1. Force includes the use of: (i) physical violence, (ii) threats, and (iii) intimidation.
i. Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon
ii. Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person’s reputation, or to cause a person academic or economic harm.
iii. Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person’s size, alone, does not constitute intimidation; however, a person’s size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).
2. Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive.

3. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity. Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated. A person who is incapacitated is unable, temporarily or permanently, to give affirmative consent because of mental or physical helplessness, intoxication, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

5. Personal and Community Property
Prohibited conduct includes:

a. Tamper, Remove, or Damage Property: Tampering with, misusing, borrowing, removing, damaging, defacing, or destroying property of others or the University, without permission.

b. 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.

6. Alcohol, Illegal Drugs, and Gambling
6.1 No person shall allow others to use his or her University identification card or residence hall Prohibited conduct includes:

a. 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.

b. 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.

c. Drive Under the Influence: Driving under the influence of alcohol or other drugs.


e. 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 persons under the age of 21.

f. False ID: Attempting to or actually purchasing alcohol using false identification.

h. Illegal Drug Distribution: Manufacturing, sharing, furnishing, distributing, selling, exchanging, or offering to sell illegal drugs, narcotics, or drug paraphernalia.

i. 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.

j. Gambling: Engaging in any gambling activities except as authorized by state and federal law.

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.

7 Identification of Individuals
Students are expected to carry their University identification card when on campus.
Prohibited conduct includes:
a. 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.

b. 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.

8. Visitors
Students are permitted to host visitors, provided that those visitors do not interfere with a roommate’s exercise of their rights, nor violate the rights of other residents or the Student Code of Conduct Hosts will take full responsibility for the behavior of their visitors and will be held accountable for their visitor’s behavior. Prohibited conduct includes:

a. Responsibility for Visitors: Failing to inform their visitors of the need to conform to the rules and regulations of the University.

b. Residence Hall Visitation: Violating the “Residence Hall Visitation Policy” as defined here: https://www.ship.edu/housing/housing_agreement/guest_policy/

9. University Functions and Services
Prohibited conduct includes:

a. False Information: Knowingly providing false information in any manner to the University. This includes all matters of record and transactions with the University.

b. University Operations: Interfering with the effective operation of any function and service of the University.

c. 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.

d. Agent of University: Acting as an official representative of the University unless officially authorized to do so.

e. Financial Obligations: Failing to fulfill all financial obligations to the University.

10. Computing and Telecommunications
Prohibited conduct includes:

a. Licensing: Violating any licensing or contractual agreements, University policies, or any laws related to information technology.

b. Commercial Use: Using University computing or telecommunications equipment, facilities, and/or services for commercial purposes or non-University related activities without official authorization.

c. Data Use: Accessing, using, altering, destroying, or transferring any information resources without authorization from the data owner.

d. Password Use: Using, without authorization, another person’s password or authorization code to access phone services, computing services, or data.

e. 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.

For further information on Computing Policies, see all policies here: http://www.ship.edu/technology/policies_guidelines/

11. Academic Integrity
Prohibited conduct includes:

a. Plagiarism: Claiming or submitting any portion of another’s academic work as their own.

b. Academic Materials: Obtaining, providing, or using any materials containing questions or answers to any examination or assignment unless officially authorized.

c. Complete Another’s Work: Completing the academic work of another or having another complete their academic work.

d. 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.

e. Falsify Data: Fabricating or falsifying data.

f. Cheat: Cheating during an examination. This includes, but is not limited to, copying, collusion, and unauthorized use of materials or devices.
g. **Bribing**: Bribing, or attempt to bribe, a University faculty or staff member in order to attain an unfair academic advantage.

h. **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.

**Academic misconduct/dishonesty may result in the imposition of academic sanctions not defined within this Code.**

### Regulations - Student Organization

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. **Hazing**: Violating the University Antihazing Policy, found here: [http://www.ship.edu/dean_of_students/student_conduct/harassment_hazing_sexual_misconduct_violence/](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.
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.

### Policy Regulations - Applicable to Students & Organizations

Prohibited conduct includes:

1. **Violate Policies**: Violating any published University policies, rules, and regulations, including those published in the Swataney.
2. **Violate Law**: Violating federal, state, or local laws or ordinances.
3. **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. The reporter(s) and the responder will also receive written notification concerning any student conduct decisions.

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 friendly adviser present for support, the right against self-incrimination, and the right to appeal a student conduct decision.

In matters involving harassment or violence, procedural modification (e.g. the use of a screen during a hearing; and/or utilizing appropriate technology as necessary to keep the responder and reporter(s) in separate locations) may occur 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.

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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/](http://www.ship.edu/dean_of_students/student_conduct/academic_policies/)

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

Communication Methods
As email is the official communication for Shippensburg University, all correspondence for the student conduct process will be delivered via university email. It is the responsibility of all parties involved to check their university email account regularly.

Use of Friendly Advisers
Students have the right to use a friendly adviser at their own expense. The adviser may be an attorney but cannot be a potential witness or party. The friendly adviser does not have the right to speak or participate directly in any aspect of the conduct process.

Informal Resolution
When appropriate and agreeable to all students 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 are not considered appropriate for informal resolution. No matters involving sexual misconduct will be resolved informally.

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.
Refer to the Reporting Sexual Misconduct section of the Sexual Misconduct Process for information on reporting and adjudicating matters of sexual misconduct.
All other referrals must be submitted to the Office of the Dean of Students.

Referral Review
General Misconduct by Students & Student Organization
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 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;

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 University Disciplinary Board 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 Disciplinary Board hearing. If a responder fails to attend either the Administrative Hearing or the University Disciplinary Board hearing, the matter will be heard in their absence.

**Scheduling the Administrative Hearing**

The Dean of Students will provide the parties with written notice of the hearing at least 72 hours prior to the scheduled hearing time.

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 respondents 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 Student Conduct Facilitator (in Administrative Hearings) or University Disciplinary Board members; reporter(s); responder; friendly adviser; and the witnesses. Both the reporter(s) and responder have the right to challenge the designation of a Student Conduct Facilitator or University Disciplinary 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 Disciplinary 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 Disciplinary Board will decide what information is admissible as part of a hearing, and to assign the appropriate weight that will be given to any information that is admitted during the course of a hearing.

Documents submitted or created by a district justice, including affidavits of probable cause, the transcript from a preliminary hearing, 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 Disciplinary 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(s) and the responder are expected to appear at a hearing. However, in the event that a reporter(s) 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 Disciplinary 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 Disciplinary Board. This includes an introduction of all the parties participating in the hearing. 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 Disciplinary 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 Disciplinary 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 Disciplinary 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 Disciplinary 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 Disciplinary 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.

The responder and reporter(s) will be notified simultaneously of the Student Conduct Facilitator or University Disciplinary Board’s findings in writing and with appropriate specificity, barring extenuating circumstances, within ten (10) business days after 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 Disciplinary 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 Disciplinary 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 Suspension or Interim Removals**

Any of the following three interim processes may be implemented as appropriate and according to the listed criteria:

**Individual Students**

**Interim suspension:** requires a student to immediately leave University property prior to a formal hearing being held. The student will not 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 removal from University housing:** requires a student to immediately move from an on-campus housing facility to an off-campus location prior to a formal hearing being held. This action also prohibits the individual from entering any campus residence hall or room during the interim period, but it does allow the student to attend classes.

**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.

In all three of the above situations, an interim process is imposed when there is reason to believe that a student represents an immediate and significant threat to other persons or property, to ensure the student’s safety and well-being, or if the student poses a significant threat of disruption to normal operations. This action is warranted when the serious nature or immediacy of the situation makes it impractical to follow normal disciplinary procedures. A decision to impose an interim suspension, interim removal from university housing, or an interim removal from a course is made by the Dean of Students with the approval of the Vice President for Student Affairs or designee.

Interim suspension or removal decisions relating to individual students require review by the University Disciplinary Board. The University Disciplinary Board will meet for fact-finding within ten (10) business days following the issuance of the interim suspension or removal, unless extenuating circumstances warrant an extension. If an extension occurs, the fact-finding meeting shall be held at the earliest possible date. The purpose of the fact-finding will be to review the reliability of the information and decision-making rationale that resulted in the interim suspension or removal. The fact-finding will also determine if the student’s continued presence represents a significant threat to other persons, property, or normal operations. The fact-finding meeting will not be considered a formal disciplinary hearing. If in the University Disciplinary Board’s opinion the interim suspension or removal was not warranted, the student will be reinstated immediately. The reversal of an interim decision will not be construed as finding a student “not responsible” of the alleged violations of the conduct code.

A formal hearing before the University Disciplinary Board will occur regardless of the determination of the fact-finding. The hearing will be scheduled with different members of the University Disciplinary Board panel to adjudicate the matter. If it is established that a respondent is “responsible” the University Disciplinary Board will recommend a sanction consistent with the violation(s). Because the Dean of Students made the decision to interim suspend or remove, they will not be considered as an option for a Student Conduct Facilitator hearing.

**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.

Sexual Misconduct Process

Overview

The Sexual Misconduct Process of the Shippensburg University Student Code of Conduct applies to the adjudication of student-to-student sexual misconduct matters. The Title IX Coordinator of designee has oversight of the sexual misconduct process.

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

The University allows the reporter(s) and the responder the right to question witnesses against them, the right to present evidence, the right to call their own witnesses, the right to have a friendly adviser present for support, the right against self-incrimination, and the right to appeal a sexual misconduct decision. The Chairperson has the discretion to (dis)allow the reporter(s) and responder(s) to question each other directly and approve procedural modifications (e.g. the use of a screen during a hearing; and/or utilizing appropriate technology as necessary to keep the responder and reporter(s) in separate locations) as long as they are consistent with fundamental fairness.

A student may waive any of the rights contained in this section of the 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).

**Communication Methods**
As email is the official communication for Shippensburg University, all correspondence for the sexual misconduct process will be delivered via university email. It is the responsibility of all parties involved to check their university email account regularly.

**Use of Friendly Advisers**
Students have the right to use a friendly adviser at their own expense. The friendly adviser may be an attorney but cannot be a potential witness or party. The friendly adviser does not have the right to speak or participate directly in any aspect of the conduct process.

**Informal Resolution**
Sexual misconduct violations of the Student Code of Conduct may not be resolved through informal means, including mediation, in lieu of an adjudication of Code of Conduct violation(s).

**Steps in the Adjudication of Sexual Misconduct**

**Reporting Sexual Misconduct**
Shippensburg University recognizes that an individual who experiences sexual misconduct has a right to decide whether to file a report with law enforcement, the Title IX Coordinator, an anonymous report, or no report at all.

Any criminal process is separate from the Sexual Misconduct process at Shippensburg University. Those interested in pursuing a criminal investigation should contact one of the following law enforcement agencies:

- Contact the Shippensburg University Police Department (717) 477-1444
- Contact the Shippensburg Police Department (717) 531-7361
- Contact the Pennsylvania State Police-Cumberland County (717) 249-2121
- Contact the Pennsylvania State Police-Franklin County (717) 264-5161

In order to pursue resolution of sexual misconduct reports against students through the Student Conduct System, a report of sexual misconduct must be filed with Shippensburg University in the following ways:

- Contact the Title IX Coordinator, Dr. Daniel C. Velez at (717) 477-1161 or titleixcoordinator@ship.edu.
- Contact the Deputy Title IX Coordinator, Mr. Marcus Foster at (717) 477-1161
- Contact the Dean of Students, Donna Gross at (717) 477-1164
- File an online report³
- File an anonymous online report with Shippensburg University⁶

**Preliminary Review of Report**
The Title IX Coordinator or designee will engage in a preliminary review of all reports of sexual misconduct to determine whether there is reasonable cause to believe the Code of Conduct has been violated. If it is the opinion of the Title IX Coordinator or designee that insufficient information is present, no further action will be taken, and the report will be considered closed. There will be no appeal of this decision.

Except in matters evidencing violence, threat of harm, pattern, predation, and/or where (a)

⁶The University will conduct preliminary review of anonymous reports of sexual misconduct to determine if sufficient information is present to take further action in accordance with the Sexual Misconduct Process.
weapon(s) (is) are involved, the Title IX Coordinator or designee may respect a reporter(s)’s request for no action, and will investigate only so far as necessary to determine appropriate remedies.

**Notification of Report for Further Proceedings**
The following outlines the process involved in the notification of report for further proceedings:

1. The primary investigator is the University Title IX Investigator and Prevention Specialist or another investigator appointed by the Title IX Coordinator or designee.
2. Written notification of the investigation will be provided to the responder and reporter(s).
3. At any point in the investigation, if the responder fails to participate in the investigative process without an excused absence, the Title IX Investigator(s) will proceed with their investigation.
4. The Title IX Investigator will make a reasonable attempt to accommodate the responder’s schedule.
5. During the investigation, the reporter(s) and responder will be afforded an opportunity to identify witnesses and provide other relevant evidence.
6. At the conclusion of the investigation, the Title IX Investigator will produce a final investigative report setting forth the facts and a summary of possible conduct violations.

**Student Conduct Meeting**
Following submission of the final investigative report, a Student Conduct Meeting will be scheduled with the reporter(s) and responder(s). This meeting will be scheduled at least three (3) days in advance of the University Disciplinary Board hearing.

Notice of the Student Conduct Meeting will include:

- the date, time, and place of the Student Conduct Meeting;
- a brief summary of the report;
- the specific charges pending against the responder;
- statement of student rights and responsibilities; and
- the name and contact information of the Student Conduct Facilitator.

The responder(s) and reporter(s) are required to attend the Student Conduct Meeting. Unexcused absences will not be cause for delaying a hearing and may result in a recommendation for additional conduct charges.

At the Student Conduct Meeting, the Student Conduct Facilitator will:

- advise parties of the student conduct process, including information relating to rights and resolution options available through the conduct process;
- advise the responder(s) of the range of potential sanctions for the violation(s) in question; and
- afford the parties an opportunity to review the investigative report and all relevant information.

Should either party challenge the findings of the final investigative report or believe that relevant information is missing, they must notify the Student Conduct Facilitator in writing within 72 hours upon review of the investigative report.

The parties are required to identify any witnesses who will be called at the hearing, within 72 hours of the hearing;

Additionally, the Student Conduct Facilitator will give the responder the opportunity to:

- accept responsibility for the charge(s) and request a University Disciplinary Board hearing on the sanctions only; or
- deny responsibility for the charge(s) and request a University Disciplinary Board hearing on the charge(s) and the sanctions.

If a responder fails to attend the Student Conduct Meeting, the matter will be moved to a University Disciplinary Board hearing. If the responder fails to attend the University Disciplinary Board hearing after being informed, the matter will be heard in absentia. Upon conclusion of the Student Conduct Meeting, written notice of the outcome of the meeting will be provided to all parties. If the responder selects a University Disciplinary Board hearing, parties will be notified of the date, time, and location of the University Disciplinary Board hearing in that written notice.
Scheduling the Administrative Hearing

Parties will receive written notice of the University Disciplinary Board hearing at least 72 hours prior to the scheduled hearing time.

While every effort will be made to schedule the hearing at a time convenient for all parties, final scheduling authority rests with the University Disciplinary Board in matters dealing with sexual misconduct. The University Disciplinary Board 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

a) 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.

b) 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.

c) 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.

d) Participants

Participants at a hearing include the University Disciplinary Board members; reporter(s); responder(s); friendly advisers; and witnesses.

Both the reporter(s) and responder have the right to challenge the designation of a Student Conduct Facilitator or University Disciplinary 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 Disciplinary Board member for cause must be emailed to TitleIXCoordinator@ship.edu no later than 72 hours before the scheduled hearing.

e) 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 University Disciplinary Board will decide what information is admissible as part of a hearing, and to assign the appropriate weight that will be given to any information that is admitted during the course of a hearing.

Documents submitted or created by a district justice, including affidavits of probable cause, the transcript from a preliminary hearing, 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 University Disciplinary 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 University Hearing Board 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.

f) Responder/Reporter(s)

Both the reporter(s) and the responder are expected to appear at a hearing. However, in the event that a reporter(s) 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.

g) Other Witnesses

The reporter(s) and responder are required to notify the Office of Equity, Inclusion and Compliance of the names and contact information of their respective witnesses at least 72 hours prior to the scheduled hearing time.

The Office of Equity, Inclusion and Compliance 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 University Disciplinary Board reserves the option of limiting the number of witnesses providing statements at a hearing.

h) 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 the chairperson of the University Disciplinary Board. This includes an introduction of all the parties participating in the hearing. 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 Disciplinary Board is delegated the authority to exercise control of the hearing and to rule on questions of procedure.

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

The responder(s), when available, will
1. present information favorable to their position.
2. may then call any witnesses in defense of the responder’s position.

The University Disciplinary Board members
1. may begin questioning both the responder and reporter(s).
2. 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 chairperson of the University Disciplinary Board, questions from both the reporter(s) and responder(s) to each other and/or to the witnesses may be directed to the chairperson. The 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 University Disciplinary 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 University Disciplinary Board will provide a written summary of findings and 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.

The responder and reporter(s) will be notified simultaneously of the Student Conduct Facilitator or University Disciplinary Board’s findings in writing and with appropriate specificity, barring extenuating circumstances, within ten (10) business days after 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 Disciplinary Board are recorded. 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.

**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.

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 the University Disciplinary Board:

**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 Report**: 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. Report 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.

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 Suspension or Interim Removals

Interim Suspension or Interim Removals. Any of the following three interim processes may be implemented as appropriate and according to the listed criteria:

Interim suspension: requires a student to immediately leave University property prior to a formal hearing being held. The student will not 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 removal from University housing: requires a student to immediately move from an on-campus housing facility to an off-campus location prior to a formal hearing being held. This action also prohibits the individual from entering any campus residence hall or room during the interim period, but it does allow the student to attend classes.

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.

In all three of the above situations, an interim process is imposed when there is reason to believe that a student represents an immediate and significant threat to other persons or property, to ensure the student’s safety and well-being, or if the student poses a significant threat of disruption to normal operations. This action is warranted when the serious nature or immediacy of the situation makes it impractical to follow normal disciplinary procedures. A decision to impose an interim suspension, interim removal from university housing, or an interim removal from a course is made by the Dean of Students with the approval of the Vice President for Student Affairs or designee.

Interim suspension or removal decisions relating to individual students require review by the University Disciplinary Board. The University Disciplinary Board will meet for fact-finding within ten (10) business days following the issuance of the interim suspension or removal, unless extenuating circumstances warrant an extension. If an extension occurs, the fact-finding meeting shall be held at the earliest possible date. The purpose of the fact-finding will be to review the reliability of the information and decision-making rationale that resulted in the interim suspension or removal. The fact-finding will also determine if the student’s continued presence represents a significant threat to other persons, property, or normal operations. The fact-finding meeting will not be considered a
formal disciplinary hearing. If in the University Disciplinary Board’s opinion the interim suspension or removal was not warranted, the student will be reinstated immediately. The reversal of an interim decision will not be construed as finding a student “not responsible” of the alleged violations of the conduct code.

A formal hearing before the University Disciplinary Board will occur regardless of the determination of the fact-finding. The hearing will be scheduled with different members of the University Disciplinary Board panel to adjudicate the matter. If it is established that a responder is “responsible” the University Disciplinary Board will recommend a sanction consistent with the violation(s). Because the Dean of Students made the decision to interim suspend or remove, they will not be considered as an option for a Student Conduct Facilitator hearing.

**Appeals**

Appeals must be presented in writing within three (3) business days following written notice of a decision.

Appeals of 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: 5/2/19
Forum: 5/2/19
Trustees: 5/17/19
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.

Bathroom facilities located on residence hall floors are designated for usage according to gender. Use is thus restricted to persons of the same gender as those individuals assigned to the rooms on the floor. Visitors of the opposite gender are required to use bathroom facilities designated for them in other locations throughout the residence hall.
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 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.

33.0 Students shall only connect one computer into each ResNet outlet. This connection shall only occur within their assigned rooms.

What is Sexual Misconduct?

Shippensburg University is committed to maintaining a safe and secure educational, residential, and employment environment, free from discrimination based on sex. Sexual discrimination encompasses all forms of sexual misconduct. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Shippensburg University will not tolerate any form of sexual misconduct. The University will respond promptly and effectively to reports of sexual misconduct and will take appropriate action to prevent, correct, and when necessary to discipline behavior. See this website for more information: http://www.ship.edu/EIC/what_is_sexual_misconduct/

Reporting Sexual Misconduct

Shippensburg University is committed to providing an environment free from discrimination on the basis of sex. The Title IX Coordinator is responsible to resolve complaints and address issues of gender-based discrimination and sexual misconduct. Any student, faculty, or staff member who has concerns about gender-based discrimination or sexual misconduct is encouraged to seek assistance in the Office of Equity, Inclusion, and Compliance. Shippensburg University also recognizes that an individual who experiences sexual misconduct has a right to decide whether to file a report with law enforcement, the Title IX Coordinator, an anonymous report, or no report at all.

Filing A Report with Law Enforcement

- Contact the Shippensburg University Police Department (717) 477-1444
- Contact the Shippensburg Police Department (717) 531-7361
- Contact the Pennsylvania State Police-Cumberland County (717) 249-2121
- Contact the Pennsylvania State Police-Franklin County (717) 264-5161

Any criminal process is separate from the Title IX process at Shippensburg University. Those interested in pursuing a criminal investigation should contact one of the law enforcement agencies listed above.
Filing A Report with Shippensburg University
• Contact the Title IX Coordinator at (717) 477-1161 or titleixcoordinator@ship.edu.
• Students can contact Marcus L. Foster, Deputy Title IX Coordinator, Title IX Investigator/Prevention Specialist at (717) 477-1161.
• Faculty/Staff can contact Nipa Browder, Deputy Title IX Coordinator, Assistant Director HR and Benefits Manager at (717) 477-1124.

Filing An Anonymous Report with Shippensburg University

Sexual Harassment Policy
In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act and the Pennsylvania Human Relations Act, it shall be the policy of Shippensburg University to prohibit harassment of employees or students on the basis of sex. This policy is related to and is in conformity with the equal employment opportunity policy of the University to recruit, employ, retain and promote employees without regard to sex, disability, age, race, color, religion, or national origin. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints and appropriate corrective action will be taken under the Grievance Procedures.

Traffic and Parking Regulations
A copy of the University parking rules and regulations is available to each eligible person when he or she registers his or her vehicle with the University Police. All vehicles must be registered with the Police. Vehicles registered and operated by resident freshman and sophomore students will be permitted to park in storage parking facilities only. No exceptions will be made. For further information regarding parking policies, visit www.ship.edu/police.

Policy on Smoking and Vaping
Smoking is prohibited inside all Shippensburg University buildings and fleet vehicles, excluding private residences. Private residences are defined as any space occupied by University employees as their private living quarters. The definition of private residence does not include student rooms in campus housing. In recognition of the needs of the smoker, smoking is permitted outside buildings. However, to avoid the transmission of second-hand smoke from outside to inside buildings, smoking is not permitted within 25 feet of any building entrance, open window, or ventilation unit. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lighted tobacco product and includes devices, commonly battery operated, such as e-cigarettes, vape pens, pipes, hookahs, and vaporizers. The University policy also discourages the use of smokeless tobacco as it presents health risks to those who use it. Students who violate this policy will be subject to judicial action by the University.

Drug Free Schools and Campuses Act (1986)
The Drug Free Schools and Campuses Act require Institutions of Higher Education to develop a written policy that describes standards of conduct that clearly “prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.”

The written policy includes (1) a description of the applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; (2) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; (3) a description of any drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available to employees or students; and (4) a clear statement that the University will impose disciplinary sanctions on students and employees for violations of the standards of conduct. Shippensburg University has created policies and procedures to be in compliance with the Drug Free Schools and Campuses Act. A copy of the policy is distributed annually to students and can be obtained in the Personnel Office, Dean of Students Office, or by accessing the University website at www.ship.edu.
Policy Statement on Reporting Harassment, Violence and Aggressive Behavior on Campus

Purpose

In accordance with Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act and the Pennsylvania Human Relations Act, Shippensburg University is committed to establishing and maintaining a learning and working environment that is safe for all members of the campus community including students, staff, faculty, administration, and visitors. The purpose of this policy is to provide a set of guidelines through which harassment and violent or aggressive behavior can be reported and addressed.
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Scope
This policy applies to all employees, students, contractors, visitors and all other persons on the grounds subject to University control as well as those engaged in activities to further the interests of the University.

Policy
It is the policy of Shippensburg University to maintain a peaceful and productive environment. Harassment, threats, threatening conduct, or any other acts of aggression or violence on the University premises or while operating University vehicles will not be tolerated. Any individual receiving or witnessing harassment, violent or aggressive behavior should report the incident to the appropriate authority as outlined on the previous chart.

Campus Behavior Reporting
NOTE: INDIVIDUALS WHO ARE SUBJECT TO OR OBSERVE ACTIONS IN VIOLATION OF THIS POLICY SHOULD CONTACT ONE OR MORE OF THE FOLLOWING INDIVIDUALS/DEPARTMENTS. INDIVIDUALS SHOULD ALSO EXERCISE PERSONAL DISCRETION REGARDING THE INVOLVEMENT OF UNIVERSITY POLICE.

Notes
1. Key: HR - Human Resources; SE - Social Equity/Title IX Coordinator; VP - Respective Vice President.
2. The aforementioned chart is not inclusive of all possibilities and should be viewed only as a guide. In some cases the reporting individual may choose to limit to whom he/she reports the behavior.
3. Contacts are listed in a possible order of reporting. The SU Police may or may not be the first contact made based upon the perceived severity of the behavior. The reporting individual is responsible for ensuring that the selected individuals in the reporting structure are notified.
4. Definitions:
   Direct Threat: A person commits the crime of a terrorist threat if the person communicates, either directly or indirectly, a threat to (a) commit any crime of violence with intent to terrorize another; (b) cause evacuation of a building, place of assembly or facility of public transportation; or (c) otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. Threats may be communicated via email, by telephone, verbally, in writing, by proxy, via social media, and/or in person.
   Harassment: A person commits the crime of harassment when, with intent to harass, annoy or alarm another, the person (a) follows the other individual in or about a public place or places; (b) engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose; (c) communicates to or about such other individual any lewd, lascivious, threatening or obscene words, language, drawings or caricatures; (d) communicates repeatedly in an anonymous manner; (e) communicates repeatedly at extremely inconvenient hours; or (f) communicates repeatedly in a manner other than specified in the aforementioned. Harassment may be demonstrated via email, by telephone, verbally, in writing, by proxy, via social media, and/or in person.
   Physical Violence: A person strikes, shoves, kicks or otherwise subjects the other individual to physical contact, or attempts or threatens to do the same. Legal obligations exist under Title VI and Title VII of the Civil Rights Act, and the Pennsylvania Human Relations Act to prevent unlawful harassment in the workplace, be it based on sex, race, religion, national origin, or disability. Interpretations of these statutes by the courts, the EEOC, and the PHRC define “harassment” as employee conduct that unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment. The type of conduct that creates the hostile work environment is typically not criminal in nature; instead the conduct is a pattern of behavior that creates a hostile work environment as perceived by the victim. The harassment policies promulgated by the Office of Social Equity include specific procedures that are to be followed when a person asserts that he or she is being unlawfully harassed by an employee.
In Davis v. Monroe County Board of Education, 526 U.S. 629 (1999) the U.S. Supreme Court ruled that in order to constitute sex discrimination in violation of Title IX of the Education Amendment of 1972, the harassment must be “so severe, pervasive and objectively offensive that it can be said to deprive the victim’s access to the educational opportunities or benefits provided by the school.”
   Disruptive Behavior: A person is disruptive when he/she engages in conduct that is disorderly, unnecessarily disturbs others, and/or is disruptive to the normal practices, processes, and functions of individuals and/or the university. Disruption may be demonstrated via email, by telephone, verbally, in writing, by proxy, via social media, and/or in person.
5. When students are the offending party, the Student Code of Conduct will serve as the framework for definition and/or adjudication. The judicial process may be used in addition to or in lieu of criminal processes. The judicial process does have interim procedures for removing individuals from class. The Code of Conduct is published in the Swataney and available on the Shippensburg University website.

6. Parameters of just cause, due process, and the conditions outlined in the collective bargaining agreements will guide institutional response to accusations against faculty and staff members.

7. The notifying individual will likely be required to furnish written documentation outlining the nature, scope, and timeline associated with the alleged behaviors. Participation in informal and/or formal processes designed to resolve the issues is also likely.

8. Timelines are specific to the type of behavior reported and to whom it was reported. Discussion should occur between the reporting party and the receiving party about procedures and timelines. It is always best to report troubling behavior “sooner rather than later.”

**Title IX Coordinator**

Shippensburg University is committed to providing an environment free from discrimination on the basis of sex. The University has a senior administrator assigned as the Title IX Coordinator to resolve complaints and address issues of gender-based discrimination and sexual misconduct. Any student, faculty or staff member who has concerns about sex discrimination or sexual misconduct is encouraged to seek assistance in the Office of Social Equity where the Title IX Coordinator is housed.

If you have any questions about sexual misconduct, sex discrimination, related policies and procedures, contact your Title IX Coordinator in the Office of Social Equity:

Dr. Daniel Velez,
Title IX Coordinator, OM 200 ~ ext. 1161

Mr. Marcus Foster,
Title IX Investigator/Prevention Specialist, OM 200 ~ ext. 1161

Shippensburg University
Old Main 200
1871 Old Main Drive
Shippensburg, PA 17257
717-477-1161 (OFFICE)
717-477-4001 (FAX)
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.
Academic Policies
Introduction

As a student of Shippensburg University, you will need to understand and follow all academic policies and procedures in order to successfully complete your course of studies. University officials such as your faculty advisor, department chair, and academic dean can provide assistance, but it is ultimately your responsibility to be aware of academic policies and degree requirements. Detailed information can be found in the undergraduate catalog.

The catalog is an official university publication containing information on academic policies, procedures, course offerings, and degree requirements. One of the most important chapters of the catalog is called “Academic Policies and Procedures.” This contains information for all students on grading, academic progress, withdrawal from courses, declaring or changing majors, academic standing, and requirements for graduation. Although some of that information may be summarized in Swataney, the catalog is the only official source of information.

Registrar’s Office

The Registrar’s Office, located in Old Main 110, provides a variety of services for students. The Registrar maintains all official academic records and is responsible for scheduling, processing of grades, enrollment verification, notification of probation and dismissal, readmission, and graduation. For additional information, visit www.ship.edu/registrar.

Access to Student Records

Academic institutions are required under federal law to treat student academic records as confidential. Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have certain rights to privacy concerning the release of their educational records. Shippensburg University complies with FERPA and follows these guidelines for access to student records:

- Student records can be viewed by university officials for university business. Instructors, advisers, deans, or department chairs may review a student’s academic records, such as courses taken and grades earned. Such access is limited to those with a legitimate educational interest in the student’s record. Viewing information for personal reasons is a violation of the student’s privacy rights.
- Because FERPA gives students the right of access to their own official educational records, information may be disclosed to the individual student.
- Student data may not be disclosed to third parties unless the student provides a written waiver permitting release. This prohibition includes the student’s parents unless the student is a dependent as defined for federal income tax purposes.
- Under the provisions of FERPA, the university may release directory information about current students without violating privacy rights. Directory information for students include name, home/local address and telephone number, email address, enrollment status, major, degree, honors, as well as verification of dates of enrollment and degrees awarded.
- Individual students may request that directory information not be released by notifying the Registrar’s Office. When that happens, those students are excluded from any printed directories and a message appears on computer displays indicating that information should not be released.

The university issues reports of progress including grades and letters of warning directly to the student. End of semester grades are not mailed to students. Students may access end of semester grades by logging on to the portal, selecting My Academics from the Student menu and clicking on the View Grades link. During your freshman year, you will also receive mid-semester grades. These grades, which do not become part of your academic record, will inform you of your progress in your classes. Mid-semester grades are available through the myShip portal. Certain groups of students will continue to receive mid-semester grades after their freshman year.
Mailing Addresses

The university maintains two mailing addresses for students. The local address is used for mailings sent during the semester. This address can be a residence hall, an apartment in town, or your home address if you commute. The permanent, or legal address, is used for mailings before and after semesters (for grades, bills, etc.).

It is important that you keep both addresses up to date. If one of your addresses is incorrect, you may not receive important information from the university.

You can update your address at any time via the myShip portal by selecting My Academics from the Student menu, clicking on the My Personal Information link and clicking on the Addresses and Phone Numbers link.

Enrollment Verification

Students may need verification of their enrollment status for purposes such as eligibility for insurance coverage or deferment of student loans. Official verification of enrollment is done by the Registrar’s Office for undergraduates. There is no fee for this service.

Enrollment will be verified for the official dates of each semester once a student has completed the registration process. Verifications for student loan deferment may not be sent until the first day of the semester.

Undergraduate students will be certified as full-time if they are registered for 12 or more credits. Those with fewer than 12 credits will be certified as part-time.

Shippensburg University has authorized the National Student Clearinghouse (NSC) to provide these services to students:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, or other student service providers.
- View enrollment information that may have been provided to a student services provider.
- View the electronic notifications and deferment forms that have been sent to their lenders, servicers, and guarantors.

NSC may be contacted by logging on to the myShip portal, selecting My Academics from the Student menu and clicking on the My Enrollment Verification link.

Official verification of enrollment may also be requested through the Registrar’s Office, but the office requires a one-week turn around time. It is more efficient and timely to use the NSC service.

Transcripts

Transcripts are the complete and official record of academic activity at Shippensburg University. Official transcripts are only available through the Registrar’s Office.

Students may request a transcript by following the instructions available at https://www.ship.edu/registrar/requesting-transcripts/ Transcripts may NOT be requested by phone. Students with holds on their accounts because of obligations to the University (unpaid fees, materials not returned, parking fines, etc.) will not be provided with official transcripts until the holds are satisfied.

Undergraduate/Graduate Catalog

Students are urged to familiarize themselves with the Undergraduate and Graduate Catalogs, especially with those sections which deal with fees, deposits, curriculums, scholastic regulations, quality point system and graduation. The catalog is the official publication of Shippensburg University which includes all official information of concern for students. Freshmen and transfer students will receive Undergraduate Catalogs during their Orientation Programs which are held in June. Continuing students may purchase catalogs in the campus bookstore or consult a library copy. This publication is also available on-line at http://www.ship.edu/catalog.
Policy on Academic Dishonesty

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.

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Academic dishonesty includes but is not limited to:

• Bribery, 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:
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**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.

**Grade Appeals Policy**

If you would like to appeal a final course grade, you do have recourse to an appeals procedure. Each department has an Academic Appeals Committee, established to give students an avenue of appeal of final grades.

You must initiate an appeal of a final grade within 30 calendar days after the beginning of the semester following the issuance of the grade. The summer term does not constitute a semester. Any grade appeals or grade change requests initiated on the basis of alleged academic dishonesty will be handled under the procedures for Academic Dishonesty.

Details of the appeals procedures can be found in the undergraduate catalog.

**Electronic Communication Policy**

At Shippensburg University electronic mail (e-mail) offers efficient, effective, and timely communication between members of the University community. Thus e-mail is an official means of communication and the primary method for University faculty, administrators, and staff to contact all students. Students are expected to use the campus e-mail service and check their e-mail accounts on a regular basis because correspondence about administrative requirements, academic issues, public safety and health, judicial affairs, emergencies, and general matters will be sent in this manner. Much of this correspondence will be time-sensitive.

Students will be given a campus e-mail account at no cost. The account is active throughout a student’s period of enrollment, including all vacation periods. Students wishing to utilize only off-campus e-mail services are expected to forward their campus e-mail to that internet provider or server.
Otherwise, they are still expected to check their campus e-mail account on a regular basis. Failure to check one’s campus e-mail account in a timely manner shall not be an excuse for missing deadlines or failing to meet communicated expectations.

Therefore, all students must do the following:

- Regularly check their accounts and read any e-mail in a timely fashion. It is preferable that students read their e-mail on a daily basis but they are expected to do so at least four times per week, including all vacation and summer periods.
- Maintain their ship.edu inbox and home directory on the Student Information System located at info.ship.edu. In particular, all students are expected to ensure that use of the University’s computing systems and networks do not exceed current published limits, thereby interfering with one’s ability to receive e-mail. All students are also expected to comply with all published policies governing computing and information networking.
- If people choose to use software to sort incoming e-mail into folders or to filter out unsolicited advertising e-mail (SPAM), they are responsible for making sure that the filter rules do not accidentally delete official correspondence from the University.
- If students choose to forward e-mail from ship.edu to another e-mail server, they are responsible for making sure that the e-mail is forwarded and working properly. They must also ensure that their e-mail account has adequate space available to accept new messages.

General Directions

Registered students are assigned a university e-mail account. Prior to taking their first classes, all students will receive an identification card with a library number printed on it. Once they receive the library number, students can log into the Student Information System at the http://info.ship.edu website to activate an initial password. The second step is to select “Computer Services” and “Get E-mail Userid” to obtain an e-mail user id and password. After activating an account, the e-mail service is available from any web browser pointed to http://mail.ship.edu. All campus e-mail may be forwarded to another e-mail address. To do this, login to the Student Information System and choose “Registrar” and “Forward E-mail”.

Computing and Information Network Acceptable Use Policy

Originating Office
Computing Technologies Center

Purpose
The following policy contains the governing philosophy for regulating the use of Shippensburg University’s computing/information network facilities and resources. Access to the University’s computing/information network facilities and resources is a privilege granted solely to Shippensburg University faculty, staff, registered students, those with special accounts, and individuals using public access computers. All users of the computing/information network facilities must act responsibly and maintain the integrity of these resources. The University reserves the right to limit, restrict, or extend computing/information network privileges and access to its resources.

Scope
This policy applies to the use of all computing and network activity at Shippensburg University.

Policy
The primary use of computing/information network facilities is for academic, administrative, and research activities. Other non-restricted use such as entertainment is secondary and may be restricted when it interferes with the primary use.

The University’s computing/information network policies include, but are not limited to, the list below:

1. An individual shall use only the computer or network ID that was assigned to him/her, unless multiple access has been authorized for the ID.
2. Users may use only the password(s) provided to them and shall not try in any way to obtain a password for another user’s computer or network ID.

3. Attempting to disguise the identity of the account or machine you are using is prohibited.

4. Use of the University’s network resources to gain or attempt to gain unauthorized access to remote computers is prohibited.

5. Any deliberate act which may seriously impact the operation of computers, terminals, peripherals, or networks is prohibited. Such acts include, but are not limited to, the following: tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.

6. Attempting to modify in any way a program or digital media which the University supplies for any type of use at its sites is prohibited.

7. No person shall knowingly run or install on any of the University’s computer systems, or give to another, a program which could result in the eventual damage to a file, computer system, or information network, and/or the reproduction of itself. This is directed towards, but not limited to, the classes or programs known as computer viruses, Trojan horses, and worms.

8. No person shall attempt to circumvent data protection schemes or uncover security loopholes.

9. All persons shall abide by the terms of all software licensing agreements and copyright laws. In particular, unauthorized copying of copyrighted software is prohibited, unless the University has a site license specifically allowing the copying of that software. Furthermore, the copying of site-licensed software for distribution to persons other than Shippensburg University faculty, staff, and students, or the copying of site-licenses software for use at locations not covered under the terms of the license agreement, is prohibited.

10. Deliberate acts which are wasteful of computing/information network resources or which unfairly monopolize resources to the exclusion of others are prohibited. These acts include, but are not limited to, sending mass mailings or chain letters, creating unnecessary multiple jobs or processes, obtaining unnecessary output, or printing or creating unnecessary network traffic. Printing unnecessary multiple copies of any document including resumes, theses, and dissertations is also prohibited.

11. The following type of information or software cannot be placed on any University-owned computer system:
   a. that which infringes upon the rights of another person.
   b. that which may injure someone else and/or lead to a lawsuit or criminal charges; examples of these are: pirated software, destructive software, pornographic materials, and libelous statements.
   c. that which consists of any advertisements for commercial enterprises.

12. No person shall harass, intimidate, threaten, or stalk another person by using email or other electronic means.

13. Use of the University’s computer/information network resources to monitor another user’s data communications, or to read, copy, change, or delete another user’s files or software, without permission of the owner, is prohibited.

14. Use of the University’s microcomputers, workstations, or information networks must be related to a Shippensburg University course, research project, work-related activity, departmental activity, or for inter-personal communications. Use of these resources for personal or financial gain is prohibited.

15. Any network traffic exiting the University is subject to the acceptable use policies of the network through which it flows (Prepnet, NSFNET, SSHENET, etc.), as well as to the policies listed here.

16. Existing University policies such as the Sexual Harassment Policy, Student Disciplinary Code, Academic Dishonesty Policy, Facilities Use Policy, etc., listed in University publications, will be enforced as they relate to a violation of the Computer Use Policy.
Responsibilities

The Computing Technologies Center (CTC) and the President should be notified about violations of laws and policies governing information use, intellectual property rights, or copyrights, as well as about potential loopholes in the security of the University’s computer systems and networks. The user community is expected to cooperate with the CTC in its operation of computer systems and networks as well as in the investigation of misuse or abuse. Should the security of a computer system or information network be threatened, suspected user files may be examined under the direction of the University President or his/her designee.

While the university recognizes the role of privacy in an institution of higher learning, and will endeavor to honor that ideal, there should be no expectation of privacy of information stored on or sent through university-owned IT resources, except as required by law. For example, the university may be required to provide information stored in IT resources to someone other than the user as a result of court order, investigatory process, or in response to a request authorized under Pennsylvania’s Right-to-Know statute (65 P.S. §67.101 et seq.). In order to provide system reliability, copies of all files are maintained on backup storage devices so that even the deletion of files by a user will not guarantee their destruction. The need for system maintenance and reliability may require University personnel to have access to user’s files.

Those who do not abide by the policies listed above are subject to suspension of computer/information network privileges, disciplinary actions that may result in suspension or dismissal, and possible referral to the appropriate judicial process.

Offenders may also be subject to criminal prosecution under federal or state law, and should expect the University to pursue such action. As an example, under Pennsylvania law, it is a felony punishable by a fine up to $15,000 and imprisonment up to seven years for any person to access, alter or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization [18Pa.C.S.3933(a)(1)]. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software [18Pa.C.S.3933(a)(2) and (3)].

Policy for Religious Observances for Students

It shall be the position of Shippensburg University to respect the principle of the separation of church and state, while promoting and encouraging a climate of dignity where individuals are not discriminated against or treated differently because of their religion or national origin.

To foster and advance the precepts of an inclusive environment, students desiring to participate in the religious observances of their particular faiths, creeds or beliefs will be granted an excused absence from scheduled classes. Faculty will make appropriate accommodations for the excused absence(s), and students will be accountable for the material covered in class. Each academic semester students will be required (in writing) to provide their faculty with the dates of scheduled religious observances.

Policy on Religious Organizations

The importance of religion in the life of a college student is recognized and emphasized, but no partiality is shown to any denomination or sect.

Shippensburg University recognizes two campus minister positions: one funded by the Shippensburg United Campus Ministry Board and the other funded by the Roman Catholic Diocese of Harrisburg. Organizationally, these positions report to the Vice President for Student Affairs. It is understood that the individuals occupying these two positions will work cooperatively in meeting all the pastoral needs of students.
Student religious organizations seeking recognition on the Shippensburg University campus must submit their request, in writing, to the Student Group & Activities Committee following the procedures outlined in the Student Handbook. The United Campus Ministry office, in conjunction with the Religious Life Committee, and working cooperatively with the Vice President for Student Affairs, will coordinate outside religious organizations wishing to offer programming on campus.

Religious groups may hold meetings on the university campus so long as the time and location are approved and reserved by the appropriate authority and the information placed on the Student Activities Calendar.

Facilities are made available in accordance with official opinion No. 2 issued in January, 1973, by the office of the Attorney General, which states:

1. State University facilities may be provided for religious purposes only on a disinterested and equitable basis.
2. The use of University facilities for religious activities is not in violation of the Establishment of Religion Clause of the United States Constitution when reasonable accommodations are provided at reasonable times which do not interfere with the regular activities of the University; when all groups requesting the use of the facilities are given equal access thereto; when the users are members of the University community; and when payment is made for exceptional expense incurred by the University in providing these facilities.
3. Governmental interrelationships with religion must have a primary effect that neither advances nor inhibits religion.
4. Permissible and impermissible interrelationships between church and State can only be determined on a case-by-case basis.

### Hoverboard and Self-Balancing Scooter Prohibition

**Purpose and Scope**

This policy establishes a total prohibition on the use and/or possession of hoverboards and self-balancing scooters on campus property, to include all grounds and university owned or leased facilities. It further applies to all members of the Shippensburg University community and all visitors.

This prohibition is based on the United States Consumer Product Safety Commission determination that the lithium-ion battery packs in hoverboards and self-balancing scooters can overheat; posing a risk of the product smoking, catching fire, and or exploding.

**OBJECTIVE**

This policy provides philosophical rationale, definitions, expectations, and administrative guidance for managing the prohibition of hoverboards and self-balancing scooters.

**DEFINITIONS**

- **Hoverboard**: A self-balanced portable, rechargeable battery-powered scooter. They typically consist of two wheels arranged side-by-side, with two small platforms between the wheels where the rider stands. The device is controlled by the rider’s feet, standing on the built-in gyroscopic, sensored pads.

- **Self-Balancing Scooter**: A synonym for a hoverboard.

**Policy**

The University prohibits the use and/or possession of hoverboards and self-balanced scooters on campus property, to include all grounds and university owned or leased facilities. The purpose it to protect the safety and well-being of all persons and property.
Students who are in violation of this policy are subject to student conduct processes and/or police involvement.
Faculty, staff members, vendors, and contractors are expected to comply with this policy. Failure to do so will subject them to the possibility of personnel action and/or police involvement.
Visitors who violate this policy will be subject to police involvement.
All violators are subject to possible confiscation of the hoverboard.

Responsibilities
1. Vice President for Student Affairs
   a. Draft the Policy
2. SU Cabinet
   a. Approval 08/29/2016
3. Primary Enforcement
   a. SU Police
   b. Student Affairs Staff Members

07/06/2016