

# 2016 – 2017 STUDENT HANDBOOK

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The policies and procedures included in this handbook do not constitute a contract. While the handbook provides a review of general policies, guidelines and resources, the university reserves the right to add, change or modify its programs, regulations, fees and policies as warranted.

All students are expected to be familiar with the contents of the Lawrence University Student Handbook, Course Catalog, room and board contract and official notices of the university, and all students and student organizations must abide by the policies, rules, and regulations set forth by the university. Failure to be cognizant of policies and procedures outlined therein does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs.

Maintenance of an electronic student handbook makes possible regular updates throughout the academic year. For the most current version of policies and procedures, please consult the on-line version on the web site.

# **CODE OF STUDENT RESPONSIBILITY**

## **Foreword**

Lawrence University is a residential academic community, and its rules and regulations are designed to protect and promote a learning environment and to control behavior that infringes on the rights and freedoms of community members. A college education is academic and intellectual in nature, and includes the development of social and ethical attitudes and values which encourage mature, responsible behavior.

In this spirit, responsible behavior is set forth as a challenge and an opportunity. Lawrence expects its students to comport themselves in a manner consistent with the objectives and values of an academic community. Behavior that violates canons of proper scholarship that infringes on the rights of others, that impedes the university in pursuit of its mission, or that causes damage to the property of individuals or the university is subject to disciplinary action.

For the most part, individuals are encouraged to resolve differences through rational discussion and mutual respect. When such resolution is not possible, students may avail themselves of various judicial procedures depending on the situation. The university has adopted four separate sets of procedures.

1. Original Grievance Procedures were adopted administratively on recommendation of a student-faculty committee. The Grievance Procedures delineate a mediation process and do not confer authority to mete out sanctions or compel action. For more information, see Grievance Procedures in the policies and procedures section of this on-line Handbook, or contact the vice president for student affairs, provost and dean of the faculty, or vice president for finance and administration as outlined in the section on Grievance Procedures.
2. The Honor System is an independent community institution, established in 1962, modified in 1970, and amended again in 1983 and 1998. The Honor System governs conduct of academic exercises and scholarly endeavors. For more information, contact the Honor Council advisor or see Honor Council on the university's web site.
3. The Judicial System was established many years ago, was re-codified by LUCC in 1980 and now incorporates several amendments. The Judicial System governs conduct of students and is a part of LUCC legislation. For more information, contact the dean of students, or see Judicial Board on the university's web site.
4. Special procedures for handling instances of sexual assault and sexual harassment were recommended by the joint action of faculty, staff, and students, and approved by the Board of Trustees in 1993. A number of revisions to policy and procedures have been implemented. For more information, see the Sexual Misconduct policy on the university web site or contact the Title IX coordinator.

## **THE CODE OF STUDENT RESPONSIBILITY**

### **Lawrence University Mission Statement**

Lawrence University, through its undergraduate college and conservatory of music, educates students in the liberal arts and sciences. The university is devoted to excellence and integrity in all of its activities and committed to the development of intellect and talent, the pursuit of knowledge and understanding, the cultivation of sound judgment, and respect for the perspectives of others. Lawrence prepares students for lives of achievement, responsible and meaningful citizenship, lifelong learning and personal fulfillment. As a learning community of scholars and artists we actively foster a transformative process that emphasizes engaged learning, supported by an environment of rich educational opportunities in a residential campus setting.

## **Preamble**

1. It is both a legitimate concern of this community and a responsibility of the university that we, as a community, promulgate rules of conduct and procedures to enforce those rules in order to foster a community environment which furthers the mission of the college.
2. These rules are not intended to replace the laws of the political communities of which we are a part. As a community we insist that all of our members respect those laws, and we urge all members of the community to exercise their rights under those laws without regard to any proceedings undertaken under this code governing membership in this community. Proceedings may be undertaken under this code without regard to any related proceedings in the public courts system, but may be delayed until the courts conclude. Nor are these rules intended to replace the good sense and mutual respect members of the community are to exhibit in their behavior. But when conflict arises concerning rules in the Code of Student Responsibility, the matter should be referred to a formal judicial proceeding.
3. These rules are intended to protect the personal and property interests of the members of the community from harm and unnecessary risk of harm, as well as the intellectual integrity of the college. It is acknowledged that every member of the community retains the unrestricted right to freedom of expression so long as that expression does not interfere with the safety of either personal or property interests, nor violate the Honor Code.
4. In order to accomplish these purposes, we as a community have established the Code of Student Responsibility, which we individually affirm as a condition of our membership in the community. The Code of Student Responsibility includes both an Honor Code for academic conduct and a Social Code for social conduct. The Honor Code is legislated by the Lawrence community through both the faculty and student bodies. The Social Code is legislated by the Lawrence University Community Council. The Social Code also includes all university regulations, as mentioned in 1.D. in legislation on The Judicial System.
5. The responsibility for ensuring the integrity of this Code of Student Responsibility shall be vested in the Honor Council, which has jurisdiction over the Honor Code, and the Judicial Board, which has jurisdiction over the Social Code. The Honor Council and Judicial Board shall operate under the rules and regulations defining their respective jurisdiction and procedures.

## **THE HONOR SYSTEM**

Students are responsible for understanding the Honor Code, particularly as the Honor Council provides extensive information to all students. The Council does not consider ignorance or negligence as excuses when determining whether or not an Honor Code violation has occurred. For information regarding the honor system, see the Honor Council web site

[http://www.lawrence.edu/students/academic\\_life/academic\\_services/honor](http://www.lawrence.edu/students/academic_life/academic_services/honor).

### **The Honor System Charter**

#### **I. Honor Code**

To help maintain the atmosphere of mutual trust and confidence among students and faculty and to insure that each student is judged solely according to their own merits, the Lawrence University community has established the following honor code:

*No Lawrence student will unfairly advance his or her own academic performance or in any way limit or impede the academic pursuits of other students of the Lawrence community.*

The Lawrence University community firmly believes in the value of the academic atmosphere that this Honor Code is intended to insure. An academic honor system secures freedoms, conveniences, and privileges, which would not otherwise be available to students, creating an atmosphere in which they can learn without constant surveillance.

The scope of actions which fall under the code is very broad. The following are examples of actions that the Lawrence University community considers to be academically dishonest. This list is not exhaustive.

1. Giving or receiving aid during any examination or otherwise cheating on an examination.
2. Failing to distinguish carefully between one's own work and material from any other source (e.g., written materials, oral sources, Internet or other data available through computer resources.)
3. Misrepresenting the type or amount of work done (e.g., in fabricated laboratory reports or reading lists.)
4. Misusing university resources, including library materials, conservatory resources, and computers.

### **Pledge and Reaffirmation**

As members of the Lawrence University community, students are required to sign the following Honor Pledge; by doing so they affirm their belief in the value of the stipulations of the system:

*"I hereby affirm that I understand and accept the responsibilities and stipulations of the Lawrence University Honor System."*

Furthermore, students must reaffirm the Honor Code by writing *"I reaffirm the Lawrence University Honor Pledge,"* followed by their signatures, on all submitted work.

## **II. The Honor Council**

### **Purpose and Scope**

The chief function of the Honor Council is to administer the Lawrence University Honor System. This task of administration includes:

1. Informing all new members of the Lawrence University community about the philosophy and stipulations of the Honor System.
2. Ensuring that all members of the student body have signed an agreement to abide by the stipulations of the Honor Code.
3. Assuming responsibility for continuing the education of the entire academic community about the Honor System.
4. Acting as a judicial body when suspected violations of the Honor Code are reported.
5. Reviewing the Honor System with the stipulation that any major change in the system is subject to the provisions outlined below in section IV, "Amendments and Alterations."

### **Membership**

The Honor Council consists of ten students who serve two years from the time of appointment. Members who wish to serve for a third year must request an extension of their appointment from the returning members of the Honor Council, who will vote on all such requests. An appointed staff

member serves as an ex-officio non-voting advisor. New members are to be chosen annually or when the membership of the Council falls below seven.

Persons who have been sanctioned by the Judicial Board or the Honor Council are not eligible to serve on the Honor Council. Continuing membership is contingent upon fulfillment of duties and maintaining the confidence of the Council.

### **Method of Selection of the Honor Council**

1. During third term or when vacancies arise, Lawrence University students, faculty, and staff are given the opportunity to submit nominations.
2. A list of nominations is compiled by the Honor Council.
3. All nominees are given the opportunity to participate in a group interview, which consists of a mock hearing.
4. Based on their written application and their ability as demonstrated in the mock hearing, a slate of candidates is prepared by the Honor Council. This slate will ideally include twice the number of vacancies. However, the number of candidates on this slate must exceed the number of vacancies but total no more than twice the number of vacancies. The Council will consider the continuity of Council memberships when compiling its slate.
5. Each year an Honor Council Selection Board will be appointed. The members of this Board will include two representatives from the LUCC Steering Committee or its designees (who are not currently serving on the Honor Council) selected by the LUCC General Council, two faculty members selected by the faculty Governance Committee, and two Honor Council members selected by the Honor Council.
6. The Honor Council will submit its slate of candidates, ranked in order of preference, to the Honor Council Selection Board. The Selection Board will conduct individual interviews. The Selection Board will then vote on the new members of the Honor Council. Approval of the new members requires a two-thirds vote of the full Selection Board.
7. The Selection Board will submit its decisions to the Honor Council in writing. If vacancies remain, the Selection Board may request an additional slate of candidates from the Honor Council. The Honor Council will then notify the new members of their appointments.

### **III. Judicial Procedures**

1. Every member of the Lawrence community is responsible for maintaining the Honor Code. If community members suspect a violation they have the following choices:
  - a. Discuss their concerns with the person involved in the suspected violation. If they continue to think that a violation has occurred, encourage all persons involved to turn themselves in.
  - b. Report their concerns to the faculty member involved, to the Honor Council advisor, or to a member of the Honor Council. This reporting does not automatically commit them to pursuing additional action.
2. When a suspected violation is reported, the Honor Council chair and Honor Council advisor conduct a preliminary inquiry by discussing the incident with the person or persons involved. From this point on all persons involved are expected to maintain strict confidentiality. If the respondent admits that a violation has occurred, they have the right to request a sanctioning

conference under the stipulations outlined below. If the evidence warrants a hearing, the complainant, respondent, and witness, if any, are sent a letter stating the time and place of the hearing and a description of the alleged violation. All parties are expected to attend the hearing.

3. The respondent has the right to strike one member of the Council from a list received with the letter. This must be done by a date specified in the letter. No explanation need be given, and the request will be automatically granted.
4. The respondent also has the right to select one member of the Council to serve as a procedural advisor. If the student does not select a procedural by a date specified in the letter, a procedural advisor will be assigned by the chair. A procedural advisor may meet with the student before the hearing to answer any questions and assist the student during the hearing.
5. Five members plus the non-voting chair and the non-voting advisor constitute a quorum. Judicial Board members may serve as alternates for Honor Council hearings when necessary to meet a quorum.
6. Honor Council hearings consist of opening statements followed by a series of questions. The hearing is recorded. During this time any participating member of the hearing, including the complainant, respondent, or witness may request of the chair a recess. After the Council decides that all relevant evidence has been sufficiently presented, closing statements are given. The Honor Council then breaks for deliberation. The respondent has the right to hear all evidence presented; however, deliberations of the Honor Council are held in private and are not recorded.
7. In making its decision the Council first votes on whether the Honor Code has been violated. If the Council decides that a violation has occurred, the Council then moves to a discussion of a sanction. A second vote determines the sanction. The Council will take into consideration any previous violations or warnings. Any Council decision requires four votes or a majority of those members voting, whichever is greater.
8. The decision of the Council will be presented in writing, and the statement must include the information that the student may appeal the decision to the President of the University within one week of receipt of the letter.
9. Once the written statement is completed, the Council reconvenes and reads the statement aloud. The respondent is expected to hear the decision. When appropriate, the professor involved in the case may also opt to hear the decision.
10. The written decision will be sent to the student and, when appropriate, to the professor involved, and a copy will be placed in the confidential files maintained by the university. The decision will be added to a summary of previous decisions, which will be used to establish precedents. This list will be maintained by the advisor to the Honor Council.
11. All identifying information regarding hearings and decisions will be considered confidential unless all those participating in the hearing before the Honor Council, including respondent, complainant, and witness, agree in writing to make public information from the case.
12. A careful and impartial taped and written record of the hearing is kept for use of the President in the case of an appeal. If the student appeals the decision, the Honor Council's decision stands until the President completes the review of the case.
13. At the end of each term the Honor Council will publish summaries of the cases of the preceding term. The summaries will in no way identify any individuals involved in the case.

### **Warnings**

The Honor Council may issue a written warning in cases where it does not find a specific violation, but believes that the student's actions raised serious questions. This warning does not become a part of the student's permanent confidential file. If the student comes before the Honor Council again, however, the Council will be informed that a warning was issued.

### **Sanctions**

Listed below are the standard sanctions applied by the Honor Council. Alternative sanctions may be applied where appropriate.

1. Penalty applied to grade on assignment: The Council can mandate a specific grade or establish a ceiling for the grade on the assignment or specify a lowered grade from that which the student earned.
2. Grade penalty applied to grade in course: The Council can mandate a specific grade or establish a ceiling for the grade in the course or specify a lowered grade.
3. Suspension: Suspension is for a specified period of time. The student may register at the end of the expiration of the suspension. The suspension can be applied to the term in which the hearing occurs, or to that term and the following term, in which case the student loses all credit for the term of the hearing and is denied the privileges of the campus during the period of suspension.
4. Separation: Separation is an indefinite suspension. The student must be readmitted by the Faculty Subcommittee on Administration. Penalty of separation is made as a recommendation to the Faculty Subcommittee on Administration and is only enacted when confirmed by this committee.

In conjunction with any sanctions, the Council can impose educational sanctions. For example, the Council may ask the student to redo the documentation of the paper either for the professor or the Honor Council to insure that the student knows how to document a paper properly.

### **Sanctioning Conference**

For a first violation, in which the respondent admits the violation, mediation may be employed if both the complainant and the respondent agree to this option. Those present at the mediation include: the complainant, respondent, two Honor Council members, the Honor Council advisor, and a convener. All those involved must agree on a sanction. If no resolution can be found, the case will be referred to the Honor Council, and will be acted on in the manner outlined in the Honor Council procedures.

## **IV. Amendments and Alterations**

1. Changes may be initiated by the Honor Council, the faculty in a regular faculty meeting, or by a petition of ten percent of the students.
2. Amendments or revisions to the Honor System take effect only after they have been approved by 2/3 of the faculty present in a meeting attended by a quorum of faculty, and by 2/3 of a quorum of students participating in a vote, defined as 1/3 of those degree seeking students in residence on the Appleton campus at the time of the vote.
3. The Honor Council will develop fair voting procedures which give all degree seeking students in residence on the Appleton campus ample opportunity to vote.
4. In order to insure a high level of voter participation, the Honor Council will publicize referenda in at least three ways, possibly including but not limited to:



- Campus-wide forums to inform the community of the proposed change and answer any questions on the issue;
- Campus-wide memoranda regarding the forum information as well as information on voting times and locations;
- Campus-wide email regarding the above;
- Posters with information about voting across campus;
- Reserve materials at the library containing the full text and explanation of the proposed changes.

## THE JUDICIAL SYSTEM

### I. Social Code

In order to accomplish the mission of the university and to establish a community dedicated to the personal development of its individual students, the following rules governing student conduct are hereby established.

- A. The right to personal security and safety of all members of the community shall be protected, and any act of an individual, which is conducted in willful disregard of that right shall be a violation of this code.
- B. The right to maintain personal property free from wrongful interference by others shall be protected, and any act of an individual, which is conducted in willful disregard of that right shall be a violation of this code.
- C. All Lucc extant legislation listed on-line in the *Lawrence Student Handbook* section of the web site shall be part of this Social Code.
- D. All university regulations listed in the *Lawrence Student Handbook*, on the Lawrence University web site, or otherwise distributed shall be a part of this Social Code.

### II. Jurisdiction

- A. Authority of the President and Vice President for Student Affairs
  1. The president and/or the vice president for student affairs shall have the final authority and responsibility to take whatever action deemed necessary and appropriate to protect the integrity of the university and the rights of the university community. Accordingly, a student may be suspended from Lawrence University or have privileges revoked if the student's continued presence on campus is likely, in the judgment of the president or vice president for student affairs, to cause harm to the student himself or herself, other students, faculty, staff, other specified persons or groups, or university property. A student placed on suspension will be given timely notice of the reasons for the action and the opportunity for a hearing. The hearing shall be conducted in accordance with university policy.

Lawrence University students are subject to all applicable state, federal and local laws and regulations. Though such laws and regulations are distinct from university policies and procedures, students who face criminal charges also may be subject to university disciplinary actions, including, but not limited to, suspension by the president or vice president for student affairs, if the conduct which gave rise to the criminal charge violates university policies and procedures. If disciplinary action is taken and a sanction is imposed, a record of the action will be kept in the office of student affairs.

## B. Judicial Board

1. The Judicial Board shall be responsible for adjudicating alleged violations of the Social Code, including all LUCC legislation and university regulations which govern student behavior and are not within the scope of the Honor Code or the Sexual Misconduct policy.
2. LUCC and its committees are exempt from the purview of Judicial Board unless those bodies choose to bring cases of violation of LUCC regulations to the Judicial Board.
3. The Social Code shall not only apply to individual students, but also to all student groups which are created, financially supported, or endorsed by an official organ of the university. Such student groups are officially considered to be sanctioned by the university. For an alleged violation of the Social Code to be considered as having been committed by a sanctioned group, the sanctioned group shall have formally endorsed or directed the activity that was in violation of the Social Code.

## III. Membership of the Judicial Board

- A. The Judicial Board shall consist of twelve student members. A nonvoting chair shall be elected by the board from among the twelve members. A member shall normally serve for two years; a member may be removed, however, by a vote of at least nine members.
- B. The dean of students (or designee) shall serve as a nonvoting advisor to the Judicial Board.
- C. Selection of Student Members
  1. Notice of vacancies shall be made public by the chair of the Judicial Board.
  2. The chair of the Judicial Board shall compile a list of nominations submitted by members of the university community.
  3. The Judicial Board shall consider all nominees according to their academic standing, interest, and capability.
  4. The Judicial Board shall select candidates numbering those needed to fill vacancies plus a list of alternates.
  5. The Chair of Judicial Board shall submit its candidates to LUCC for approval.

## IV. Membership of Hearings

- A. Five voting members, the nonvoting chair, and the nonvoting advisor shall constitute both the maximum and minimum participants in a hearing. If there are insufficient board members able to serve in the hearing, a student member of the Honor Council shall be selected to serve in the hearing. If the dean of students is unable to serve in a hearing, the president of the university shall appoint an advisor for that hearing.
- B. Outside counsel shall not be permitted in proceedings before the Judicial Board.
- C. Up to three workdays before the start of any Judicial Board hearing, every complainant and accused party shall have the right to request that one specific member of the Judicial Board be dismissed from participation in the hearing. No explanation need be given. A maximum of two board members may be dismissed peremptorily. Any number of members may be dismissed “for cause.”

## V. Procedures

- A. A complaint shall be filed with the office of the dean of students on a form provided for that purpose which specifies the following:
  1. The names of the complainant and the accused party;
  2. A brief statement of the facts upon which the complainant alleges that the accused party has violated the Social Code;
  3. A citation of those specific provisions of the Social Code, which the complainant alleges were violated by the accused party's conduct.
- B. In order to facilitate the Judicial Board process, a procedural advisor will be assigned for each case by the dean of students. When a blank complaint form is obtained, the complainant will be advised to contact the dean of students office in order to have a procedural advisor assigned. The procedural advisor will be available to help advise the complainant in drafting of the complaint and the consequent hearing, should one arise.
  1. If the student does not contact the dean of students before the complaint is filed, a procedural advisor for the case will be assigned at the time the complaint is filed.
  2. In order for the complainant to receive assistance in drafting the complaint, the complainant must contact the dean of students office to have a procedural advisor assigned to the case.
- C. The office of the dean of students shall send a copy of the filed form to the accused party within two workdays. Attached to this copy will be the name of the procedural advisor assigned to the case.
- D. The accused party shall have two workdays from the time of receiving the complaint within which an answer must be filed on a form provided by the office of the dean of students. The form shall include the following:
  1. A statement of the facts contained in the complaint, which are disputed by the accused party.
  2. Any request that the accused party may have that the complaint should be summarily dismissed by the Judicial Board for either of the following reasons:
    - a. That no violation of the Social Code has been described by the complaint even if all the alleged facts are accepted as being true;
    - b. That the conduct which is the subject of the complaint is protected by the accused party's right to freedom of expression.
- E. Failure of the accused party to answer the complaint may be considered an admission of the substance of the complaint. After the complaint and the response have been provided to all parties, and two workdays notice has been given to all parties, a hearing shall be convened as follows:
  1. At the discretion of the board, if the accused party has requested that the complaint be summarily dismissed, a hearing may be convened which allows the accused party a reasonable opportunity to be heard on the question of the proposed dismissal without the submission of evidence pertaining to the factual merits of the dispute.

2. If the complaint and the answer present a factual dispute which must be resolved by the board, a hearing shall be convened and conducted in such a manner as to guarantee the following rights to the parties:
    - a. The right to confront and question any individual witness offering testimony at the hearing;
    - b. The right to call any available member of the community with knowledge relevant to the dispute to testify;
    - c. The right to present an explanation and argument to the board.
  3. A taped recording and a written account of the hearing shall be made by the Judicial Board chair for the use of the president of the university in the case of an appeal. All tape recordings of the case will be erased at the time of the student's graduation.
- F. At the conclusion of the hearing the board shall meet and determine its decision in the case by majority vote. The decision of the Judicial Board shall be reported in writing and shall include the following:
1. A statement of the board's findings of any violation of the Social Code;
  2. A statement of any sanction imposed by the board;
  3. A clear and concise description of the parties' appeal rights.
- G. A copy of the written statement shall be provided to the parties and filed with the office of the dean of students within two workdays of the completion of the hearing. Any party wishing to file an appeal of the decision must do so within three workdays of receiving a copy of the written statement.
- H. All appeals filed by the parties shall be determined by the president of the university who shall also have the power to review, modify, or reverse any decision of the Judicial Board as he or she finds appropriate in fulfilling their charge from the Board of Trustees of the university. All decisions of the president are final and shall be made within 21 workdays of any decision of the Judicial Board. The president shall provide to the parties, to the Judicial Board, and to the office of the dean of students a written statement explaining their rationale for modifying or reversing any decision of the Judicial Board.
- I. At least once a term, the Judicial Board chair shall submit copies of the written statements sent to the accused students, with names and identifying data deleted, to the *Lawrentian* for publication. If the president's statement modifies or reverses any decisions of the board, the president's statements of the rationale for the modifications or reversals of the decisions shall also be submitted to the *Lawrentian* for publication, with names and identifying data deleted. No statements shall be published until the time for appeal has passed or the appeal is completed.
- J. Copies of the written statement sent to the accused party, with names and identifying data deleted, shall be maintained as part of a permanent, public record of the community by the office of the dean of students.
- K. The dean of students shall maintain a file for each student involved in disciplinary procedures. This file shall contain copies of the written complaint and response, a written account of the hearing, a copy of the Judicial Board's written statement, and any material related to an appeals

process that was sent to the accused party. In addition, the file shall contain any correspondence from the dean of students regarding any disciplinary matters. In any proceedings before the board involving a student, the information in this file may be considered when determining an appropriate sanction. This file shall be for internal use only, and shall be destroyed upon the student's graduation. A record of the outcome of the judicial proceedings shall be maintained by the dean of students office.

## VI. Sanctions

### A. Definitions

1. Official Warning - constitutes notification that adverse judgment has been rendered against the accused party and that further violation of the Social Code may result in a more severe penalty.
2. Service - constitutes work performed for the benefit of the university or local community.
3. Residential warning - constitutes notification that further violation of the Social Code may result in expulsion from the residence in which the accused party is living.
4. Extracurricular probation - precludes for a specified time the accused party from participating in extracurricular activities as the Judicial Board shall determine appropriate for each particular case.
5. Disciplinary probation - constitutes a reprimand upon the accused student for a specified period of time and includes a statement that further violation of the Social Code shall result in a minimum penalty of suspension.
6. Suspension - constitutes the accused party's required separation from the university residence, classes, activities, and privileges for a specified period of time, after which readmission to the university is automatic.
7. Indefinite suspension - constitutes the accused party's required separation from the university residence, classes, activities, and privileges. Readmission to the university may be made to the party upon written application to the Faculty Sub-Committee on Administration.
8. Expulsion - constitutes the accused party's permanent separation from university residence, classes, activities, and privileges.
9. Other sanctions as deemed educational by the presiding board members.

### B. Procedures

1. Restitution may accompany any sanction.
  - a. When the property is owned by the university, the amount shall be determined by the vice president for finance and administration, or their delegate, and communicated to the accused by the Judicial Board.
  - b. When the property is owned by an individual, the amount shall be determined by the Judicial Board in consultation with the complainant and communicated to the accused party.
2. The Judicial Board may impose a combination of these sanctions.

3. The Judicial Board shall meet as necessary with the Steering Committee of LUCC to discuss whether additions or modifications of LUCC extant legislation are warranted.

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## Explanatory Notes about the Judicial Board Procedures

Actions resulting from processes under Judicial Systems become part of an internal record but not part of the permanent record or external reports of a student. There are exceptions. Some employers and some professional and graduate schools require, as part of the application process, a statement from a university official concerning disciplinary action taken while a student was at Lawrence. Upon a student's waiver of the Family Educational Rights and Privacy Act of 1974, this information will be released.

## **SEXUAL MISCONDUCT POLICY**

### **Expectations of Conduct**

While sexuality and sexual interest are normal parts of adult life, students, faculty, and staff have a right to live, learn, and work in an environment free from hostility based on gender or sexuality. Unwelcome sexual talk, attention, or advances that are repeated or persistent undermine the sense of community and purpose that is at the heart of liberal education. The sharing of private messages, images, or videos without permission is an affront to our values and respect for one another. A single incident of sexual violence—sexual aggression that asserts power, control, or dominance over another—may be sufficient to create a hostile environment. The University encourages any student, faculty, or staff member who feels sexually harassed, assaulted, or exploited to seek redress under the University's sexual misconduct policy.

### **Consent**

Appropriate sexual behavior is consensual, respectful (non-exploitative), and safe. Consent may be given by word or action, but it must be clear, freely given, and evident throughout a sexual encounter, and it can be revoked at any time. Silence, passivity, or inactivity is not consent. Consent to mutual touching does not constitute consent to sexual penetration. Consent to sexual activity on one occasion does not constitute consent to sexual activity on another occasion, nor does a dating relationship or history of sexual relations provide assumed consent. In Wisconsin, no one under the age of 18 can legally consent to sexual activity.

Pressuring or coercing someone into sexual activity violates this policy, as does the threat of violence or the use of force. A person under the influence of alcohol or drugs or otherwise mentally impaired is deemed unable to consent if that person is too incapacitated to understand the situation and to act freely and knowingly. Likewise, a person who is sleeping or has fallen asleep is unable to consent. Anything other than clear, knowing, and voluntary consent is considered equivalent to a "no" under this policy.

### **Sexual Harassment**

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it creates a hostile environment. The conduct can include unwelcome sexual advances; requests for sexual favors; or other verbal, nonverbal, or physical conduct of a sexual nature. A hostile environment is one that unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the University's educational program or activities and/or to carry out the duties of employment. Examples of sexual harassment range from pervasive sex talk and repeated unwanted sexual attention to stalking, bullying, and intimate partner violence. The more egregious the conduct, the fewer instances are needed to create a hostile environment.

Activities that do not constitute sexual harassment include assignment of materials or discussion of topics that are legitimately related to the subject of a course, tutorial, or other academic experience governed by the principles of academic freedom.

### **Non-Consensual Sexual Contact**

Non-consensual sexual contact is any intentional sexual touching by one person upon another person, however slight and whether with a body part or object, without consent and/or by use of force or coercion. Sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals of another person; touching a person or making a person touch you with or on any of these body parts; and other intentional bodily contact in a sexual manner (such as rubbing against the body of another person).

### **Non-Consensual Sexual Intercourse**

Non-consensual sexual intercourse is any sexual intercourse (oral, anal, or vaginal), however slight, without consent and/or by use of force or coercion. Intercourse includes vaginal penetration by a penis, tongue, finger, or object; anal penetration by a penis, tongue, finger, or object; and oral copulation (mouth-genital contact), no matter how slight.

### **Sexual Exploitation**

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another. Examples of sexual exploitation include voyeurism or letting someone secretly view sexual activity; non-consensual photography or video- or audio-recording of sexual activity; showing or sharing sexual images or videos without permission; knowingly transmitting a sexually transmitted infection to another person; and prostituting another person. Acts of sexual exploitation may also constitute sexual harassment as defined above.

### **Reporting Sexual Misconduct**

If you are confronted by possible sexual misconduct, you may do any or all of the following:

- discuss concerns confidentially with a Counselor, SHARE Advocate, or sexual assault crisis center, to receive support and guidance;
- report the sexual misconduct to an instructor, coach, supervisor, residence hall director or RLA, or administrator, who will file a Contact Report with the Title IX Coordinator so the University can monitor the situation and improve campus safety;
- file a Formal Complaint with the University, which may lead to disciplinary action for those found in violation of the policy;
- report a crime to law enforcement, which may lead to criminal charges and prosecution.

A complaint of sexual harassment or exploitation may, with the agreement of all parties, be settled by mediation. A complaint of sexual assault (nonconsensual sexual contact or intercourse) will be referred to the University's outside investigator for formal investigation. If a person is found to have violated the sexual misconduct policy, that person will receive sanctions ranging from warning to suspension (with required counseling) to separation from the university.

The full policy, with details on the investigation and sanctioning process, is available with other resources on the Sexual Harassment and Assault Resources & Education (SHARE) website at [go.lawrence.edu/share](http://go.lawrence.edu/share).

# POLICIES AND PROCEDURES

## ACADEMIC ADVISING AND THE CENTER FOR ACADEMIC SUCCESS

Each Lawrence student has a faculty advisor who helps the student plan and pursue a program of study. Although responsibility for a Lawrence education rests primarily with the student, the faculty advisor may assist the student in gaining self-understanding, in planning an appropriate schedule, in thinking about career possibilities, and in learning to profit from the resources of the college and conservatory. Staff in the Center for Academic Success consider academic interests and goals when assigning a new student to a faculty advisor. However, because of the limited number of faculty in departments, such matches are not always possible. Nevertheless, all new students may expect to receive helpful advice and guidance. A new student will remain with this advisor for at least the first year of study.

After that, a student may change a faculty advisor at any time by completing a simple form that requires only the signature of the new advisor. Advisor change forms are available from the Center for Academic Success (Briggs Hall) and the registrar (Brokaw Hall) or on the web at [http://www.lawrence.edu/mfhe/www\\_web\\_student/Everyone/advisor\\_change\\_add.pdf](http://www.lawrence.edu/mfhe/www_web_student/Everyone/advisor_change_add.pdf). If the student wishes to change advisors before this time, or is notified that the advisor will be gone from campus for an extended period of time, and is unsure of how to find a new advisor, the staff in the Center for Academic Success will assist the student in selecting an appropriate replacement.

In addition, students may consult any member of the faculty as well as staff in the Center for Academic Success for supplementary academic advising.

The Center for Academic Success provides assistance and support to students in a variety of ways. Members of the staff assist with questions about academic issues, including but not limited to academic counseling, arranging tutoring or help with writing and other academic skills, student designed majors, academic standing, disability services, academic credits, and transfer credits. This office also answers questions about taking a leave of absence or withdrawing from the university.

## RECOGNIZING EXPECTATIONS AS A PATHWAY TO SUCCESS AT LAWRENCE

### Academic Success

Most Lawrence students do fine most of the time. Nevertheless, on occasion some students find themselves out of sync not only with the expectations of their instructors but also with their own expectations of themselves. Attendance may trail off, coursework may be avoided, and assignments may be turned in late or not at all. Despite students' best efforts, pressures and anxieties build, course performance suffers, and it becomes hard to see a pathway to academic success. At these times, it is essential that students recognize what is expected of them and how to take the steps needed to put themselves back on track.

Through institutional resources and the efforts of its faculty, Lawrence strives to assist students who find themselves in academic difficulty. Mudd Library, the Center for Academic Success, and Health and Counseling Services are among the most prominent resources that Lawrence offers to help students succeed. Likewise, faculty members seek to foster academic success among their students not only in the classroom but also during office hours, at study or review sessions, and through online tools and resources.

When a misunderstanding or discrepancy emerges between what faculty members and students expect from each other, this gap can adversely affect the learning that takes place in the classroom, laboratory, or studio. The notes that follow seek to reduce this sort of gap by making expectations clear.



## Recognizing Expectations

**Communication.** Regular communication with faculty, administrators, and staff may be the single most important element in student success at Lawrence. Students are urged to communicate with instructors right away if they are experiencing academic difficulty and to seek help from the many resources made available by the university.

**Engagement and respect.** Students should see it as their responsibility to engage fully in all class activities and to demonstrate respect for fellow students, instructors, and course materials. Respect is demonstrated by encouraging and supporting others and never demeaning or degrading fellow Lawrentians; by adhering to the honor code and university rules and regulations; and by caring for our facilities, grounds, and equipment. Students can expect instructors, administrators, and staff to treat them with respect at all times, especially with regard to issues of race or ethnicity, class, gender, sexual orientation, and disability. Furthermore, they can expect their instructors to hold them to clear and consistent academic standards and to assess their work in a fair and timely manner with an indication of how it might be improved.

**Attendance.** Although different instructors spell out attendance requirements for their courses in different ways, students should consider it their responsibility to attend all class sessions and lessons and to be on time and well prepared. Missing class or arriving late can result in unexcused absences or a lowered grade for class participation. If students must miss class or arrive late, they should make every effort to inform their instructors beforehand. Faculty can be very understanding of student difficulties, and unforeseen conflicts, unexpected crises, and even the rare case of forgetfulness may be excused in light of normally good attendance and class preparation.

**Deadlines.** Students should consider it their responsibility to turn in all assigned work by the specified deadlines and to abide by the policies for assignments established by each individual instructor. When it is impossible for students to meet their deadlines, prompt and direct communication with the instructor, or with a staff member or administrator when communication with the instructor is not possible, is crucially important. Likewise, students can expect that instructors will clearly announce all deadlines and policies for assignments, including penalties for late or missing work.

**Academic, extracurricular, and professional conflicts.** Students should request permission in advance to miss class for academic, extracurricular, or professional activities that conflict with regular classes or lessons. While they may be sympathetic to such conflicts, instructors are under no obligation to grant permission and may do so at their own discretion. Instructors who schedule curricular activities (such as field trips, rehearsals, conferences, or competitions) outside of regular class time should remind students to request permission to miss any regularly scheduled classes or lessons that might conflict with those activities.

**Illness.** Students who miss class for illness should contact their instructors for guidance in making up missed work. If they miss more than two consecutive class sessions or a major assignment or examination, they should see a nurse, doctor, or counselor for a medical excuse. With permission, Health and Counseling Services can e-mail the excuse to instructors. If an illness extends to two weeks or longer, or occurs at or near the end of term, students should communicate with the Center for Academic Success to discuss whether they will be able to complete their courses or need to request an incomplete, withdraw from a course, or withdraw from the term (take a leave).

**Personal crisis.** Personal crises, such as trauma, severe anxiety or depression, or family emergencies, are handled with empathy by staff and faculty. Adjustments to course requirements or deadlines are granted at the discretion of instructors in consultation with appropriate staff or administrators. Communication on the part of students is paramount. Unless they alert their instructors, or a staff member from Health and Counseling Services, Student Affairs, or the Center for Academic Success, students can expect no

adjustments in requirements. Faculty and staff are committed to serving students in moments of crisis, but they can act only on the basis of what they know.

### **If Difficulties Arise**

Faculty expect students to be fully engaged in the classes for which they are registered: to attend regularly, to be well prepared, to participate in discussion, to complete assignments, and to communicate with instructors as outlined above. Students who are not meeting these expectations will be referred to the Center for Academic Success for help.

In those rare cases where a student who has not been attending classes also does not respond to requests from the Center for Academic Success, the student may be withdrawn from the term and placed on administrative leave. The university reserves the right to determine when an administrative withdrawal is appropriate and what conditions must be met before the student is allowed to return. Academic implications (credit and grades) and financial implications (tuition, fees, and financial aid) will vary depending on the circumstances.

In general, students are strongly urged to seek help from the Center for Academic Success as soon as difficulties arise so they can stay on track for academic success. That is why the Center for Academic Success exists, and it is in the interest of everyone to put these resources to their best use.

## **ACADEMIC REGULATIONS AND SERVICES**

The *Lawrence University Course Catalog* contains pertinent information regarding the course of study, academic regulations, and institutional policies and procedures. Students should consult the catalog for information regarding academic affairs and should also discuss these matters with faculty advisors, instructors, or the staff in the Center for Academic Success.

## **ACADEMIC SUPPORT SERVICES**

The Center for Academic Success (CAS) includes several tutorial services at no cost. All peer tutors are recommended by faculty and trained to assist students. Writing tutors will help students critique their papers and find ways to enhance their analyses and arguments as well as their writing style. Students also can get help on research methods, citations and documentation, rhetoric and stylistic techniques, English as a second language, and more. Communications tutors will guide students through the process of creating and delivering effective reports and class presentations (including group projects) and will help students develop their ability to participate in class discussions with confidence. Quantitative tutors assist students with quantitative reasoning skills as appropriate for a variety of courses, including those designated as meeting the general education requirement. Content tutors are available for math, the languages, the sciences, the social sciences, and most other course subjects. A high percentage of Lawrence students (including the majority of freshmen) use tutorial services as support for completing general education requirements and for developing their abilities more broadly.

Students may assess their particular learning style and get academic counseling and skills development in such areas as reading comprehension, note taking, exam preparation, study strategies, and time management. In addition, the coordinator for content tutoring arranges drop-in tutoring and study groups, offers workshops on study skills, and maintains a large assortment of resources for improving academic performance.

Visit the CAS web site for more complete descriptions of services and resources.

## **AIDS AND ASSOCIATED CONDITIONS**

Lawrence University, recognizing an established body of authoritative scientific information concerning Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) infection, and HIV antibodies, concurs with the international epidemiological community and the National Center for Disease Control that AIDS is not a highly communicable disease. Current scientific research indicates that:

- the AIDS virus is transmitted only through the transfer of blood or other body fluids into the broken skin or mucous membranes of the recipient;
- transfer of the disease occurs through sexual intercourse or other intimate sexual contact, needle puncture with an infected needle, blood transfusion, or perinatally;
- AIDS and HIV infections are not transmitted by food, water, insects, or casual contact;
- there is no known cure for AIDS or HIV infection, but early intervention can significantly increase the quality and length of life for individuals infected with HIV.

Education is Lawrence's primary response in preventing the further spread of the disease. To that end, the university will present health information programs about AIDS and related diseases.

The university will respond with appropriate confidentiality to cases of AIDS or HIV infection on a case-by-case basis, utilizing the advice of acknowledged medical authorities. It will not exclude or dismiss a student or employee simply on the basis of a diagnosis of AIDS or HIV infection. Rather, it will support, encourage, and help make possible the individual's participation within the Lawrence community, balancing the individual's needs with the concerns of various university constituencies.

Each member of the Lawrence community has an obligation to seek information and to learn about AIDS for protection of self and others.

Lawrence University has developed "Guidelines for Response to Incidence of HIV Infection," addressing access to the university, including attendance, employment and housing; services, including medical care, testing, and ancillary services; information procedures; community health and safety; how to raise concerns about the university's response. For a copy of these guidelines, contact the dean of students office or Health Services.

## **ALCOHOL AND OTHER DRUGS**

Each member of the Lawrence community makes a personal decision whether or not to drink alcohol. The choice to drink carries with it the obligation to drink responsibly. Consuming alcoholic beverages in violation of the law and/or campus policy is considered irresponsible use. People under the influence of alcohol will be held responsible for their actions. In order to respect the preferences and rights of all community members, the Lawrence University Community Council provides and enforces the following regulations on the use of alcohol:

### **III. A. Alcoholic Beverages**

- 1.00 Possession, use, and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age.
  - .01 Persons of legal age may possess and consume alcoholic beverages in residence hall rooms (this does not apply to common area rooms except as specified below).
  - .02 Alcoholic beverages may be sold and consumed only by persons of legal age in the Viking Room of Memorial Hall under conditions defined by LUCC legislation.

- .03 Alcoholic beverages may be consumed only by persons of legal age at regularly scheduled events in residence halls under conditions defined by LUCC legislation.
- .04 Alcoholic beverages may be consumed only by persons of legal age at properly supervised functions in other places and at other times on the campus only after approval is obtained from the dean of students office. The dean of students office may also require that safeguards be taken to ensure compliance with state and local laws.
- 2.00 Anyone distributing alcoholic beverages to a person not of legal age, or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university. Students are subject to state and local regulations concerning possession, use, and distribution of intoxicants.
- 3.00 Students will receive information on the risks involved with alcohol abuse and on the treatment available to them from student wellness organizations and university staff.

Lawrence University policy prohibits the use of kegs or other common sources for the distribution of alcoholic beverages in campus residential facilities or at campus parties. Any violation of above regulations may be brought to the attention of the dean of students and may be subject to judicial action.

Students carrying open containers of alcoholic beverages outside of private residence rooms or registered party settings or who are in possession of alcoholic beverages and are under the legal drinking age may be asked to pour out, dispose of, or forfeit their beverages. University personnel may confiscate and/or dispose of alcoholic beverages in performance of their duties.

Appleton City ordinances prohibit persons drinking from, opening a container of, or having in their possession an open container of fermented malt beverage or intoxicating liquor on a public sidewalk or street within the city. Violation of this city ordinance may incur a fine. Significant fines may also be assessed to those who provide false identification and/or purchase alcoholic beverages while underage.

### **Lawrence Viking Room**

The following policy has been adopted by the Viking Room Committee concerning the sale and consumption of alcoholic beverages in the Viking Room.

1. The Viking Room is the primary location for the sale and consumption of alcoholic beverages on campus. As required by state law, no alcoholic beverages may be brought into the Viking Room unless purchased through the Viking Room license.
2. Alcoholic beverages may be consumed in the Viking Room and on the terrace, but no alcoholic beverages may be consumed in other areas of Memorial Hall.
3. Whenever an activity is held in the Viking Room where alcoholic beverages are available, the hosts of the activity are responsible for all applicable state and local laws and for adherence to LUCC legislation and university policy.

For information concerning admission to the Viking Room and the Viking Room Committee, consult the section entitled Viking Room Admission Policy.

### **Policy on Drugs**

The Lawrence University Community Council provides and the university enforces the following policy:

#### **IV. B. Policy on Drugs**

- 1.00 Lawrence University is opposed to the use of potentially dangerous drugs (i.e., controlled substances which include hallucinogenic drugs, amphetamines, barbiturates, cocaine and its derivatives, narcotics, and any others controlled by legal authorities), and Lawrence University expects its students to obey the laws established and enforced by state and federal agencies concerning the unlawful possession, use or distribution of illicit drugs. Lawrence University maintains that the most effective means to deter the abuse of drugs is through:
  - a. a continuing program of education emphasizing the facts about drugs;
  - b. the availability on a non-punitive basis of support services (medical and personal counseling); and,
  - c. a campus climate where personal influence deters drug abuse.
- 2.00 The university reserves the right to take action whenever it has reason to believe that the use, possession, sale, manufacture or distribution of illegal drugs has an adverse effect upon the life and/or academic performance of students or adversely affects or legally implicates others in the academic community. University action may take such forms as education, counseling, referral to outside agencies, suspension, or expulsion.
- 3.00 Students will receive information on the risks involved with the abuse of illicit drugs and on the treatment available to them from student wellness organizations and the university physician.

The university is not a sanctuary protecting those who violate laws regulating the use of drugs, and college officials will cooperate with legal authorities whenever necessary.

## **Drug-Free Campus Policy**

### **Introduction**

As noted in LUCC legislation, Lawrence University is opposed to the use of potentially dangerous drugs. The university expects its students and employees to obey the laws established and enforced by local, state, and federal agencies concerning the possession, use, or distribution of illegal drugs.

The university recognizes that the use of controlled substances and alcohol impairs performance, whether it be academic or work-related, and maintains that the most effective means to deter the abuse of drugs and alcohol is through:

- a. a continuing program of education emphasizing the facts about drugs and alcohol;
- b. the availability on a non-punitive basis of support services (medical and personal counseling); and
- c. a campus climate where personal influence deters drug abuse.

Students who need help in dealing with such problems are encouraged to seek help through counseling services or the dean of students office.

Employees who need help in dealing with such problems are encouraged to seek outside professional assistance either directly or through a supervisor or the human resources office. In the absence of performance problems, an employee's conscientious efforts to discontinue the use or abuse of controlled substances or alcohol will be encouraged and will not jeopardize the employee's job security or be noted in any personnel record. When performance problems result in disciplinary action, an employee's

rehabilitation efforts will be encouraged but will not deter further disciplinary action if such problems continue.

### **Policies**

The manufacture, sale, distribution, possession, or use of controlled substances by students or employees is prohibited at any time:

1. in, on, or about the university campus and property;
2. at or as a part of any on-campus or off-campus, university-, student-, or employee-sponsored activity; and
3. during the performance of one's duties as an employee.

The university also is opposed to the illegal or irresponsible use of alcohol, and expects its students and employees to obey the university regulations and the local, state, and federal laws concerning the possession, use, or distribution of alcoholic substances.

With regard to students, possession, use and distribution of alcoholic beverages to persons of legal age are permitted on the campus only by persons of legal age. Anyone distributing alcoholic beverages to a person not of legal age or any person not of legal age possessing or using alcoholic beverages is subject to disciplinary action by the university.

With regard to employees, the university expects all faculty, staff, and student employees to report to work free of the influence of alcohol and at all times during the performance of their duties to refrain from the use of alcohol, except during those events where the serving of alcohol has been approved by the university.

Appropriate disciplinary action will be taken in response to violations of these policies, in compliance with local, state, and federal laws. Furthermore, the university is not a sanctuary protecting those who violate laws regulating the use of drugs or alcohol, and university officials will cooperate with legal authorities whenever necessary.

### **ARTIST SERIES AND JAZZ SERIES**

Season tickets to the Artist and Jazz series are available to Lawrence students at significant savings. Subscriptions to either series may be purchased by mail or fax through the Lawrence University Box Office. An order form is available on the Lawrence website at [go.lawrence.edu/performingarts](http://go.lawrence.edu/performingarts). Tickets to individual concerts may be purchased at the Box Office. One discounted ticket is permitted per student. A Lawrence student identification card is required when purchasing a ticket.

Note: Conservatory students will automatically be charged a Conservatory activity fee to subscribe to these concert series.

### **BICYCLES**

Bicycle racks are located by every residence hall. Bicycles should be locked securely to the rack. If a bicycle is lost or stolen, it should be reported immediately to the office of campus safety, and to the Appleton police. Many stolen bicycles can be recovered. Bicycles may not be stored in student rooms or public areas such as hallways and stairwells.

## **BILLBOARDS AND POSTED NOTICES**

LUCC provides and enforces the following regulations concerning the painting of signs and posting of notices, fliers, and posters on campus. Posted notices and billboards must identify the sponsoring organization or author of the notice. Notices taped to sidewalks or other outdoor structures must be removed after the conclusion of the event or activity advertised. Individual buildings may have policies regarding internal posting of notices. Notices may be removed by building staff if they fail to conform to building policies.

### **I. H. Regulations Regarding Billboards and Posting Notices**

1.00 Posting of notices and painting billboards on campus is permitted in all public areas as outlined in LUCC legislation.

.01 Notices posted in university buildings must conform to the rules for each facility determined by the facility coordinator. Bulletin boards and kiosks are provided for use by students, faculty, and staff. Other areas may only be used for posting notices with the permission of facility coordinators.

.02 Vendors and other non-university personnel may post notices through the dean of students office.

.03 Billboards are defined as the cement slabs along South Lawe Street east of Memorial Hall and along South Drew Street below the pedestrian bridge.

2.00 Registration and Painting

.01 Any Lawrence University organization or member of the Lawrence community wishing to paint a sign on one of the billboards must register with and receive permission from the dean of students office at least two weeks in advance of the proposed date. Both the date of the advertised event and the proposed painting date should be provided in the request.

.02 Normally a sign may use all of the space available at a location, and that space will be allocated for a one-week period immediately preceding the advertised event except as follows:

a. If two or more groups request space for the same overlapping time periods, the dean of students office will allocate equal space to each group;

b. A group may request space for periods longer than one week; any sign that is to remain posted for more than one week will be allocated a maximum of one-half the total space at that location;

c. Any other conflict involving space allocation will be resolved by the dean of students office.

.03 All signs must be in good taste.

3.00 Enforcement

.01 Examples of violations of this regulation include:

a. Painting over a sign before an advertised event has occurred;

- b. Painting a billboard without prior registration and permission from the dean of students office;
- c. Painting a sign that is in obvious poor taste;
- d. Painting or drawing on university buildings or equipment;
- e. Posting or otherwise attaching signage to or painting notices on campus artwork, landscape forms, or other exterior decorative or architectural ornaments without permission of the facility services office.

## .02 Penalties

An organization or individual found responsible for violating this regulation may be fined the cost of restoration and/or punitive damages not less than \$10, and may be assigned such other sanctions as deemed appropriate by the Judicial Board.

You can reserve a billboard here [http://www.lawrence.edu/s/warch\\_campus\\_center/reservations/wall](http://www.lawrence.edu/s/warch_campus_center/reservations/wall). Organizations painting billboards are expected to furnish their own paint. Paint may be obtained from the facility services office. Brushes, rollers, and other painting supplies may be obtained from the Campus Life office, and must be returned clean. Organizations are encouraged to leave excess paint with the Campus Life office for other organizations to use, and may make use of paint left at the desk by others.

## **BOX OFFICE SERVICES**

Box office services must be formally contracted through the Manager of Conservatory Performances at least four weeks prior to an event. Box office personnel are available upon request for many events on campus. There may be minimal charges for some of these services.

## **CABLE TELEVISION**

Cable television is installed in all student residences for hook-up in common areas. The university pays for one hook-up in each of these areas. It is **PROHIBITED TO ATTACH ADDITIONAL HOOK-UPS** on this cable for private television sets or to tamper with the cable system or cable equipment in any manner. Students may incur a fine of \$100 for each incident of tampering. Additional hook-ups may be removed by Time Warner Cable at the individual's expense, and may result in prosecution for theft of service. Any questions regarding cable service on campus should be directed to the facility services office.

## **CHECK CASHING**

Students may cash checks for limited amounts at the information desk in the Warch Campus Center and in the Cashier's office. Students must be prepared to present their Lawrence ID card. There is a \$25 per check charge for checks returned for insufficient funds. Students who present three or more NSF checks to the university will lose the privilege of cashing checks on campus for the remainder of their enrollment at Lawrence.

## **CLEANING STUDENT ROOMS**

Students are responsible for cleaning their individual rooms. Vacuum cleaners are available in each residence. If it becomes necessary for reasons of health or safety to have a room professionally cleaned, a fee will be assessed based upon the costs of cleaning the room with a minimum charge of \$25. Failure to clean a room prior to vacating that room at the end of a term may also result in a fine.



## **COHABITATION**

Although there are no restrictions on the hours when students may visit each other in their rooms, students of the opposite sex will not be permitted to live in a room together unless they have selected a gender neutral room through the housing lottery. Thus the university prohibits cohabitation in rooms intended for use by students of the same gender and cannot ignore any infraction of this policy that comes to its attention.

## **COMPLIANCE WITH REQUESTS OF UNIVERSITY OFFICIALS**

Students are expected to comply with the reasonable requests of university officials. Safety officers, residence hall staff, deans and other university staff may, in the course of performing their duties, issue directives and/or request cooperation from students. Failure to follow the official's directive or failure to cooperate with the request of a university official may result in disciplinary action.

## **COMPUTER USE**

LUCC provides and enforces the following regulations concerning computer use.

### **I. K. Regulations regarding computer use**

#### **1.00 Proper computer use**

- .01 Students may use the software packages available on university computers for educational purposes only.
  - a. Printing takes priority over longer working sessions.
  - b. Academic projects take priority over all other computer uses.
  - c. Student conduct in computer labs and all other public computer areas must be in compliance with the policies of the building or hall.
- .02 Students are responsible for safeguarding their own computer accounts.
  - a. Students may not share their passwords with anyone.
  - b. Students are prohibited from using an account other than their own.
  - c. A student who suspects someone has gained access to his or her account must contact Technology Services (TS) immediately.
- .03 Students may not take any action which would impair the operation of any computer facility or which would destroy or alter equipment configurations, software applications, or electronic data.
- .04 Any student who wishes to listen to music while working in a public computer area must use a personal headset.
- .05 Unauthorized copying of software is illegal.
- .06 Technology Services has the right to clean up and standardize the hard disks on all microcomputers in public labs. Dormant accounts will be automatically disabled.

- .07 Technology Services may suspend accounts that are suspected to be the source of a virus until the problem has been fixed.
- 2.00 Proper use of e-mail account
  - .01 Students may not send, or attempt to send, electronic messages anonymously from Lawrence’s registered “lawrence.edu” domain.
  - .02 Students are prohibited from sending e-mail messages that might be offensive, threatening to the recipient(s), mass mailings, and chain e-mail. Such messages will be traced to the originator.
    - a. Exception: Authorized LUCC members may send campus-wide e-mails to inform all eligible voters of an election through the Lawrence Voyager Survey System.
  - .03 Students may not forge another person’s name to messages sent or posted.
- 3.00 Proper use of the network
  - .01 Use of the network is subject to state, federal, and international legislation and policies regarding appropriate use.
- 4.00 Proper handling of equipment
  - .01 Eating, drinking, and smoking are prohibited in any public computing areas.
- 5.00 A student will be held responsible for all actions any individual may take while using the student’s account.
  - .01 Violations of the regulations of computer use as stated in I.K.1.00 through I.K.4.01 will be regarded as direct violations of the Honor Code or Social Code and will result in sanctions deemed appropriate by the residence hall director or dean of students.
  - .02 Any account that exceeds its allocated resources because of excessive accumulation of messages or data will be locked by Technology Services until the problem is resolved.
- 6.00 In cases where there is substantial reason to believe computer resources are being misused:
  - .01 Technology Services, the residence hall director, or the dean of students may restrict access to any computer facility which has a history of, or the potential for, unauthorized and inappropriate use by individuals.
  - .02 Technology Services may inspect personal data to uphold the written policies of the university.
- 7.00 Damage to computing equipment caused by improper behavior will be billed to the individual responsible for the damage. Technology Services may remove equipment when deemed necessary.

I. L. Regulations regarding the Lawrence Voyager Survey System

- 1.00 Students seeking to perform a survey using the Lawrence Voyager Survey System on behalf of a student organization must receive the consent of the Polling, Elections, and Leadership Committee.
- 2.00 Students seeking to perform a survey using the Lawrence Voyager Survey System for academic purposes must receive permission from the dean of students.
- 3.00 Standing committees of LUCC have full access to the Lawrence Voyager Survey System.

Policies in other sections of this handbook or located elsewhere on the Lawrence web site, such as misuse of property under Disruptive Conduct, may also apply to computer use. Technology Services provides the following explanations of university policies and suggestions for use of computer facilities, computer accounts, and the network:

**General Philosophy:** Many university computer and network resources are accessible to Lawrence students to support and enhance their academic endeavors. All computing and network resources provided for members of the Lawrence community *must be used fairly* by individuals, as well as by student groups.

**Software Use:** Use of any proprietary software on any campus equipment is strictly governed by its licensing agreement and its installation must be approved and performed by Technology Services. Use of software for non-educational purposes and its installation must be arranged in advance with the director of technology services. Due to network security risks, peer-to-peer file sharing software, such as KaZaa, iMesh, Grokster, or Limewire, may not be installed on any Lawrence-owned computer systems.

The university is required to abide by federal and state laws that govern the ownership of intellectual property. As a result of unauthorized copying of software by individuals, the institution may incur a legal liability. Moreover, the university may find it more difficult to negotiate agreements that make software more widely and less expensively available to students, faculty, and staff.

Respect for the intellectual work and property of others has traditionally been essential to the mission of institutions like Lawrence. As members of an academic community, students learn to value the free exchange of ideas. Just as the university does not tolerate plagiarism, so too it cannot tolerate the unauthorized reproduction of software, including programs, applications, and databases. Therefore, Lawrence generally endorses the following statement developed by Educom.

### ***Software and Intellectual Rights***

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violation of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Portions of this section were taken with permission from Educom's brochure, "Using Software, a Guide to Ethical and Legal Use of Software for Members of the Academic Community."

University employees may not assist students, faculty, or staff with the installation or use of software that has been copied illegally (see section above).

**Campus Network Connections:** Lawrence offers connections to the campus network and the Internet from all on-campus student rooms. Technology Services has a limited number of mini-hubs to furnish in situations when roommates wish to share the single data outlet in their room, or students may provide their own. When students provide their own wired devices to share a connection to the campus network, the device must comply with Lawrence configuration standards (outlined below).

There is no charge for connection to the campus network. Technology Services will support these connections up to, and including, the wall outlet. The individual student is responsible for judging the suitability of the personally owned computer, configuring its hardware and software, and arranging for its upkeep and repair. The student must also supply a patch cord from the wall outlet to the computer. Patch cords are available for purchase in the campus center.

In order to use an Ethernet connection, a student will need a sufficiently powerful personal computer with an Ethernet 10 Base-T or 10/100 Base-T network interface card (NIC). Most modern desktop or laptop computers have built-in Ethernet capabilities.

**Wireless Access in University Residences.** Until Lawrence provides wireless access to the campus network in residence hall rooms, Lawrence students may connect their personally-owned wireless network access points (WAPS), wireless hubs, wireless routers, and similar wireless network-sharing devices to the Lawrence campus network at ports in their assigned rooms and common spaces within university residences. The devices must be configured in accordance with standards developed by Technology Services in order to minimize the exposure of private information in transmission and to prevent both fraudulent use of students' network accounts by others and use of the Lawrence network by those who are not members of the Lawrence community. Configuration instructions are available on the TS website at [http://www.lawrence.edu/info/offices/technology\\_services/students/connecting\\_to\\_the\\_lu\\_network](http://www.lawrence.edu/info/offices/technology_services/students/connecting_to_the_lu_network)

NOTE: Should a personally owned WAP interfere with Lawrence-provided network resources, the network port serving the offending device will be made inactive until the problem is resolved.

**Registering and Configuring Your Computer.** All personally-owned computers connected to the campus network are required to have anti-virus software installed and updated with current anti-virus information. Such software is provided without charge to students. Alternatively, students may procure and use their own anti-virus software. (Lawrence does not offer, and does not require, an anti-virus software package for computers running the Linux operating system.)

Before a student can connect their personal computer to Lawrence's network, they must complete a registration process through the room connection registration web page, to which unregistered computers will be automatically redirected. During the registration process, your personal computer may be scanned for known vulnerabilities. If your computer's operating system is lacking important security patches, you will not be allowed to complete the registration process until those patches are applied. If patches are required, you will be directed to a download location. If the version of your operating system is for a language other than English, you may need to contact the Helpdesk to acquire the needed patches.

The campus network can also be accessed through wireless connection in many locations on campus. The campus wireless network continues to expand each year. Laptop users will need a wireless interface supporting the 802.11 a, b or g standards.

**Purchasing Computers, Accessories, and Software:** Technology Services can obtain academic discounts for many software packages. The university is able to extend these discounts to the students, faculty, and staff of Lawrence. Please contact the Technology Services Helpdesk for more details by calling or sending an e-mail. Please note that all purchases must be paid for in full before the order is placed.

**Data Backup:** Students using computer software should make *two* copies of any project, paper, or important document on which they are working. If problems are encountered with corrupted or damaged data, the backup copies should provide a usable copy of every computer file needed to continue without loss of academic progress. Technology Services will not explain to a professor why academic work was lost when a student has no backup. Technology Services recommends saving one copy of your important data to your home directory on the network and another on some form of removable media and/or personal computer. All removable media, whether disks, USB devices, or other forms are susceptible to damage. Please observe the following guidelines to protect your valuable data:

- Removable media storage is fragile and should be handled with care.
- Users should transport media carefully in protective cases, not in pockets.
- Such media does wear out and have a limited life span. They are cheap, but work is valuable. Replace your removable storage media according to manufacturer guideline.

Technology Services performs automated backups of Lawrence's central servers. The primary purpose of these backups is to allow the restoration of data in the event of data corruption or loss due to system failures. Backups are not intended for restoring files or mail messages that users might carelessly delete. Automated backups are scheduled differently for each server. The selected methods and times are based on the usage of the server, the amount of time the backups will normally take, and a variety of other factors.

It is important to remember that safekeeping of one's critical files is ultimately the student's responsibility. One should take every step possible to ensure adequate and usable backups of papers, projects, and critical data. When receiving notices regarding scheduled or impending system or network shutdowns, heed them and log off before the shutdown.

Students experiencing data loss or corruption resulting from a system malfunction and having difficulty recovering work should contact the Helpdesk for assistance. Should restoration of a file from the automated backups be needed, the Helpdesk will request the restoration. Appropriate requests include data corruption or loss because of system, network, or application failures. Appropriate requests do *not* include data loss or corruption because of carelessness, recklessness, use of pirated software, or failure to comply with requests to log off systems during planned outages. Remember that the only files that can be restored are those that existed when the last backup was made. Any changes to those files since that time are not recoverable.

**Computer Accounts:** Each student has computer accounts that provide access to the university-maintained e-mail system, a fileserver with a home directory for storage of important documents, and access to applications for on-line viewing of student records or finding e-mail addresses of other students. Students cannot access the computers in public computer labs without valid computer accounts.

Each computer account is automatically set up by Technology Services. New students will be sent their account information prior to the start of the academic year. Lawrence computer account holders are required to read and understand the Acceptable Use Statement. This statement represents a pledge to use computing and network resources in keeping with the professional and ethical standards, which the university promotes. It contains specific language regarding the intended use of resources, privacy and security standards, agreements to respect intellectual property rights, and policies regarding Internet use. The statement is listed further below.

Each student will receive a username and password enabling access to the fileserver and e-mail. Each user will be required to change passwords periodically, and students are encouraged to change them often. In the event that a user cannot log in using the assigned username and password, or cannot recall a current password, the user should contact the Technology Services Helpdesk for assistance. You can reset or change your own network/e-mail password via the Web at <http://viking.lawrence.edu/>.

Each student may contact the registrar's office for instruction to view their transcript and degree summary on-line via Voyager. The registrar will also send certain types of notifications via e-mail.

A student's computer account is provided for personal use only. It remains active during the academic year as long as the student is enrolled in coursework and continues to use the account.

At the end of the school year, it is the responsibility of all students to unsubscribe from mailing lists. Computer accounts for all continuing students are kept active during the summer.

Computer accounts for graduating or departing students are removed within one month after the change of the student's status. Before leaving, such persons should make personal copies of any files or other information they wish to retain.

Remote access to Lawrence e-mail, through Webmail, is possible via the Internet at <http://webmail.lawrence.edu>.

**Electronic Communications:** Important, sometimes critical, information will be distributed by e-mail to students' Lawrence e-mail addresses; sometimes that information will be distributed only in the form of e-mail. Students are expected to maintain their accounts and check their e-mail regularly and frequently so that new mail will be properly received and read.

Official e-mail communications initiated by members of the Lawrence University faculty or staff and directed to Lawrence students, faculty, or staff, will be addressed to the recipient's Lawrence-issued e-mail address.

Failure to receive and read University communications delivered to an official e-mail address in a timely manner does not absolve the intended recipient from knowing and complying with the content of such communications.

**E-mail Use:** It is each student's responsibility to ensure that their own personal identity accompanies any message that is sent or posted. Individual accountability is integral to the principles of acceptable personal behavior under the Honor Code, the Social Code, and all regulations in this on-line student handbook or in other sections of the web site.

E-mail and Usenet news postings cannot be guaranteed to be private, secure, or authentic. Beware of e-mail seeming to come from a system administrator "requiring" a change in password in some particular way under threat of suspension of the account. Beware of e-mail claiming to be from a person in authority requesting disclosure of a password or sensitive personal information. Report any such suspicious requests to Technology Services.

**Forwarding of e-mail:** While students, faculty, and staff are not prevented from redirecting e-mail from their official University e-mail address to another address (e.g. @gmail.com, @yahoo.com), they do so at their own risk. The University is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve students, faculty, and staff from knowing and complying with the content of the communication sent to their official University e-mail address.

**Access to e-mail:** Public access computers are provided on the Lawrence campus for use by those members of the community who would not otherwise have access to a personal computer and network connection. Lawrence e-mail servers are accessible through a Web interface on personally- or University- owned computers.

**Network Use:** While recreational use of network resources is not prohibited, the academic use of shared bandwidth by others must be given preference. Any activities or applications of a non-academic nature

that make excessive use of either the campus network or Lawrence's Internet connection are not permitted.

**Abuses:** Lawrence University, its employees, or its officers are not responsible for any fines or legal fees that may be incurred by students from the use or misuse of university computing facilities.

Students should be aware that the misuse or misappropriation of computer or telecommunications facilities may result in administrative action or legal proceedings under Wisconsin statutes (section 943.70) or Federal statutes in addition to filing of charges with the Honor Council and/or Judicial Board, as appropriate to the circumstances.

**Personal and Student Organization Home Pages:** Lawrence University encourages the creation of personal home pages by members of the Lawrence community and student organizations, and provides facilities on its central network through which individuals and organizations may publish these pages on the World-Wide Web. Such personal and organizational home pages are not publications of Lawrence University but, rather, are published by those individuals who create and maintain them. As such, that individual or organization is subject to all local, state, and federal laws (including those governing copyright, libel and obscenity). Lawrence will not monitor or otherwise censor personal or organizational home pages but will report any complaints of potentially illegal activities to the appropriate authorities and may take other disciplinary action as appropriate. Commercial use of Lawrence University computer systems is strictly prohibited.

Lawrence will provide links to personal or organizational home pages from its official World-Wide Web server, <http://www.lawrence.edu>, at the request of the author. Authors are required to observe the following requirements:

Contents of the page must not violate the World-Wide Web Policy Statement, the Technology Services Acceptable Use Statement, or the regulations regarding computer use presented in this handbook or the staff employee and faculty handbooks.

In particular, content will be considered inappropriate if it:

- is derogatory or libelous;
- infringes on the rights of another person;
- violates national laws or university policy;
- is abusive, profane, or sexually offensive;
- is confidential or proprietary and is published without permission; or
- promotes commercial products or services.

Each personal or organizational home page that is hosted on a university computer must include a standardized link to the official disclaimer page. This link information and accompanying graphic must be included in the home page template.

Each personal or organizational home page must include the name and e-mail address of the person maintaining it.

Lawrence University reserves the right to make the final decision concerning whether or not to publish a home page when its content is in dispute.

### **Acceptable Use Statement:**

**Responsible Computer Use:** All students, faculty, staff, and emeriti, as members of the Lawrence community, have access to many shared computing and networking resources. Lawrence strives to provide an atmosphere that encourages access and sharing of information on local, national, and international levels. As users in the Lawrence Community, individuals must bear the responsibility

to use these resources in keeping with the professional and ethical standards of conduct which the university promotes. Use of these resources should be considered a privilege and be treated as such.

**Intended Use:** Computing and networking resources at Lawrence are provided to support the academic and administrative needs of Lawrence community members within an intellectual environment where students, staff, and faculty may freely collaborate, both with colleagues at Lawrence as well as off-campus.

Because resources are limited, and because of stipulations in license and contractual agreements with software and hardware vendors, users must observe the following conditions:

- priority must always be given to those needing to use shared resources for academic purposes
- use by persons not currently enrolled at or employed by Lawrence is prohibited
- for-profit use by any individual is prohibited

**Privacy and Security:** Every member of the Lawrence community has the right to privacy of personal information stored or transmitted via computer. The health and well-being of institutional computing resources are the individual and collective responsibility of all users, who must guard against abuses that could disrupt or threaten intended uses and operations. In general, users should not compromise personal security or others' privacy by engaging in any of the following:

- intercepting the network communications of other users
- giving private passwords to individuals either at Lawrence or off-campus
- gaining or seeking to gain unauthorized access to files and information resources
- altering or destroying software or data
- interfering with the intended use of any resource
- violating terms of a third-party copyright, patent, license or contract

Users should be aware of the following:

- Changing passwords frequently to at least an eight-character password that is a mixture of numbers and letters will make it more difficult for another user to guess.
- Installing and keeping current anti-virus software on personal computers will help prevent viruses from spreading to your computer and the Lawrence network.
- Installing and running spyware and adware blockers will help prevent popup windows and identity theft.
- Remembering to log out of computing stations when finished or when you will be away from the computer for an extended time will prevent someone else from using your account without your permission.
- As a safeguard, all public lab machines will be automatically logged off if the machine sits idle for more than 25 minutes. No attempt will be made to save documents in such cases.

**Intellectual Property Rights:** In many cases, software and data that reside on Lawrence computer systems are owned by an individual, a third party, or the institution, and are protected by copyright law, license, or contract agreements. Users must abide by these agreements. Such agreements may prohibit copying software or data, resale or use of software or data for personal gain, and public disclosure of information without the owner's authorization.

**Use of the Internet Network:** Many of the principles stated thus far apply to users of the international Internet network. Internet tools such as electronic mail, file transfers, and remote



login are subject to the acceptable use policies of the Internet governing body, its sub-organizations, and governmental agencies.

As a member of the Internet through membership in WiscNet, Lawrence and all Lawrence community members must adhere to the WiscNet Acceptable Use Policy, excerpted here from the July 27, 1994 revision:

WiscNet's purpose is to advance education, research, economic development, and public service by...[assisting its members to gain access to scientific, educational, and other resources]...The network supports collaborative instruction, research, economic development, and public service. It provides access to regional, national, and international networks and hence to national resources such as supercomputer centers...

- Use that is consistent with the purposes of WiscNet is acceptable.
- Use directly supporting approved uses is acceptable, such as: education, research...or public service.
- Communications that violate Wisconsin, federal, or international laws are unacceptable.
- Activities designed to interfere with the ability of other users to make effective use of the network are unacceptable.
- Using the network in a harmful or harassing manner is unacceptable.

## **CONSENSUAL RELATIONSHIPS**

There are professional and ethical risks associated with consensual amorous and/or sexual relationships between members of the university community. A consensual amorous and/or sexual relationship in which a definite power differential between the parties exists invites breaches (both intentional and unintentional) in professional and ethical behavior. Such relationships are cause for concern for the following reasons.

1. *Abuse of Power*: Individuals entering into consensual amorous and/or sexual relationships involving a power differential must recognize that (a) the reasons for entering such a relationship may be a function of the power differential; (b) where power differentials exist, even in seemingly consensual relationships, consent may not be a successful defense if a complaint of sexual misconduct or retaliation is brought; and (c) the individual with greater power will bear the burden of accountability.

2. *Conflict of interest*: Conflicts of interest may arise in connection with consensual amorous and/or sexual relationships between faculty or other instructional staff and students, or between supervisors and subordinates. University policy and more general ethical principles preclude individuals from evaluating the work or academic performance of those with whom they have intimate relationships, or from making hiring, promotion, or similar decisions.

### **Relationships Between Students and Faculty or Staff**

Consensual amorous and/or sexual relationships between students and faculty or staff compromise the relationship between students and the university. The guidelines concerning such relationships between students and faculty or staff at Lawrence University are as follows.

Consensual amorous and/or sexual relationships between students and faculty, advisors, coaches, or others holding positions of authority over them are fervently discouraged and *in cases where a direct supervisory role exists, not permitted*. The term "direct supervisory role" refers to many faculty responsibilities both in and out of the classroom including, but not limited to, teaching, academic advising, coaching (athletics, drama, etc.), and service on evaluation committees (honors, awards, prizes, etc.).

If a student in a prior or continuing amorous and/or sexual relationship with a faculty or staff member comes under the supervision of that faculty or staff member, the individual in the supervisory role must report the relationship to the provost and dean of the faculty so that the conflict of interest may be removed or mitigated.

Failure to follow these guidelines constitutes a violation of university policy and may result in disciplinary action.

## CONSIDERATION HOURS

### III. B. Noise and Distraction in Student Residential Facilities

- 1.00 At all times members of the Lawrence community should exercise consideration with regard to noise and other distractions. A student has the right to the use of his or her room for sleep, study, and recreation. The rights to sleep and to study take precedence over the right to recreation.
- 2.00 Quiet hours exist at times selected by the residents of a residence hall, small house or group house. During such times unreasonable noise and other distractions are not tolerated.
  - .01 Two-thirds of the residents of a residence hall, small house, or group house vote to set quiet hours.
  - .02 Determination of quiet hours takes place no later than the end of the third week of fall term.
  - .03 Petitions to change quiet hours may be submitted to the governing body of a residence.

## CONTRACTS

Only an officer of the university may sign contracts obligating the university. Students, faculty, and staff planning programs or activities that require contracts must submit those contracts in advance to the finance office for approval (see Facilities Access and Coordination Policy). Student organizations are required by LUCG legislation to work with the campus life office to review contracts and assure that funding is available to support the activity or event prior to contract approval.

## COUNSELING SERVICES

Counseling services, the primary source of confidential counseling and psychological assistance for students, is located in the Buchanan Kiewit Wellness Center. Counseling and outreach activities are oriented toward helping people resolve emotional difficulties, learn helpful coping skills, explore options and their consequences, set goals, and address the effects of trauma, disadvantage and substance abuse. Staff recognize that the campus community encompasses people with diverse ethnic, lifestyle, and racial backgrounds, and a variety of special needs. When appropriate, off-campus referrals are made for more specialized or extensive assessment and mental health treatment.

Counseling appointments may be scheduled by calling 920-832-6574 during daytime hours. Students are responsible for timely cancellation of appointments they do not plan to keep. There is no charge for counseling services. **For after-hour emergencies, please call 911 immediately if a situation requires an emergency medical response.**

After hours, students are encouraged to call the Outagamie County Crisis Center at 920-832-4646 to speak to a crisis worker.

For more information, please see the Counseling Services webpage at <http://www.lawrence.edu/students/wellness/counseling>. The web page contains information about services as well as links to various on-line resources, including the National Mental Health Screening Project's anonymous screening tools for depression, anxiety, eating disorders, and substance abuse.

## **DAMAGE**

When a student begins to occupy a room, an inventory will be taken with the residence hall director, residence life advisor, or other staff member; when a student vacates a room, the student should notify the staff so that an inventory can be made upon checking out. Students are financially responsible for damages to university property. Furthermore, students who damage university property will be assessed replacement rather than repair costs of damaged items (see Furniture). For a schedule of damages, students should contact the campus life office. If damage is not traceable to one individual, the residents of a room, floor, house or hall may be charged. On occasion, damage may become the basis for judicial action.

## **DECORATING STUDENT ROOMS**

Students may decorate their rooms with brick and board bookshelves, rugs, personal furniture, etc., provided that they do not damage the room or its furnishings. They must remove these items when they leave the room. Personal items left in student rooms will be removed at the owner's expense. Storage space is available in assigned areas in each residence hall for certain items (see Storage).

Decorations may be placed on walls. However, nails and tacks cannot be used because they permanently damage the walls and ceilings. In Colman, Plantz, Kohler, and Trever Halls, students may use masking tape. Architectural pins must be used in Ormsby and Sage Halls because of drywall construction. Poster putty works efficiently in all rooms. Many locations include a picture molding that can accommodate picture hooks specially designed for such a molding. For reasons of safety, live Christmas trees are not permitted in student rooms. Torchiere-style halogen lamps have been shown to present a fire danger due to their excessive heat. The University recommends that these lamps not be used. Tapestries, canopies and use of candles and incense are prohibited. Extension cords must have a breaker. Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations. If these items are found in student rooms, residents will be requested in writing to remove them. Failure to comply with written notice will result in a \$25 fine (see Fire Prevention and Safety).

## **DEMONSTRATION POLICY**

LUCC provides and enforces the following regulations concerning rallies and marches.

### **I. A. Demonstration Policy**

- 1.00 Orderly demonstrations and other forms of peaceful protest are permitted on the Lawrence University campus.
  - .01 Interruption of classes, interference with entrance to and exit from Lawrence University facilities or a scheduled university function, or damage to property exceeds permissible limits.
  - .02 Even though remedies are available through local enforcement bodies, Lawrence University may choose to impose its own disciplinary sanctions.

- 2.00 Orderly demonstrations and orderly picketing are permitted in public areas within university buildings subject to the requirements of noninterference in section 1.01 of this policy.
- 3.00 Interference with members of the Lawrence University community in the performance of their tasks and duties outside university premises exceeds permissible limits.

## **DINING SERVICES**

Lawrence University contracts with Bon Appétit, an onsite restaurant company to manage all campus dining. A variety of meal plans are offered including meals in the “all-you-care-to-eat” Andrew Commons and declining balance dollars to be spent in the Café, Coffee Shop and Corner Store. For more information, consult the website at <http://www.cafebonappetit.com/lawrence>.

Andrew Commons is an “all you care to eat” facility. Students must present their university ID card to gain access to the dining facility for each meal. Dining services’ property (e.g., dishes, silverware, trays) may not be removed from the dining facilities. Persons doing so will be subject to disciplinary action as determined by the dean of students office. Food can be taken from Andrew Commons in a reusable container. The university ID card must be presented upon request. Coats, backpacks, purses, etc. are not permitted in the dining room. Health and safety codes require that shoes and shirts be worn at all times in dining facilities. Rollerblades or athletic spikes are not permitted for safety reasons.

### **IV. A. Dress Code in Dining Halls**

- 1.00 There are no limitations on dress in the university’s dining facilities other than minimum standards of health, safety, and common decency.

Meal plans are required of all students living on campus. Each student pays a fixed cost of operational expenses of the meal plans. After first term freshman year, all students are allowed to change their meal plan to one of four meal plans. Meal plan changes may be made through the Thursday prior to the start of the applicable term. Meal plan contracts do not carry over from one academic year to the next. Meal plan changes are made on the student’s Voyager account. Exemptions are handled by the dean of students office.

Making Meal Plan Changes. Changes may be made on the student’s Voyager account without penalty through the Thursday prior to the start of the applicable term. Changes made after the deadline until the end of the third day of the term will result in a processing fee charged to the student’s account. No changes are allowed after the third day of the applicable term.

Medically related dietary problems may require a special diet. Bon Appétit will work with the student to provide special meals upon presentation of appropriate documentation from a physician. This documentation must specify the nature of the medical problem and clearly define the dietary procedures that are to be followed. Students should contact the general manager to arrange for special menus. Take-away containers are available for students who cannot get to the dining facilities for a meal.

The Viking Gold debit account can be used for purchases at Andrew Commons, Main Street Café and Grill, The Coffee Shop, Kate’s Corner Store and at select vending and washing machines on campus. This account is attached to the university ID card. For more information or to open an account, contact the ID office.

## **DISCRIMINATION**

Lawrence University does not discriminate on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, parental or marital status, age, or disability in its programs and activities. Inquiries regarding the non-discrimination policy may be directed to the vice president for finance and administration or the provost and dean of the faculty.

A student who believes that they have been or is being subjected to discrimination, on the basis of age, race, color, national origin, religious preference, sex, sexual orientation, or mental or physical disability in any educational programs or activities operated by Lawrence University, may use grievance procedures for prompt and equitable resolution. A bias-motivated incident can be reported at <https://www.lawrence.edu/students/diversity-and-inclusion/report-bias-motivated-incidents>

## **DISRUPTIVE CONDUCT**

LUCC provides and enforces the following regulations concerning social behavior.

### **IV. D. Disruptive Behavior**

- 1.00 Members of the Lawrence community will not engage in any activity or behavior that threatens or disrupts:
  - .01 The welfare of the university;
  - .02 The administrative or service functions of the university;
  - .03 The educational objectives of any member of the Lawrence community.
- 2.00 Members of the Lawrence community will not engage in:
  - .01 Assault of another person;
  - .02 Battery of another person;
  - .03 Intimidation and/or harassment of another person through physical, mental, or emotional means.
- 3.00 Members of the Lawrence community will not engage in:
  - .01 Theft;
  - .02 Vandalism;
  - .03 Misuse of property owned or operated by:
    - a. The university;
    - b. Any member of the Lawrence community;
  - .04 The detonation of fireworks in Lawrence University buildings or on Lawrence university property.
- 4.00 Removal of university property

A fine of \$30 per item will be assessed by facility services or the residence hall director for each piece of university property (furniture, signs, etc.) removed by students or kept in student rooms. Once discovered, an additional fine of \$5 per day will be assessed for each day it remains in the student's possession.

## **ELIGIBILITY**

Lawrence encourages participation in extracurricular activities that provide opportunities for the expansion of students' intellectual, cultural, social, and recreational interests. All Lawrence University students are eligible to participate in these non-credit activities unless they are placed on strict academic probation. Students on strict academic probation may not participate in either extracurricular performances or sports (varsity, junior varsity, club) nor may they hold a position of responsibility, elected or volunteer, in any LUCC-sanctioned activity or Greek organization.

The spirit of this eligibility restriction is to limit any significant extracurricular activity but not necessarily to eliminate nominal participation such as attendance at a meeting.

NCAA requirements for participation in intercollegiate athletics may differ from Lawrence's requirements. Students who are participating in intercollegiate athletics are bound by both the Lawrence and NCAA eligibility requirements. Students with questions regarding NCAA requirements should consult their coach.

## **EQUAL OPPORTUNITY**

The Board of Trustees of Lawrence University has approved this statement which appears in appropriate university publications: Lawrence University promotes equal opportunity for all (See section on Discrimination).

## **FACILITY AND ROOM RESERVATION PROCEDURE**

Lawrence University's facilities are reserved first and foremost for instructional activities, including, but not limited to, scheduled classes, convocations, ensemble rehearsals, concerts, theatre rehearsals and productions, tutorials, and independent study/research in all areas.

### **Space Reservations**

The event sponsor must first consult the online Lawrence University Calendar, <http://thor.lawrence.edu/calendar/main.php?calendar=default>, to ascertain whether the proposed event is in conflict with other activities planned for that date, time, or facility. If the date and space are open, the event sponsor must complete an online room reservation form. A link to the form is listed on the Lawrence University Calendar page cited above. The facility/room coordinator will approve or deny the request, prompting electronic communication to the event sponsor. An approved request marked as appropriate for the Lawrence University Calendar will be listed on the calendar.

If the event requires special services (e.g., food, audio-visual equipment, tables, or chairs), the event sponsor must contact the appropriate campus offices directly for assistance. An approved electronic room reservation only means that the facility/room has been reserved.

No room can be reserved until an electronic room request is submitted to and approved by the facility/room coordinator. Verbal agreement does not confirm a date.

The event sponsor is responsible for returning the room to its pre-event condition and will be billed for any and all damages incurred.

### **Scheduling Conflicts**

The event sponsor will be advised by either the facility/room coordinator or the events coordinator if the event is in direct conflict with another event, at which point alternate dates will be identified and shared with the event sponsor for consideration. If an alternate date is not a viable option, the event sponsor may appeal to the calendar coordinating committee, which has responsibility for arbitrating any unresolvable conflicts. To initiate an appeal, the event sponsor should contact the events coordinator at 920-832-6839.

### **Advanced Scheduling/Planning**

Faculty, staff, and student organizations should be aware that the following events are considered major institutional events and have calendar priority:

Alumni Board meetings	Fall Festival
Board of Trustees meetings	Performing Arts at Lawrence Series
Commencement	Reunion Weekend
Convocations	Welcome Week
Honors Dinner	

Organizations, groups, or individuals not formally affiliated with Lawrence University may not schedule facilities before April 1 for the following fall term, or before August 15 for the following winter and spring terms.

If ticketing is necessary for an event, the event sponsor must notify the Lawrence University Box Office and fill out a box office contract no later than four weeks prior to the event.

### **Contracting Entertainers, Speakers, or Service Providers**

The event sponsor must first follow the steps outlined in the procedures for Facility and Room Reservation. Student groups must submit all contracts to the campus life office for review, after which they will be forwarded to the vice president for student affairs or vice president for finance and administration for approval and signature. Only the university president and named designees may sign contracts obligating the university.

The event representative is responsible for meeting all terms of the contract, including payment and any and all applicable local, state, and federal withholding taxes. (Note: Entertainers receiving more than \$3,200 in fees must complete a 6% Wisconsin Nonresident Withholding Tax form. Contact campus life for more information.)

### **Publicizing Events**

On campus publicity of events is handled by postings to the Lawrence University Calendar on the Lawrence website and the dissemination of any posters or flyers the sponsoring organization chooses to produce.

Off campus publicity of student events and activities occurs in two principal forms: the publication *Events*, which is mailed once per term to alumni friends of the college within the Fox Cities and the weekly *What's On At Lawrence* release to the local media, including the *Post-Crescent*. Both publications are compiled from the online Lawrence University Calendar. The office of communications determines which university events are of potential interest to the general public and appropriate for inclusion in off campus publicity.

## **FIRE PREVENTION AND SAFETY**

Students are instructed to use every precaution to prevent fires on campus. As outlined in the smoking section of the student handbook, there is a no smoking policy in all Lawrence University owned, leased, or operated buildings and vehicles. Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets), but smoking is not permitted on Lawrence sidewalks or in Lawrence parking lots.

Two designated areas where smoking is permitted are the smoking shelter to the north of Ormsby Hall and the smoking shelter next to the Warch Campus Center turnaround. In addition, smoking is permitted on the Viking Room patio during operating hours only. Per Lawrence University Community Council legislation, group living facilities have the ability to designate an outdoor smoking area in cooperation with the Campus Life Office.

Do not leave kitchens, microwave ovens, ovens/stoves, or woks unattended while cooking. Always make sure everything is turned off and allowed to cool before leaving.

Grills used on campus must be at least 15 feet away from any building door or window to prevent false alarms. Grills may not be used on porches of student residences.

The following items are prohibited in student residences: any open flame, lighters, candles, incense, fog machines, lanterns, oil lamps, hot plates, grills, corn poppers, electric heaters, electric irons, microwaves except where provided by the university, tapestries or ceiling mounted posters, and extension cords without a breaker. Cords may not be strung under carpets, rugs, or across furniture according to City of Appleton fire safety regulations. If these items are found in a student room, residents will be requested in writing to remove them. Failure to comply with the written notice will result in a \$25 fine.

Stairwell fire doors must remain closed, and hallways and exits must be kept clear of obstructions. Students must not break or remove ceiling tiles in rooms or hallways. They are an important part of the fire safety system, they are fire rated and can control the spread of fire. Because of the threat to health and life, **students must not tamper with fire safety equipment** including fire extinguishers, fire alarm pull stations, smoke detectors, exit and emergency lighting. Students must not remove, deface or alter signs that are in place to warn of possible danger, or show floor level, state rules and procedures, direct or restrict access. City fire marshals regularly inspect campus facilities to assure compliance with all fire safety regulations. Only trained residence hall staff and fire safety or campus safety personnel are allowed to use fire extinguishers. Tampering with fire safety equipment and/or discharging a fire extinguisher when there is no fire will result in severe disciplinary action including possible suspension. Individuals may be held responsible for the repair, replacement or refilling of fire safety equipment. In addition, negligence that results in the need for a response by Appleton Fire Department personnel may result in charges to the responsible student(s). Students should be aware of state statutes that define giving a false alarm as a Class A misdemeanor subject to a fine.

In the event of a fire alarm (other than pre-arranged testing that lasts about 3 seconds):

Please proceed immediately (always use the stairs, do not use elevators during a fire alarm) to the assigned meeting location and wait there until an all clear is given, so staff members can be sure of everyone's safety. Meeting places are:

**Residence Hall**

Brokaw/Colman Halls  
Hiatt Hall  
Kohler/Draheim  
Ormsby Hall  
Plantz Hall  
Sage Hall  
Trever Hall  
Executive Houses  
All Quad Residences  
All Boldt Way Small Residences  
All North Union Street Residences

**Meeting place**

Grassy area between Colman and Brokaw  
Area between Ormsby and Steitz Science Hall  
In front Alice G. Chapman Hall  
Grassy area in front of Ormsby  
North side of Plantz Hall parking lot  
Center of the Quad  
Grassy area west of Trever  
Executive House parking lot near dumpsters  
Center of the Quad  
Center of the Quad  
Grassy area east of the Chapel



Students with disabilities should notify staff so additional assistance during emergencies can be pre-arranged.

Immediate evacuation when the alarm sounds is mandatory and re-entry into the building during a fire alarm is prohibited.

## **FIREARMS AND WEAPONS**

LUCC legislation, in accordance with Appleton city ordinances, provides the following firearms policy.

### **IV. C. Firearms and Weapons Policy**

In general, the university discourages the possession and/or storage of firearms and other weapons on the campus. However, in a locale in which hunting and camping are very popular, some of the community may wish to engage in these activities and thus will need the implements. Some precautions must be taken to ensure the safety of the university.

- 1.00 Students are prohibited from possessing firearms on Lawrence University property. In the event a student brings a firearm to campus (for off-campus use such as camping and hunting), it must immediately be handed over to campus safety, where it will be stored properly. A student may then obtain the firearm from campus safety immediately before taking the firearm off-campus.
- 2.00 Students are prohibited from possessing items commonly considered to be weapons (for example, but not limited to: knives, swords, machetes) on Lawrence University property. In the event a student requires on-campus possession of a weapon, the student must immediately contact the dean of students to request special approval to possess the weapon. The student will be required to provide the reason for possessing the weapon and the storage procedures for the weapon. The dean of students will approve appropriate requests, and the student is expected to follow stated possession and storage arrangements.
- 3.00 Failure to comply with these regulations will result in disciplinary action.

## **FIREWORKS**

Appleton city ordinances prohibit the use of fireworks except by permit. Violation of this city ordinance involves fines for the possession of fireworks and for sale and distribution (see section Disruptive Conduct).

## **FURNITURE**

Each residence hall room is furnished with necessary items, including beds, desks and desk chairs, dressers, etc. Furnishings may vary somewhat in group houses and small houses. Lawrence University issued furniture may not be removed from student rooms. In addition, lamps, chairs, windows, screens, and light fixtures or switches may not be altered or removed. If any unauthorized removal of furniture or alteration to a student's room occurs, the student will be requested to return items and/or restore alterations. Finally, hallways or public areas must remain clear of all personal belongings. Students may be charged a \$15 per item fine for each item left in hallways or public areas. Waterbeds are prohibited due to excessive weight and potential water damage. Furniture in public areas including lounges may not be removed or brought to student rooms. If lounge furniture is found in a student room, the student will be required to return it and fined \$30 according to LUCC legislation, with additional fines accruing for each day an item is not returned.

Repair or replacement costs for university furnishings will be assessed according to this schedule:

Bed frame	\$453	Lamp (for desk)	\$50-100
Bookcase	\$191	Lounge chair	\$1,025
Ceiling light fixture	\$25-40	Love seat	\$1,421
Coffee table	\$361	Mattress	\$144
Cleaning (general)	\$25-40	Mirror	\$25-55
Cleaning (excessive)	\$50+	Organizer (hutch)	\$258
Desk	\$300	Showerhead	\$20-30
Desk chair	\$237	Smoke detector	\$30-125
Door (refinish)	\$60-80	Sofa	\$1,828
Door (re-core & new keys)	\$75	Table lamp	\$50-100
Door (room)	\$180-200	Towel bar	\$15-45
Door hardware	\$200-225	Walls (touch up)	\$60
Dresser	\$453	Walls (plaster & repaint)	\$100
End table	\$263	Wardrobe	\$618
Exit light	\$50-75	Wastebasket	\$10
Floor lamp	\$165	Window	\$70-145
Heating control knob	\$30	Window screen	\$50
Key replacement	\$50	Window shade	\$30-50
Ladder	\$242		

Note – some items may require additional shipping fees not included in the costs listed above.

## GRIEVANCE PROCEDURE

The grievance procedure is a way to address concerns that are not covered by other university processes (academic petitions, honor council or judicial board hearings, or complaints of sexual misconduct or employee discrimination). If you have a concern about the actions or lack of action of another member of the Lawrence community, you should follow the procedure below.

1. **Discussion:** Where possible, discuss the concern with the other person to seek a mutually acceptable resolution. If you feel uncomfortable or unsafe doing so, proceed to #2 or 3.
2. **Consultation/Mediation:** Seek counsel from a supervisor, advisor, residence hall director or residence life advisor, counselor, dean, colleague, etc., who may suggest possible solutions, refer you to a university procedure for addressing this type of concern, or act as an informal mediator to help resolve the dispute.
3. **Formal Review:** If the matter remains unresolved, request a formal review by the appropriate university authority:
  - Vice President for Student Affairs for a concern about a student’s actions;
  - Provost and Dean of the Faculty for a concern about a faculty member’s actions; or
  - Vice President for Finance and Administration for a concern about a staff member’s actions.

To call for a formal review, send the university authority a written statement of the concern and any action taken to resolve it. The preferred way to receive a grievance is by email with “grievance” in the subject line.

The authority will acknowledge receipt of the grievance within two weeks and will work to resolve the matter as quickly as possible. The authority may guide the party to an applicable university procedure or investigate the matter by:

- a. sharing the statement with the other party and asking for a written response;

- b. seeking additional information from one or both parties or from others who have knowledge of the dispute; and
- c. consulting sources on university procedures and regulations or seeking advice from appropriate counsel.

On the basis of this information, the authority will determine whether either party acted inappropriately and what corrective action needs to be taken. If the authority determines that the situation is not a matter for university governance, the authority may recommend actions, but neither party is bound to act on those recommendations. The authority's written decision and directives or recommendations will be sent to both parties, preferably by email.

4. **Appeal:** If the authority's decision does not resolve the matter, you or the other party may request that a panel hear the grievance. To call for a panel, send the authority a written statement of your reason for the appeal and your willingness to abide by the panel's decision. The preferred way to receive an appeal is by email with "appeal" in the subject line.

The authority will acknowledge receipt of the appeal within two weeks and will compose a panel to hear the grievance. The university authority will ask you and the other party each to submit the names of three faculty or staff members. The authority will select one person from each list and name a third person to the panel. If either party to the grievance is a student, the third person will be a student member of the judicial board who has no involvement with the dispute; otherwise, the third person will be a member of the faculty or staff. The authority will designate one panel member as chair.

The panel will be given all written statements related to the grievance, including the university authority's decision and directives or recommendations. The panel may interview any or all parties and others with knowledge related to the dispute. On the basis of this information, the panel will render its decision, preferably by consensus but otherwise by majority vote. The panel's written decision will be sent to both parties and the university authority, preferably by email. All parties are expected to abide by that decision.

While the grievance procedure is meant to resolve disagreements that affect members of the Lawrence community, it may not be possible to solve a problem to everyone's satisfaction. The university expressly forbids any retaliation or threat of retaliation for filing a grievance, and any party that fails to follow the directives of the university authority or grievance panel will be subject to disciplinary action. This ensures that the process can lead to a genuine resolution.

## **GRILLS**

Grills are available for use by student groups and others on the campus. To have a grill moved to a specific location, contact the facility services office for assistance. Grills may not be used on porches of student residences. Grills must be placed at least 15 feet away from any building door or window to prevent false alarms.

## **GUESTS**

Campus visitors may stay in university residence halls for brief periods, not to exceed 72 hours. Guest accommodations are available in campus Guest House facilities. For information on Guest Houses, contact the facility services office. Student hosts are responsible for their guests during their stay on campus and should familiarize them with campus policies and procedures.

## HALL SECURITY

LUCC legislation provides added security for each residence hall by requiring that its entrance doors be locked 24 hours a day.

### III. E. Hall Security

All residence halls, small houses, and group houses will remain locked 24 hours a day.

.01 Outside doors are not to be propped open.

.02 Exceptions may be made for special time periods in which security needs may be altered by the dean of students office, for example Welcome Week.

## HEALTH SERVICES

A nurse is on duty daily, Monday through Friday during the academic year, for treatment of minor ailments. Physicians treat students for more serious complaints. Health Center physicians are available Monday through Friday during limited morning hours. Appointments are **not** necessary. Health Center physicians will make referrals to Appleton community health care providers if appropriate. The Health Center does not provide services for vision or dental care.

An \$8 charge is made per visit with a Health Center physician and nominal charges are made for medications. **Students will be billed for these services through the finance office. There is no need to bring money to the Health Center.**

After office hours and on weekends and holidays, consultation is available to students with Nurse Direct at 920-738-2230, or Theda Care Nurse at 920-830-6877. A determination can be made regarding the immediacy of care needed for illness or injury. Emergencies are handled by the emergency rooms at St. Elizabeth Hospital, 1506 S. Oneida St., 920-738-2100 or at ThedaCare Regional Medical Center-Appleton, 1818 N. Meade St., 920-738-6300. Visits to local clinics or emergency rooms are at the student's expense and may be covered by personal health insurance. Students should report visits to clinics or the emergency room to the Health Center so that medical records may be kept up-to-date.

Lawrence University strongly encourages students to carry health insurance coverage for medical services beyond the scope of the Health Center. This would include lab work, x-rays and medications not available at the Health Center. Information regarding low cost health insurance can be found on the Lawrence University web page. Students must have medical insurance to participate in intercollegiate athletics, club sports or off-campus programs. International students are also required to have insurance.

## HOUSING POLICIES AND PROCEDURES

LUCC legislation governs student room assignments and changes and is administered by the housing coordinator. This section includes both LUCC legislation noted by the Roman numeral and decimal outline system, and institutional policy in plain text.

### II. A. Room Assignment Procedures

Room assignments shall be determined by the housing coordinator according to the sequence specified in this section. Priority of choice will be determined as outlined below. A resident who has been assigned in accordance with this procedure may not change his or her assignment until all other assignments have been completed.

#### 1.00 Eligibility and seniority

- .01 A person who wishes to choose a room during spring term must have paid the required housing deposit.
  - .02 Housing seniority shall be based on the number of terms a student has received at least 9 units while being enrolled at Lawrence University at the end of Term II of the year of selection as determined by the housing coordinator and according to the following scale.
    - a. Senior – at least 7 terms completed
    - b. Junior – at least 4 terms completed
    - c. Sophomore – less than 4 terms completed
  - .03 For the purposes of the housing lottery, students transferring to Lawrence University from other colleges shall be counted as having been enrolled at Lawrence University for three terms, plus all subsequent terms completed at Lawrence.
  - .04 A student who desires a modification of class standing classification before the housing lottery may petition to the Residence Life Committee after verifying one of the following requirements with the registrar.
    - a. The student is awaiting the transfer of units from either an ACM or Lawrence-sponsored program or another accepted accredited university. The student must prove that after the transfer is complete, that they will be no more than one term short of the next class standing.
    - b. The student has transferred from another college or university during the previous three academic terms.
- 2.00 Residence life advisor
- The university administration will determine the number of residence life advisors' rooms.
- 3.00 Lottery number and selection
- All students expecting to be housed on campus will be assigned a computer generated lottery number based on seniority during the spring term.
- 4.00 Group Living
- .01 Goal and Purpose
    - a. Group housing at Lawrence University provides students with a variety of living options on a residential campus, a space to develop a community around shared values and interests, and a more independent style of living that promotes and enhances development of life skills.
    - b. Group housing provides an overall benefit to campus by offering a variety of ways for students to be involved on campus, hosting activities open to the whole community, and satisfying the needs of campus climate.
  - .02 Selection/Reapplication Process

- a. The selection process for group housing must be completed before any other aspect of the housing lottery process begins.
- b. The LUCC Residence Life Committee will hold informational sessions for the Lawrence Community on group housing and the selection process.
- c. Selection board. A selection board is charged with the allocation of group houses and compacts.
  - i. The board consists of the following members:
    - a. Nine students appointed by LUCC, not appearing on any housing rosters of groups applying for group housing that year
      - 1. Two members of the LUCC Residence Life Committee (not class representatives or cabinet members), nominated by the LUCC Residence Life Committee
      - 2. Three LUCC class representatives or cabinet members (not on the LUCC Residence Life Committee) with no more than two from any class year, nominated by the LUCC Steering Committee
      - 3. Four students at-large (not on the LUCC Residence Life Committee and not LUCC class representatives or cabinet members) with no more than one from any class year, nominated by the LUCC Residence Life Committee.
    - b. One staff member from the office of campus life, recommended by the associate dean of students for campus life and approved by the LUCC Residence Life Committee, *ex officio*
    - c. Associate dean of students for campus life (non-voting)
  - ii. LUCC will also name an alternate for each student member of the board. Each alternate is subject to the same requirements and nomination process as the student in whose absence they would serve, to the greatest extent practicable.
  - iii. The associate dean of students for campus life will convene the board and oversee administration of the selection process.
  - iv. The LUCC Residence Life Committee sets the procedures for the board.
  - v. Student members shall elect a member from amongst themselves to take notes on the board proceedings and attend and report to the LUCC General Council on the activities of the board.
- d. Application. A group without a continuing compact that wishes to live in group housing the following academic year must submit an application for consideration by the deadline set by the LUCC Residence Life Committee for a day on which the Campus Life office is open during regular hours.
  - i. Eligibility criteria. In order to be considered for group housing, each group's RLM and student contact members must complete Safe Space Training and

Bystander Intervention Training. Additionally, the group must include the following with its application:

- a. The name and contact information of the group's student contact
  - b. The name and contact information of the group's Residence Life Manager (RLM) for the following academic year
  - c. Housing rosters for all three terms of the next academic year that match all available facilities for which the group is applying
    1. Rosters may have no more than two single-term bed spaces unfilled.
    2. Each house must be filled to capacity over the entirety of its compact.
  - d. Signed housing contracts of all residents named on the housing rosters
  - e. Complete house meal plan form
- ii. Criteria for Consideration by the Selection Board
- a. Statement of purpose. The application should include a statement of purpose for the group that aligns with the goal and purpose of group housing, describing the group's mission, community value(s), and/or shared interest(s) and the overall benefit of that stated purpose to campus.
  - b. Need for space. The application should articulate how having a space, either specific or in general, will enhance the group's ability to carry out its stated purpose.
  - c. Purposeful programming. The application should include a plan for how the group intends to fulfill its stated purpose through the responsibilities it places upon its members as well as the activities the group intends to sponsor. A group that is reapplying may draw upon its activity during the length of its current compact to fulfill this requirement.
  - d. Past reviews. The LUCC Residence Life Committee will provide the board with the review reports submitted under the current compact of each group that is reapplying.
  - e. Compact length preference. The group must indicate on its application whether it is applying for a one-year or two-year compact.
    1. All groups applying are eligible to receive a one-year compact.
    2. Groups applying to receive a two-year compact must have occupied a house for at least two consecutive years immediately prior to selection.
  - f. Housing units. The group must specify all houses for which it is applying.
  - g. Additional information. The group may include in its application any additional information or materials that it feels will better advise the board in its decision.

iii. The LUCC Residence Life Committee shall design and modify the application as needed.

e. Process.

i. The selection board will review all written materials listed under 4.02.d.ii.

ii. Questions from the board. At least one representative of each applicant group must appear before the board, whose members will ask questions about their application. Time given to groups to appear before the board shall be equal for all groups. Each group shall be informed of the time they are given and the minimum number of questions the board intends to ask prior to and at the beginning of their appearance before the board.

iii. Selection of groups. The board first selects a number of groups with the strongest applications, determined according to the procedures set by the LUCC Residence Life Committee. The number of houses available for selection that year shall dictate the number of groups the board selects at this stage.

iv. Assignment of facilities. The board then assigns available houses to all selected groups. In order to encourage continuity, a group that is reapplying for its current house and is selected to continue in group housing will be given first priority to be reassigned to the same house. No group may be assigned more than one house.

v. Assignment of compact length. Once the board has assigned a house to each selected group, it will assign a specific length of compact to each group.

a. Only an eligible group that has indicated their preference for a two-year compact in their application may be awarded a two-year compact.

b. Eligible groups with stronger applications shall be awarded two-year compacts first. No more than 40% of compacts awarded in a given year may be two years in length.

c. In the case that the maximum number of two-year compacts have been assigned, any other group that was assigned a house and had applied for a two-year compact shall be given a one-year compact.

vi. Report to General Council. The board shall draft a public statement that includes its decisions and submit a report of their decisions for approval by regular meeting of the LUCC General Council before the housing lottery begins that year.

vii. If the LUCC General Council does not give final approval or denial of the board's decisions by a date the office of campus life specifies as the beginning of the housing lottery in a given year, the decision of the board shall stand.

viii. Appeals. The selection board, having been appointed by the LUCC General Council, has been given the authority to determine the group housing slate each year. Consequently, LUCC is unlikely to overturn any decisions made by the board except in response to a group's consideration being materially disadvantaged due to verifiable or documented instances of misconduct, such as in cases of discrimination or procedural inconsistency. If such misconduct is



believed to have occurred, a formal appeal should be submitted in writing to LUCC within 72 hours after the decisions of the board are announced. An ad hoc committee, known as the appeals board, shall judge each appeal LUCC receives and take remedial action(s) on behalf of LUCC appropriate for addressing the concerns raised in the appeal.

- a. The board consists of the following members:
  1. The president of LUCC
  2. The parliamentarian of LUCC
  3. The chair of the LUCC Residence Life Committee
  4. Two LUCC class representatives, not on the LUCC Residence Life Committee, appointed by the president of LUCC for the purpose of representing the student body
  5. Two student members of the LUCC Residence Life Committee, not class representatives or cabinet members, appointed by the chair of the LUCC Residence Life Committee
  6. The dean of students, *ex officio*
- b. Student members should not appear on any housing rosters of groups applying for group housing that year.
  1. If this provision prevents the president from serving on the board, the parliamentarian shall serve in their stead and be replaced by another member of the LUCC Cabinet, not appearing on any housing rosters of groups applying for group housing that year.
  2. If this provision prevents the parliamentarian from serving on the board, another member of the LUCC Cabinet, not appearing on any housing rosters of groups applying for group housing that year, shall serve in their stead.
  3. If this provision prevents the chair of the LUCC Residence Life Committee from serving on the board, another member of the committee, not appearing on any housing rosters of groups applying for group housing that year, shall serve in their stead.
- c. The board defines its own procedures in addition to and not in conflict with those outlined below.
  1. The president shall provide 24 hours' notice for all meetings of the board to its members and the members of the LUCC General Council. Notice should include the time, date, and location of the meeting as well as the name of each appellant whose appeal will be discussed at that meeting.
  2. The president presides over meetings and votes only to break a tie.
  3. The parliamentarian presides in the absence of the president.

4. The dean of students serves the board in an advisory capacity.
5. The board may request the presence of any additional members of campus for the purpose of information.
6. Members shall excuse themselves from attendance during the board's consideration of appeals in which they have a conflict of interest.

### .03 Responsibilities of Houses

- a. Occupancy
  - i. Each house must be filled to capacity over the entirety of its compact.
  - ii. If the number of residents in the group house falls below the facility's capacity during the course of the academic year, the members of the group are responsible for filling the vacancies.
- b. House governance and residence life staff. The members of each house determine room assignments, programs, budget, etc. and select a member, who will be living in the house all three terms of the academic year, to serve as Residence Life Manager (RLM) of the house.
  - i. Once approved by the associate/assistant dean of students for campus life, the RLM will be a paid staff member hired and supervised by professional Campus Life staff.
  - ii. The RLM must participate in training sessions and is expected to complete all job responsibilities as outlined in the position description.
  - iii. If at any time during the year there is a vacancy in the RLM position, the group is responsible for identifying a qualified replacement.
- c. Conduct Regulation. All group house residents are expected to abide by all university policy, including the Social Code, as well as all local, state, and federal laws. Each group determines its own residential rules, including quiet/courtesy hours as well as standards for appropriate behavior and educate its members about such rules.
  - i. Each group establishes its own internal conduct board procedure to address instances of inappropriate behavior by educating the members involved.
  - ii. House leaders will receive conduct board training through the Campus Life office early in term I.
  - iii. This internal conduct board procedure complements but does not supersede the University's Judicial Board.
  - iv. The LUCC Residence Life Committee or the dean of students may remove a group from its house due to egregious misconduct and/or a pattern of inappropriate behavior. If a group is prematurely removed from its house (that is, prior to the expiration of its compact), neither the group nor its members may reapply to live in a group house for two years.

- d. Bystander Intervention Training. At least fifty percent of the house's residents must have completed Bystander Intervention Training, as defined in LUCC Legislation, section III.C.1.04, prior to each review and reapplication.
- e. Facility upkeep. Each group is responsible for general maintenance and cleanliness of their living space and for ensuring that all furniture and amenities provided in it by campus are treated with care and respect and not vandalized.
- f. Funding. Each group is responsible for management of in-house activity funds distributed by the University and by LUCC with oversight provided by the office of campus life.
- g. Fulfillment of purpose. Each group must demonstrate ongoing fulfillment of its stated purpose and, at least once a term, welcome other members of the Lawrence community into the living space and/or serve the greater community.

#### .04 Review Processes

- a. Termly Reviews. Once during term I and once during term II, each house must submit a report on its activities that term to the LUCC Residence Life Committee.
  - i. This report is the opportunity for houses to share their successes with the Committee. It should demonstrate both the house's tangible efforts to fulfill its stated purpose as well as consistent fulfillment of the responsibilities of living in a house.
  - ii. In a written response to the report, the Committee shall discuss how the group can improve relative to the points enumerated above.
  - iii. The Committee may call representatives of a group to a meeting to discuss any concerns that arise over the group's report.
- b. Annual Reviews. Each year before the housing selection process takes place, each house not required to reapply for housing the following year must submit a report on its activities during the year to the LUCC Residence Life Committee.
  - i. This report is the opportunity for each house to reflect on its performance over the year and look ahead to the following year. It should demonstrate both the house's tangible efforts to fulfill its stated purpose as well as consistent fulfillment of the responsibilities of living in a house.
  - ii. Each group reviewed under this process in a given year must meet all eligibility requirements for application listed in 4.02.d.i. by the regular application deadline in order to continue their compact into the following year.
  - iii. In a written response to the report, the Committee shall discuss how the group can improve relative to the points enumerated above.
  - iv. The Committee may call representatives of a group to a meeting to discuss any concerns that arise over the group's report.
  - vi. Only in extreme cases, in which a group consistently fails to fulfill the responsibilities of group housing, as defined in 4.03, would the Committee find it

necessary to require a group to reapply as part of the regular selection process in order to have a house the following year.

- vii. Should the Committee find it necessary to require a group to reapply for housing as part of the regular selection process the year the review takes place, the group will not be afforded priority for the space it currently occupies, and it must reestablish eligibility for a two-year compact.

## 5.00 General Housing

.01 The room selection process will allow for suites, quads, and triples to be filled before regular room selection. At the time of suite, quad, and triple selection the room must be filled to capacity (four residents for suites and quads, three for triples) for all three terms. During the academic year if a suite, quad, or triple falls below the number required to fill the room the Residence Life Committee will be asked by the housing coordinator to determine a viable solution for filling the space.

.02 The housing lottery will follow this sequence.

- a. Students scheduled to be on campus all three terms and wishing to remain in the same room (“squat”) for the following year may do so.
  - i. Students living in a double must remain with their current roommate in order to select this option.
  - ii. Students may not squat in overflow housing, small residences, suites, quads or triples.
- b. The university administration will determine the number of freshmen to be housed in certain halls and their particular location within each hall.

.03 Substance-free housing

- a. Students wishing to live in a substance-free residence hall will have the opportunity to select substance-free housing during the general housing selection sessions. Any student wishing to live in that hall but not able to secure a room during housing selection will be placed on a waiting list for any rooms which might become available. Students may request to be placed on the waiting list either individually or as a roommate pair. If two students wish to be placed on the waiting list as a roommate pair, they will only be offered substance-free housing in the event that an entire double room becomes available. Students who are wait-listed individually will be offered spots in substance-free housing on a bed-by-bed basis. Students wishing to receive a single room in substance-free housing may sign up on the single room wait list available in the housing office and indicate substance-free as a location preference.
  - i. To accommodate those students who wish to live in a substance-free environment, Kohler Hall will be designated as substance-free. Use of tobacco products, alcohol, or other controlled substances is prohibited in all areas of the hall, both public and private, including student rooms.
- b. Freshmen will be given the option to sign up for substance-free housing, and will be assigned accordingly, as space allows.

- c. In the event that there are not enough students to fill an entire substance-free residence hall, the hall will be filled by floor, beginning with the highest-numbered floor in the building and proceeding downward until no further floors can be filled. That partial floor and the remainder of the building will then be designated “non substance-free” but will remain smoke-free.
- d. Throughout the summer prior to the next academic year, students may request either to be added to the waiting list for a substance-free room, or to be removed from substance-free housing. Should a student request to be removed from substance-free housing, the first student on the waiting list will be offered the vacated bed. If that student turns the spot down, the next individual student will be offered the bed. This process will continue down the list until a student accepts the spot. If no student accepts the available bed, the student requesting the transfer will be informed that he/she must stay in that room until a replacement can be found.
- e. In the event that the entire hall is not filled by students requesting substance-free housing, the hall council will take that into account when deciding rules governing common areas.
- f. All substance-free related wait lists would operate on a “first-come, first-served” basis. No preference will be given based upon seniority or any factor other than sign-up order.
- g. Within one week of moving into the hall, all residents of the substance-free residence hall will be required to sign a list of the hall’s regulations and expectations. Students violating the expectations may be subject to removal from the hall to be determined by the residence hall director in consultation with the associate dean for campus life.

#### .04 Double room selection

Students signing up for double rooms must fill them for all three terms. Students needing roommates may contact the housing office prior to their scheduled time of selection for information on other unpaired students. No student may sign up for a double room in a residence hall alone until all other students have chosen.

#### .05 Selecting a room for less than three terms

A student who is not selecting the same room for all three terms (due to a leave of absence, off-campus study, or a partial year assignment in a suite/quad or group house) may reserve a space in campus housing after those students who have selected the same room for all three terms.

#### .06 Combination

Students not in residence on the Lawrence campus for any given term may combine with one or more students who will also not be in residence on the Lawrence campus for any given term. This combination of students shall represent one entire person and will be able to select housing in the general housing lottery as long as this option satisfies the entire housing needs of all students involved, that is this will be their only room assignment. The best lottery number in the combination will determine housing selection.

### 6.00 Students not on the Appleton campus Term III

Students not on the Appleton campus Term III will have the opportunity to empower a proxy who will select housing for them during their absence. Proxy instructions and forms will be sent to students on leave or at an off-campus study location. It is then the responsibility of the designated proxy to select housing based on the absent student's lottery number.

## B. General Rules

- 1.00 If a student does not arrive by the 7th day after hall opening and does not notify the university, the room may be reassigned and the housing deposit forfeited.
- 2.00 Room changes
  - .01 All room changes must be approved in writing in advance by the residence hall director and housing coordinator. Students requesting room changes must complete a "Room Change Request Form" which can be obtained from the hall director or a residence life staff member. Anyone making a room change without proper permission may be billed an improper checkout fee and may be required to return to their original room assignment.
  - .02 No one can be required to move from his or her assigned room (except as provided in 4.00 below) unless the student agrees to move or unless the person is directed to move by the Judicial Board or the administration after proper hearing.
  - .03 Following housing selection, roommate changes for returning students will not be granted until fourth week of first term.
- 3.00 Freshmen: group housing, single rooms and suites, quads and triples

No freshman will be assigned to a group house, small residence, single room, suite, quad or triple unless an exception to this rule is approved by the dean of students.
- 4.00 Single occupancy of double rooms
  - .01 No student will be allowed to reserve a double room alone during room selection.
  - .02 Roommate pairs will always have priority over individual students with respect to occupying double-singles. Rooms designed for two students are considered doubles. This includes double rooms in suites and quads in Hiatt Hall, Sage Hall, and 813 E. John St.
  - .03 Permission is required from the housing coordinator for all students who desire to remain in a double-single room. Students will be required to pay a fee set by the finance office for each term they have permission to occupy a double-single.
    - a. Lawrence guarantees housing for all students. The housing coordinator reserves the right to withdraw permission for a double-single at any time, based on housing needs.
    - b. Students not wishing to pay the additional fee are required to select a roommate from a list which can be obtained from the housing office.
    - c. Students who lose their roommate prior to seventh week and wish to remain in their current room must select a new roommate by the end of that term. Students who lose their roommate after seventh week and wish to remain in their current room have the

remainder of that term and the entire following term to name a new roommate. If a new roommate has not been named by the deadline, the student may be assigned a new roommate or may be moved from the room to allow a roommate pair from the doubles waiting list to inhabit the room.

- d. Students unable to make a selection within the time period will be assessed the additional fee, assuming that the room they inhabit is not desired by any roommate pairs on the doubles waiting list.
- e. Empty double rooms that are created will be provided first to roommate pairs, then to persons on the singles wait list. Students who are given a double-single from the singles wait list must also pay the additional fee.

#### .04 Emergency housing in double-singles

- a. If an individual requires temporary or emergency housing, the housing coordinator may assign the individual to temporary or emergency housing in any vacant double or single.
- b. If a student is housed in a double-single designated as temporary or emergency housing, the housing coordinator may require the occupants of two double-singles to move together, assigning a roommate pair in need of temporary or emergency housing to a newly-vacated double.

#### 5.00 Emergency/temporary housing

- .01 In the event of a housing overflow situation, students may be assigned to temporary spaces in residence hall lounges after all the regular housing is filled.
- .02 Study lounges, libraries, and typing rooms will be emergency housing. These spaces will be used **ONLY** if all temporary housing is full. In cases where emergency housing is used, the housing coordinator will make every effort to vacate the emergency housing by the third week of the term.

#### 6.00 Assignment disputes

In the case of assignment disputes that cannot be resolved with the housing coordinator, any party may appeal to the dean of students who will consult with the Residence Life Committee when appropriate.

#### 7.00 Review

During the fall term, student evaluations of this housing assignment procedure shall be systematically assessed by the LUCC Residence Life Committee.

#### 8.00 Single room assignment

- .01 Single rooms are assigned during the third term housing lottery.
- .02 Singles wait list procedures
  - a. A singles wait list is a list of individuals who desire a single room and did not receive a single room in the lottery. Students who desire a single room must register with the housing coordinator. Students who register with the housing coordinator after the

end of term three will be placed at the bottom of their class list in the order in which they register.

- b. Singles wait list(s) are maintained by the housing coordinator and remain in effect until the subsequent housing lottery and establishment of new singles wait list(s).
- c. Seniority of singles wait list(s) is senior, junior, and then sophomore class.
- d. Seniority of singles wait list(s) in each class is by lottery number until the end of term three. Individuals who do not have lottery numbers will be added to the bottom of the appropriate class list in order of registration with the housing coordinator. Students whose class status changes will be added to the bottom of the new class list in the order in which they present such changes to the housing coordinator.
- e. Transfer students who desire a single room may register with the housing coordinator and be placed at the bottom of the appropriate class singles wait list.

## 9.00 Double Room Assignment

.01 Double rooms are assigned during the third term housing lottery.

.02 Doubles wait list procedures

- a. A doubles wait list is a list of roommate pairs who desire a double room in a specific residence and did not receive a double room in that specific residence in the lottery. Roommate pairs who desire a double room in a specific residence must register with the housing coordinator. Roommate pairs who register with the housing coordinator after the end of term three will be placed at the bottom of the appropriate class list in the order in which they register.
- b. Doubles wait list(s) are maintained by the housing coordinator and remain in effect until the subsequent housing lottery and establishment of new doubles wait list(s).
- c. Seniority of doubles wait list(s) is senior, junior, sophomore, and then freshman class.
- d. Seniority of doubles wait list(s) in each class is by lottery number until the end of term three. If neither student in the roommate pair has a lottery number then the roommate pair will be added to the bottom of the appropriate class list in order of registration with the housing coordinator. If one of the student's class status changes then the roommate pair will be moved to the bottom of the new class list in the order in which they present such changes to the housing coordinator.

## **IDENTIFICATION CARDS**

Identification cards are issued to each student. They are used to keep track of the individual's meal plan, including Viking Gold debit account funds. The ID card is also used for payroll identification, admission to the wellness center, door access at some academic and residence hall doors, as well as for checking out materials from the library and picking up packages from the mail room. The finance office and information desk require the ID card for check cashing privileges. In order to gain admission to dining facilities, the card must be presented to the checker at each meal prior to entering the serving area. ID cards are not transferable. If an ID card is lost, the student should notify the ID office at Warch Campus Center immediately. A paper meal pass may be issued to be used solely for meals at Andrew Commons. The pass will expire after one week, at which time the student must either be in possession of



the misplaced ID or purchase a replacement. The ID card replacement fee is \$20. Students without either an ID card or temporary meal pass must pay for meals at Andrew Commons. Cash, debit, or credit are acceptable forms of payment. For those who lose an ID card, a generic card may be issued by the ID office to allow access to residence hall exterior doors only. The temporary card will cost \$20 and is valid for two days. When the temporary card is returned to the ID office, the fee will be refunded. The Lawrence University ID card should be carried at all times, and must be shown when requested by safety officers or any other university official. Students who refuse to properly identify themselves upon request may be denied entry to campus facilities or subject to disciplinary action.

## **KEYS**

Room keys for residence halls and small houses are available from the residence hall desks or the campus life office. Group living unit room keys are available in the campus life office. When the room is vacated, the keys are returned to the residence hall desk or appropriate office and proper checkout procedures must be followed. Students who fail to return keys or report them missing upon vacating a room may be held responsible for damages, violations of University policy or room charges for the room after vacating it. A \$50 fee will be charged for each key not returned (\$75 for lock re-core).

### **Keys and Access for Other Than Student Rooms**

Occasionally students need access to buildings for convenience in their academic work, extracurricular activities or employment. They may obtain keys or secure access through coding on their ID card after processing an authorization form. The student must use keys responsibly and must not duplicate them or loan them to others. Loaning ID cards to others to gain access to buildings is also prohibited. Misuse of keys or access privileges may result in judicial action and may be grounds for termination of employment or access privileges. A \$50 fee will be charged for each key not returned.

## **LEAVES OF ABSENCE/WITHDRAWALS**

A student who wishes to leave the university may request either a leave of absence or a withdrawal by meeting with the staff in the Center for Academic Success and completing a request form. Staff will discuss options with the student, review the request, and will notify all appropriate university officials. A student who does not follow these procedures for a leave or a withdrawal, or who fails to meet refund deadlines may forfeit a deposit. For further information regarding leaves of absence, withdrawal from the university, and refund of fees, consult the *Course Catalog* or make an appointment with a staff person in the Center for Academic Success, or refer to the web site at [http://www.lawrence.edu/students/academic\\_life/academic\\_services](http://www.lawrence.edu/students/academic_life/academic_services).

## **LIBRARY, MEDIA SERVICES, MUSIC AND IMAGE COLLECTIONS**

The Seeley G. Mudd Library offers a collection of 400,000 books and periodicals, access to a wide range of subscription electronic resources, and many other items: music scores, government documents, maps, microfilm, and audio and video recordings. Books and other materials are selected to support the academic programs of the university. The Visual Resources Library in the Wriston Art Center offers access to a variety of photographic and digital images. See the web site for hours and policies at <http://www.lawrence.edu/library/>.

### **Borrowing Materials**

The Lawrence ID serves as a library card for checking out books and other library materials. Students are responsible for the timely return of all materials checked out on their ID cards and may incur penalties if materials are not returned on time. Loan periods are 28 days for books and scores, 14 days for CDs, and 7 days for videos and DVDs.

Materials may be recalled for other users after two weeks (print material) or three days (audio-visual material). Professors may place materials "on reserve" for specific classes. Reserve materials are available

in electronic form or at the circulation desk for limited loan periods. Interlibrary loan services are also available.

### **Electronic Information Resources**

On the library website users will find LUCIA, the Library Catalog, which provides access to books, government documents and other materials found in the library.

The library website also provides access to a wide range of subscription databases, including full-text journal articles, reference sources, and citation indexes, as well as an extensive digital image collection. These web-based resources are accessible from within the library and from other computers connected to the campus network. In addition, Lawrence students, faculty and staff can access most of them from off-campus by authenticating through the proxy server.

### **Research Assistance**

The reference librarians offer guidance on research projects, help in using the library's online resources, answer specific questions on a topic or about the library, and direct users to additional resources on or off campus. Other services include instruction to classes on any topic concerning appropriate methods and tools. The library also offers reference assistance electronically and by appointment; see the library's home page at <http://www.lawrence.edu/library/> and follow the "Ask a Librarian" link.

### **Media Services and More**

Other facilities include video viewing rooms with videotape and DVD viewing equipment, group study rooms and a microfilm reading area. The library also provides printers, photocopiers, a scanner, and a microfilm reader-printer. There are campus network connections for laptop computer users and wireless access throughout the building.

### **LOFTS**

Personal lofts are not allowed. Furniture is modular and therefore loftable using the components of the furniture that is issued by the university.

### **MAIL**

All student mail is delivered to and picked up from the Warch Campus Center Monday - Saturday.

Intercampus and U.S. Postal Service mail is picked up and delivered to offices Monday - Friday. Envelopes for intracampus mail can be obtained from residence hall desks or the campus center mailroom. Students should allow one to two days for delivery. Any change of home address or telephone number should be reported to the registrar. Students should give off-campus correspondents their mailing address as soon as possible by advising correspondents to address mail as follows:

Student Name  
711 E. Boldt Way, SPC # (insert mailbox number)  
Appleton, WI 54911

Omit "Lawrence University" entirely from the campus mailing address.

### **MISSING STUDENT**

In compliance with the Higher Education Opportunity Act's Missing Student Notification Policy and Procedures, it is the policy of the dean of students' office to actively investigate any report of a missing student who is enrolled at the university and living in campus housing. For purposes of this policy, a student may be considered to be a 'missing person' if the person's absence is contrary to the usual pattern of behavior and/or if unusual circumstances may have caused this absence. Such circumstances could

include, but are not limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

Each student has the option through their Voyager account to identify an individual to be contacted by Lawrence University in the event that the student is reported missing.

If a member of the university community has reason to believe that a student is missing, the office of campus safety should be notified. Upon receiving notification, safety staff, residence hall staff and staff in the dean of students' office will make reasonable efforts to locate the student to determine his/her health and well-being. These efforts may include, but are not limited to, checking the student's room, class attendance, ID card usage, locating the student's vehicle, talking with friends, and calling the student's reported cell phone number. As part of the investigation, the university reserves the right to contact the student's emergency contacts to help determine the whereabouts of the student.

If upon investigation, it is determined that the student has been missing for at least 24 hours, student affairs staff will notify the designated missing student contact and appropriate law enforcement. College officials will work in collaboration with law enforcement officers to resolve the situation.

## **NOISE**

Excessive noise is a violation of LUCC legislation (students should consult the sections on Disruptive Conduct and Consideration Hours). When disturbed by excessive noise, community members should attempt to contact the person responsible for the noise before seeking assistance from university staff.

Appleton city ordinances require that "no person shall make or cause to be made any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb a reasonable person in or about any public street, alley or park or any private residence." Functions planned on campus, particularly those held outdoors, should consider the impact of noise associated with those functions, and organizers should request a noise variance from the City of Appleton Department of Health. Hearings are held to consider noise variances on a regular schedule. Variances must be requested in writing in advance of these hearings. Information concerning noise variances may be obtained from the campus life office.

## **NOTARY PUBLIC**

Alice Boeckers, president's office; Lori Rose, main hall; and Laura Zuege, off-campus programs, are notaries public and will notarize documents at no charge.

## **OFF-CAMPUS LIVING**

Lawrence is a residential college and students are expected to live on campus throughout their entire enrollment. Exemptions are granted to those who have been Lawrence students for four academic years, students beginning their fifth year or later after high school, married students, students in documented domestic partnerships, or students with dependent children. Students meeting any of these requirements should submit a written request for an exemption to the dean of students. Housing charges will be cancelled only after reasons are verified. Off-campus students must keep the registrar's office informed of their addresses and phone numbers.

## **ORGANIZATION FINANCES**

Students should be aware of the following LUCC legislation governing finances of organizations:

### **I. C. Organization Finances**

- 1.00 Any group or LUCC committee allocated money by LUCC shall be considered in a manner identical to student organizations in finance procedures and will be bound by the rules of organization finances as set down in LUCC legislation.
- 2.00 No student organization will be provided with funds in excess of the funds allocated by the Finance Committee to such organization.
  - .01 Each student organization will notify the LUCC treasurer of its financially responsible parties before using LUCC funds. The Treasurer must compile a list of financially responsible parties for student organizations and submit the list to campus life no later than the end of the sixth week of Term I.
    - a. Organization accounts can only be operated by the financially responsible parties as appointed by each organization.
    - b. Each LUCC funded organization shall be required to submit a report to the LUCC treasurer by the end of the second week of the following term, with the exception of Term III, where reports will be due by the end of tenth week.
    - c. All reports shall include:
      - i. Opening balance (Balance at beginning of the period)
      - ii. List of expenses
      - iii. Closing balance (balance at the end of the period)
    - d. Failure to submit a report by the deadline will result in a hold being placed on the account. This hold will be lifted after the organization's report has been received and verified by the LUCC vice president or treasurer.
    - e. If, by the final meeting of the General Council for Term II, any student organization has not had the hold lifted, the remaining balance may be reverted back to the LUCC General Fund by a majority vote of the General Council.
    - f. If an organization enters into a contract for which the university is liable, it must be signed and approved by the associate dean of students for campus life before it is sent to the university finance office.
- 3.00 In order to be eligible for participation in the Term III budget process, all organizations that have received money from LUCC must submit the following:
  - .01 An itemized account of how that money was spent, and a projection of expenses for Term III.
  - .02 A written report stating the year's past events and activities, and an itemized budget request for the following academic year.
  - .03 An inventory report of any items with a value of \$50 or more, or like items with a total value of \$50 or more of a non-expendable nature that have been acquired using LUCC funds, items purchased through the use of fundraising dollars, or items donated to the student organization.
  - .04 Budget requests must be submitted by each organization before/on the date specified by the Finance Committee. LUCC will not be responsible for budget requests submitted after this date.

#### 4.00 Budget guidelines

.01 All expenditures of LUCC appropriated funds must be extracurricular. LUCC does not fund the normal curricular activities of academic departments, including anything for which students receive academic credit or honors.

.02 LUCC funds shall not be allocated to groups with exclusive membership criteria unless the funds requested are for activities open to the entire campus.

#### .03 Food

a. LUCC funds may be allocated for food for the following:

- i. visiting speakers and performers;
- ii. small amounts of food for receptions after public events (e.g., lectures or performances);
- iii. events central to the purpose or mission of the organization.

b. LUCC funds may not be allocated for food for the following:

- i. regular meetings of the organization;
- ii. meals or snacks while attending or traveling to or from a conference, competition, festival, or the like;
- iii. any purpose other than those specified in 4.03.a.

#### .04 Transportation

a. LUCC funds may be allocated for transportation for the following:

- i. visiting speakers and performers;
- ii. transportation central to the purpose or mission of the organization;
- iii. transportation to and from conferences, competitions, festivals, and the like.

b. LUCC funds shall not be allocated for transportation for any purpose other than those specified in 4.04.a.

#### .05 Lodging

a. LUCC funds may be allocated for lodging for the following:

- i. visiting speakers and performers;
- ii. lodging at conferences, competitions, and the like.

.06 LUCC funds shall not be directly allocated to charitable organizations.

.07 The transfer of goods purchased with LUCC funds is at the discretion of the Finance Committee.

.08 Anything funded through an LUCC allocation which Lawrence students must pay separately to utilize shall be considered either a philanthropic fundraiser or a non-philanthropic fundraiser, with the following stipulations:

- a. Philanthropic fundraisers, which will be specified **by the Finance Committee** at allocation, **will** donate funds to a charitable cause.
  - i. For fundraisers allocated an amount not exceeding \$50, no funds must be reimbursed.
  - ii. For fundraisers allocated an amount exceeding \$50 but not exceeding \$1500:
    - 1. If funds raised by charging students do not exceed the allocation, only 50% of funds raised are to be reimbursed to the General Fund.
    - 2. If funds raised by charging students exceed the allocation, only 50% of the original allocation must be reimbursed to the General Fund.
    - 3. Any funds raised that are not reimbursed to the General Fund must go to the designated charitable cause.
  - iii. For fundraisers whose allocation exceeds \$1500, Finance Committee may set percentages and caps to be given to charity on a case-by-case basis.
- b. All other fundraisers, as specified above, are non-philanthropic.
  - i. For such fundraisers, all money raised by charging students must be reimbursed to the General Fund up to the original allocation.
  - ii. The organization may keep any revenue earned outside of charging students.
- c. All funds to be reimbursed must be reimbursed within a week of the end of the event.

.09 LUCC funds shall not be allocated for the purchase of alcoholic beverages.

.10 LUCC Finance Committee may request detailed justification for expenditures described in Sections 4.03, 4.04 and 4.05 above.

.11 Finance Committee reserves the right not to allocate funds to an organization, even if requested funds are for purposes permitted by sections 4.03 – 4.05, for any reason the committee sees fit.

.12 LUCC funds may be used only for the purpose for which they are allocated. Organizations may apply to have funds reallocated by the Finance Committee. Organizations will be held financially responsible for any LUCC funds spent for any purpose not approved by the Finance Committee and reported to the General Council.

5.00 Finance Committee shall meet throughout the year to consider additional financial requests from LUCC recognized organizations. Each organization requiring funds for these events must submit, at a time specified by the Finance Committee, a detailed request for the funds.

6.00 Custody of funds

.01 All funds of LUCC organizations must be deposited and disbursed through the finance office of the university, similar to all other university funds.

- .02 If the total LUCC annual appropriation has a positive balance as of June 30 after any necessary transfers are made, the surplus funds will be pooled in a special LUCC account for possible reallocation by the LUCC Finance Committee during the next fiscal year.

## 7.00 Inventory

- .01 Any items with a value of \$50 or more, or like items with a total value of \$50 or more, of a non-expendable nature obtained by an LUCC registered organization must be reported to the treasurer of LUCC and the campus life office. Any items purchased or acquired through LUCC funds, fundraising, or outside donations are considered university property and must be inventoried for insurance and record-keeping purposes. Computer-related purchases must be coordinated with Technology Services. Donations made to the university for the use of an organization are tax-exempt.
- .02 Financially responsible individuals of each organization must certify that inventoried items are present. If an organization has more than one financially responsible individual, only one individual may certify inventory.
- .03 If an organization is not in active status, all inventoried items must be returned to LUCC, via the Campus Life office.
- .04 Organizations must submit inventories before the beginning of the budget process in the third term, or when requested by the LUCC treasurer.
- .05 Organization funding will be frozen if inventory reports are not received as required.
- .06 Organizations with no items requiring reporting must submit reports indicating “None.”
- .07 The following procedures govern inventory of defunct student organizations:
  - a. Immediately following the declaration of a student organization to be defunct, its inventory is available for use by other student organizations for a length of time within the academic year agreed upon by the LUCC treasurer and the financially responsible parties of the student organization which wishes to use the inventory.
  - b. If by the end of the academic year a new student organization is created or the formerly defunct organization is re-recognized and either seeks to claim the unallocated inventory, the inventory shall be granted to the organization at the discretion of the LUCC.
  - c. If by the end of the academic year no newly-recognized student organization or re-recognized student organization claims the inventory, it will be made available for any other student organization to add to its inventory; such requests are confirmed at the discretion of LUCC.
  - d. If the inventory is claimed by multiple student organizations, representatives of the organizations shall meet with the LUCC treasurer and the Campus Life office to resolve the issue.

## 8.00 Organizational debt

- .01 A student organization will be declared in debt if at any time its account or any category thereof has a negative balance.
  - a. If a student organization’s account or any category within the account has a negative balance and the student organization has funds in their fundraising line, funds will be

taken from the fundraising account to cover as much of the organization's debt as possible.

- b. If there is no longer a negative balance in the student organization's account or any part within after this, the student organization will no longer be in debt.

.02 During the academic year, student organizations will have two weeks after being declared in debt to pay off the debt.

- a. If a student organization is declared to be in debt at the end of the fiscal year, the organization will have until November 1st to pay off its debt.
- b. If at the end of either of these periods the student organization has not paid off its debt, the account will be frozen.

.03 A student organization may not refund students who paid off the debt using funds allocated or reallocated by LUCC.

- a. If the debt occurs during the academic year and the student organization has funds remaining in other categories of its account, it may request that LUCC reallocate funds to cover the debt.

.04 If a student organization has a large debt as determined by Finance Committee, Finance Committee may create a payment plan for the debt and allocate LUCC funds.

- a. If the student organization does not adhere to the payment plan its account will be frozen.

.05 Finance Committee may waive the debt of a student organization if any of the following conditions are met:

- a. The debt is less than \$10.
- b. There are extenuating circumstances regarding the debt, as determined by Finance Committee.
- c. Finance Committee cannot meet in a timely fashion. In this case the treasurer has the power to waive the debt under the restrictions above. This decision must be reported to Finance Committee at the earliest possible convenience.

.06 If a student organization goes defunct after being declared in debt, a one calendar-year moratorium will be placed on the debt.

- a. If the student organization re-forms during this period, it will be responsible for the debt.
- b. If a student organization with a similar purpose and membership, as determined by the Steering Committee, forms, that student organization will be responsible for the debt.
- c. If no entity can be found to take responsibility for the debt by the end of the moratorium, the debt will be written off.

## 9.00 Selling Property Purchased with LUCC funds

.01 The organization must present to Finance Committee, a written request to sell the item, and defend this request in person at a Finance Committee meeting.

- a. An item may not be sold if there is another student organization which has a use for and desire to count it among their inventory, as determined by Finance Committee.



- b. The organization must consult with the Campus Life office to make a plan for selling the item.
  - c. The request must include confirmation that there is no other group on campus that wants the item, an estimate of the price of the item will be sold for, and any additional information that the organization feels it necessary to include.
  - d. Upon approval from Finance Committee, the organization may proceed with selling the item. All sales must be done through the university, and utilize the plan presented to Finance Committee.
  - e. Upon denial from Finance Committee, the organization may not sell the item.
- .02 Fifty percent of the funds gained through the sale of the item will return to the General Fund, and the other fifty percent will be added to the fundraising account of the student organization.

Finally, students should know that LUCC legislation (I.D.) provides that “All organizations of the Lawrence community must be informed of pertinent pending legislation.”

## **ORGANIZATION FUNDRAISING**

Campus organizations, groups, and individual students are strongly discouraged from conducting fund-raising activities beyond the campus community because of potential conflicts with the college’s development program. Lawrence’s development office conducts a broad and comprehensive fund-raising program designed to provide the college with necessary resources to conduct its mission. Inevitably, there is considerable overlap between constituents whom the development office solicits and those whom campus organizations or individuals might contemplate approaching. Lawrence strives to maximize general university fund-raising efforts through carefully coordinating institutional contact with current and prospective donors. For these reasons, any campus organizations or individual students considering fund-raising activities targeting off campus constituents (local business, alumni, friends, etc.) must seek prior permission and approval from the development office (via the director of annual giving or the director of corporate and foundation relations).

## **ORGANIZATION LEGISLATION**

### **I. G. Regulations Regarding Lawrence University organizations**

#### **1.00 Definition of a Lawrence University organization**

The term “Lawrence University organization” will refer to an organization in which:

- .01 There are at least five members;
- .02 Membership is not mandatory;
- .03 Membership is limited to members of the Lawrence community (i.e., Lawrence students, faculty and staff members and their immediate families).

#### **2.00 Registration of a Lawrence University organization**

- .01 An organization must register with LUCC in order to:
  - a. Use the service of the finance office;
  - b. Use university facilities free of charge, as described in subsection 3.00;
  - c. Receive money from LUCC at the discretion of the Finance Committee;

- d. Use the Lawrence name; and/or
  - e. Receive access to the Lawrence University Voyager Survey System at the discretion of the Polling, Elections, and Leadership Committee.
- .02 As a condition of registration, each prospective Lawrence University organization must adhere to the following procedure:
- a. The applicant organization must file with LUCC, through the campus life office, a statement of intent to register using the form provided by LUCC, which must include the following:
    - i. A statement of purpose and/or a constitution including how the group will act as a benefit to the campus community;
    - ii. A statement that membership is limited to members of the Lawrence Community;
    - iii. Identification of two (2) authorized representatives of the group and faculty/staff advisor, if one is included in the organization;
    - iv. Designation of at least one but no more than three financially responsible parties. These parties may also be an authorized representative as defined above in point iii;
    - v. Certification by the authorized representatives of the group that there are five (5) or more active members, and that each member is a bona fide member of the Lawrence Community;
    - vi. Acknowledgment of affiliation with any national organization(s).
  - b. Initial registration must be approved by LUCC through the following process:
    - i. After submitting a statement of intent to register on the form provided by campus life to LUCC, at least one (1) of the two (2) authorized representatives of the applicant organization must appear at the following meeting of the Steering Committee.
    - ii. If the committee chooses to accept the group's intent to register, the applicant organization shall be granted a four-week period in which to complete a certain set of organizational objectives designated by the committee.
    - iii. If granted by the committee, the four-week period will begin immediately after the set of objectives is sent to the organization by steering. The four-week period and the set of organizational objectives do not require approval by general council.
    - iv. After the four-week period has elapsed or after all of the suggested organizational objectives have been completed, the authorized representative(s) of the applicant organization must appear at the following meeting of the LUCC Steering Committee and report the progress they have made and whether or not they have completed the objectives previously designated for them by the committee within the four-week period. Based on that report, the committee shall decide to either approve or deny the applicant organization's registration.
- .03 Each Lawrence University organization must renew its registration through the following procedure:
- a. Each Lawrence University organization must renew its registration with campus life annually by submitting the form provided by campus life. This renewal must be submitted no later than the third week of the third term prior to the year in which it will take effect. Organizations that fail to do so will lose their registered status until such renewal is made.

- b. Renewal of organization registration must include, but is not limited to, whether the group acted in accordance with its mission statement from the previous year. The names of the new authorized representatives, or reconfirmation of the current representatives, must be included.
- c. If such renewal is not filed by the end of each academic year, the organization will be considered defunct. During the first term of every academic year a list of defunct groups will be announced. If an organization wishes to again be recognized by LUCC, it must register with the LUCC General Council following the procedures outlined in I. G. 2.02.
- d. If at any point, a student group does not abide by its statement of purpose and/or constitution, the group will be formally warned by Steering Committee and risks losing LUCC recognition and any remaining allocated funds.

### 3.00 Use of university facilities

- .01 Closed meetings of Lawrence University organizations: A Lawrence University organization which is registered with LUCC may use university facilities, subject to availability, for meetings which are limited to members and specifically invited guests.
- .02 Open meetings of Lawrence University organizations: A Lawrence University organization that is registered with LUCC may use university facilities, subject to availability, for meetings which are open to more than its community members and to invited guests subject to the regulations of the dean of students office.
- .03 Non-registered organizations: Any organization that is not registered with LUCC must pay rent to use university facilities.
- .04 Organizational office space
  - a. Space in university buildings, including private offices, common offices, and meeting rooms, may be allocated by the Residence Life Committee for organizations recognized by the Lawrence University Community Council;
  - b. Organizations may request space by applying to the Residence Life Committee in the spring term. Organizations requesting space must confirm allocations in the fall term;
  - c. Space will be allocated on the basis of the organization's statement of purpose, size, possessions, and history;
  - d. Organizations may retain space for more than one year only by reapplying to the Residence Life Committee.
- .05 Organizational living space: Recognition of an organization by LUCC does not obligate the council to take any action regarding requests for living space to be used by the organization.

### 4.00 Positions on public issues

- .01 Positions on public issues taken by Lawrence University organizations:

A Lawrence University organization may advocate publicly a position on a public issue, provided such organization clearly identifies itself, and provided such an organization in

any public statement makes it clear that it does not represent or speak for the university or LUCC;

- .02 If a violation of 4.01 occurs, a complaint may be filed with the LUCC general council. The council shall determine by majority vote the appropriate penalty. Penalties may include, but are not limited to, limitation of funding or loss of registered status.

## **PAINTING**

A student may not paint their room. Student groups wishing to paint lounges, TV rooms and hallways may obtain a paint contract from the dean of students office. Facility services will furnish materials (brushes/drop cloths/paint) upon payment of a \$50 deposit that is refunded when equipment is returned. Students who paint without authorization (completed paint contract) may be subject to a \$50 fine and/or costs for repainting unauthorized murals.

## **PARKING**

City ordinances prohibit parking on city streets between 2:00 a.m. and 5:00 a.m. or during a snow emergency under special conditions when declared by city officials. Overnight parking is available in city parking ramps. Students may obtain permits for the city ramps from the City of Appleton. Students should use appropriate caution to safeguard their personal safety and property when parking in city ramps.

### **Parking on Campus**

In an effort to preserve the natural beauty of the campus and to provide as much green space as possible, parking has been kept to a minimum and is very limited. To better utilize our limited parking facilities, the university established a system by which students, faculty, and staff share parking space. Most campus parking lots are utilized by faculty and staff during daytime hours, Monday through Friday. These same lots are available for student parking overnight and on weekends. In addition, a limited number of spaces are available to students for 24-hour parking and are allocated according to LUCC legislation through a lottery conducted in advance of each term. In the event of a snow emergency all cars must be vacated from student lots for a period of twelve hours as determined by the facility services office.

### **Parking Regulations**

University regulations require that all students register their motor vehicles annually. Automobiles, motorcycles, and mopeds must be registered with the dean of students office within three working days of bringing the vehicle to campus. There is no charge for registration. Members of the community may park only in those parking areas allocated for their use as outlined below. No parking is permitted in fire lanes, driveways, drop-off zones, sidewalks, lawns, or parking areas designated for guests. Members of the community utilizing areas for loading equipment into or out of buildings should so indicate by use of flashers, and should not leave vehicles unattended for more than five minutes.

Only bicycles, mopeds with motor disengaged, emergency, maintenance, and service vehicles may be operated off normal streets and drives. Operating a motor vehicle or parking on lawns, sidewalks, or other areas "off road" constitutes a violation of university policy.

### **Parking Areas**

Space is reserved for student use as allocated through the LUCC lottery 24-hours a day in the Trever Hall lot west of Trever, in the East lot between 300 S. Meade St. and 813 E. John St., the back portion of the Plantz Hall lot (entered off of Washington St.), spaces directly behind Colman Hall, and in the Hiatt Hall lot located near the tennis courts. Only students with appropriate permits may park in these areas. The south side of the Chapel lot, a designated space in the Wilson House lot, and spaces on the north side of the Alice G. Chapman Hall are reserved for guest use only. The Banta Bowl lot may be used for overflow parking. Students may park in other lots as noted below.

Brokaw west side, Alice G. Chapman Hall lot, Memorial Chapel north half, Music-Drama northwest side, Shattuck lot (Washington St. & Park Ave. corner lot), Washington St. (corner of Washington St. & Lawe St.), Wilson House lot, Plantz Hall lot (except the lot entered off of Washington St.) and the lot behind (north of) 320 E. College Ave. - after 5:00 p.m. Monday through Friday until 7:30 a.m. the following morning; all day Saturday, Sunday, and those holidays determined annually by the University as non-working holidays for faculty and staff members. Mid-term reading periods, final examination periods and term end reading periods are not considered holidays, and parking restrictions are enforced on these days. The Music-Drama lot is not available Sunday mornings as it is shared with the Episcopal Church. During other times, these lots are reserved for faculty and staff use only.

### **Enforcement**

All vehicles must be registered. All vehicles parked in fire lanes, on lawns or sidewalks will be ticketed by the Appleton Police Department and towed for each offense at the owner's expense. All unregistered vehicles, or any vehicle parked in reserved stalls, disabled/handicap stalls, driveways, or any 24-hour student parking area without permit will be ticketed by the office of campus safety. **A student, faculty, or staff member may receive one ticket during the academic year without penalty. However, the vehicle may be police ticketed upon the second and all subsequent tickets, and in addition, it may be towed at the owner's expense upon receipt of the third ticket and any ticket thereafter.** Ticketing and towing occurs throughout the week, including evenings and weekends. The university assumes no liability for vehicles parked or towed. Charges associated with recovery of towed vehicles are the responsibility of the owner.

University issued parking violations may be appealed in writing to the Parking Committee, and may be forwarded to the committee in care of the facility services office. Only students whose cars are registered at the time the ticket is issued may appeal a parking violation. The committee, named by the president, is comprised of members of the faculty, staff, and student body, and is chaired by the director of facility services.

### **24-Hour Student Parking**

#### **I. E. Motor Vehicle Regulations**

##### **1.00 Registration for 24-hour student parking**

###### **.01 Parking fee and allocation**

- a. There shall be a per term fee for students who obtain a lottery spot, excluding spots at the Banta bowl. The LUCC General Council, upon the recommendation of the Student Welfare Committee, may propose changes to the on-campus parking fee.
- b. Parking fees are charged to the students' accounts, and the dean of students office will issue a parking sticker upon the student's acceptance of the charge by the last business day of the week in which the lottery for the following term takes place. Different stickers will be issued each term.

###### **.02 Parking lottery**

- a. The dean of students' office shall conduct a lottery, drawn by seniority, to grant students 24-hour parking privileges for the following term.
- b. The lottery for fall term takes place on the first Monday of August. The lotteries for winter and spring terms take place on the Monday of each preceding term's last full week of classes.

- b. Lottery parking spaces will be available for students with stickers for the term when residence halls open for all students that term.

.03 Medical exemption from the lottery

- a. The dean of students' office shall first assign 24-hour parking spaces to students with physical disabilities or medical needs. Remaining spaces will be handled through the regular parking lotteries.
- b. Each student requesting a medical exemption must submit a written request to the dean of students' office regarding their need for an assigned space. This request must be accompanied by a statement from his/her/their doctor confirming the need for the exemption from the lottery.
- c. Students not meeting the criterion established in 1.03.a may be granted parking privileges through the regular parking lotteries.

.04 Individuals who do not go through lottery can be added to the end of the waiting list on a first-come, first-served basis.

.05 Openings shall be filled from those people on the waiting list, according to seniority and then lottery number priorities, at the beginning of each term.

.06 Transfer of registration stickers and lottery parking stickers is prohibited.

2.00 24-hour student automobile and motorcycle parking

.01 Only students with the appropriate lottery-parking sticker may park their motor vehicle in designated 24-hour student parking areas. The university shall annually publish a list of 24-hour student parking areas in the Student Handbook.

.02 All students with registered vehicles may use 24-hour student parking spaces over winter and spring breaks. Students living on campus over the summer may use student spaces during summer break.

3.00 Parking violations

.01 Two or more violations in any given term will disqualify a student from entering the parking lottery for the subsequent term on campus, including the next academic year.

.02 The University Parking Committee reserves the right to bring excessive violators before the Judicial Board.

.03 Guest House parking, visitor parking and residence hall director parking are not student parking. Unauthorized vehicles will be towed at the owner's expense.

.04 Vehicles illegally parked in fire lanes, in emergency areas, or on sidewalks or lawns will be towed at the owner's expense.

.05 Only students who have registered their cars at the time the ticket is issued may appeal the parking violation.

4.00 Snow emergency

- .01 In the event of a snow emergency declared by the city of Appleton, all cars must be moved out of student lots for the purpose of snow removal.
  - a. Facility services will contract an outside firm to remove all snow from student lots during a designated time.
  - b. All students will be informed by facility services that a snow emergency has been called and snow will be removed from all lots. Students will be given 24 hours notice before the snow emergency goes into effect.
  - c. Students will be informed of a 12-hour period during which all cars must be moved out of spaces in student lots.
  - d. After snow has been removed from a particular lot, students may re-park their cars.
  - e. The 12-hour snow removal shall not overlap with the period of three hours designated by Appleton city ordinances as the time when cars may not be parked on city streets (2:00 a.m. to 5:00 a.m.).
- .02 Cars that are not removed from lots during the 12-hour snow removal period will be police ticketed and towed to facilitate snow removal and owners will be subject to all fines and penalties involved.

## **PARTIES**

The Lawrence University Community Council has provided the following party legislation to clarify policy and procedures.

### **III. C. Party Legislation**

#### **1.00 Policy**

- .01 All parties, with the exception of room parties, must be registered with the dean of students office prior to the event. Such registration includes the requirement to provide non-alcoholic beverages at the event.
- .02 All parties must conform to consideration hours.
- .03 All parties where alcohol is served must conform to the following regulations:
  - a. Party registration forms will be subject to annual review and changed when deemed appropriate by the dean of students office.
  - b. Party registration forms will be available from the residence hall directors of residence halls or from the dean of students office.
  - c. All alcoholic beverages will be served in such a way that those consuming them know what they are drinking and in what quantity. Grain-alcohol type punch is prohibited.
  - d. In all other ways, party sponsors must conform to party permit restrictions.

- .04 All party hosts as designated by the party registration form (including the fraternity “six man” form), with the exception of room parties, must have completed Bystander Intervention Training in order to register a party with the dean of students office.
  - a. Training will be administered by the Student Alliance Against Sexual Harassment and Assault (SAASHA).
    - i. This training must be renewed once every three academic terms.
  - b. If the sponsoring organization registering a party also has a Group House, then all members of the Group House roster during the term in which the event will be held must complete Bystander Intervention Training.
  - c. Groups must schedule their training with SAASHA-approved trainers prior to party registration.

## 2.00 Parties - definitions

- .01 Room parties are defined as those parties hosted by at least one of the room’s occupants in that person’s room.
- .02 Hall parties are defined as those parties sanctioned by the residence hall’s house council in their own hall or house.
- .03 Common area parties are defined as those parties held in a lounge, recreation room, floor lounge, study lounge, chapter room, dining room and/or living room.
- .04 Outdoor parties are defined as those parties hosted outside of the residence.

## 3.00 Party procedures

### .01 Room parties

- a. Complaints about the party shall first be made to the sponsors (people assigned to the room).
- b. Complaints may then be made to the residence hall director.
- c. Group room party complaints shall be made to the sponsor and then the house manager.

### .02 Hall parties

- a. The intention to sponsor a party must be posted on all floors before the hall council meets.
- b. Hall council votes on whether or not to sanction the party.
- c. Complaints about the party shall first be made to the sponsor.
- d. Complaints may then be made to the residence hall director or house manager.
- e. The sponsor will be held responsible for the clean-up of the area within twelve (12) hours of the posted ending of the party.



### .03 Common area parties

- a. The sponsors must clear the facility's use with the residence hall director or house manager.
- b. Signs must be posted on all floors and in common areas stating the sponsors' starting and ending time of the party, and the area in which the party is to be held.
- c. Complaints shall be made first to the sponsors.
- d. Complaints may then be made to the residence hall director or house manager.
- e. Sponsors will be held responsible for the clean-up of the area within twelve (12) hours of the posted ending of the party.

### .04 Outdoor parties

- a. Sponsors must file for a city of Appleton permit, if applicable (most permits require a 30-day notice). Information about these permits may be obtained from the dean of students office.
- b. Sponsors must arrange with facility services for set-up, clean-up, and security.
- c. Normally, sponsors will be held responsible for clean-up of the area within twelve (12) hours after the party ends.
- d. City noise ordinances must be adhered to.
- e. Complaints shall be made first to the sponsors.
- f. Complaints may then be made to the dean of students office.

### 4.00 Parties in non-residential areas on campus

All parties in areas other than those mentioned above, shall be cleared through the building supervisor and registered with the dean of students office.

All parties must be registered at least three business days in advance of the function. Registration forms and other materials are available in the campus life office, dean of students office, or from a residence hall director. Party sponsors should note that parties must be in accord with the Appleton ordinances concerning noise.

Party sponsors may not charge for the use or consumption of alcoholic beverages, unless a special Class "B" license for beer and/or wine is obtained in advance from the City of Appleton. Charging a cover charge at the door, charging for an empty cup, charging for wristbands that permit consuming alcoholic beverages, or charging for alcoholic beverages by the glass or in bulk constitutes selling alcohol without a license and is a violation of state law and campus policy. For more information on obtaining a special Class "B" license from the city, consult the campus life office or the office of the City Clerk.

## **PERSONAL SAFETY**

All members of the Lawrence University community have a right to a safe living, learning and work environment. Violence or threats of violence against students, employees, or visitors are unacceptable

and will not be tolerated. Violence/threats of violence include, but are not limited to, striking another, pushing, kicking, throwing things, abusing/destroying property, physical intimidation, threats (direct, implied or veiled), dating or relationship violence, stalking or harassment. Any act or threat of violence will result in consequences, which may include immediate physical removal and/or separation from the university. (See also, Policies on Sexual Misconduct on the web site and LUCCL legislation on Disruptive Conduct in this on-line Handbook).

## **PETITION PROCESS**

University regulations are established to provide for the academic progress of students, the welfare of the community and the orderly conduct of university affairs. Occasionally, exceptions are necessary to fulfill these goals. Individual students seeking exceptions to regulations should petition the appropriate committee or person. Petitions for exceptions to academic regulations should be directed to the Faculty Subcommittee on Administration (forms are available in the registrar's office or the Center for Academic Success and at their respective web sites); petitions for exceptions to conservatory requirements should be directed to the Conservatory Committee on Administration (forms are available in the conservatory office); petitions concerning campus life should be directed to the dean of students; and petitions concerning business affairs should be sent to the vice president for finance and administration. Information concerning campus life or business affairs petitions may be obtained from the dean of students office or business office respectively.

Each petition must provide a clear and detailed statement of the exception requested and the reasons why the student believes the exception should be made. The student must review a petition regarding academic matters with their faculty advisor who must sign and comment on the petition. Other parties such as department chairs, course instructors, etc. should also be consulted when appropriate. Petitions will be reviewed on a regular basis and the decisions are communicated directly to the student. A copy of the Faculty Subcommittee on Administration petition form is available to download through the registrar's office web site.

## **PETS**

Health considerations and sanitary requirements have led LUCCL to prohibit most pets in campus residences.

### **III. D. Pets**

1.00 Pets are divided into the following categories.

- .01 Unrestricted—no permission necessary. This category applies to fish, small lizards, and small turtles maintained in aquariums with a capacity of 10 gallons or less. It is not necessary to obtain permission in order to own unrestricted pets.
- .02 Restricted—This category is limited to small birds, small snakes, and small mammals maintained in aquariums or cages with a capacity of 10 cubic feet or less. Permission to own and maintain these pets must be obtained by unanimous consent of the residents of a floor or small house through a voting procedure of secret ballot administered by the dean of students office. Cats, dogs, and rabbits are not allowed in any residence.
- .03 Forbidden—This category applies to all other pets and animals not mentioned above.

2.00 Responsibilities

Any student who wishes to bring a pet to campus is urged to consider seriously that the responsibility of caring for a pet in a campus living situation is a privilege that can be revoked if it is abused.

- .01 Any student wishing to have a restricted pet must request the proper vote through the residence life advisor/residence life manager.
- .02 Voting will end one week after the ballots have been distributed. Each resident of a floor/house shall receive one ballot. At the end of the week any ballot that has not been submitted will be counted as a vote in favor of the pet. Adequate publicity must be posted in all common areas of the affected floor/house. Publicity must include the dates of the vote, type of pet, and must include the phrase "Failure to submit a ballot by mm/dd/yy will be counted as a vote in favor of the pet." The results of the vote are valid only until the end of the same academic year in which the vote took place.
- .03 Any student who brings a restricted pet to campus before it has been approved by the members of the specified living unit will be ineligible to request a vote and will be required to remove the animal.
- .04 The owner shall be liable for all damages to living areas and other university property. This liability includes expenses incurred by the need for special cleaning or deodorization where the definition of special cleaning does not include cleaning due to expected amounts of pet dander.
- .05 The owner shall clean up all messes made by the animal.
- .06 The owner shall keep the pet under control so as not to cause excessive disturbances.
- .07 An owner must take the pet home or have it boarded during vacations.
- .08 The pet owner must comply with all City of Appleton ordinances regarding pets.

## **RECRUITMENT POLICY**

LUCC legislation provides that potential employers and graduate/professional schools may interview students on campus.

### **I. B. Recruitment Policy**

- 1.00 All recruiting on campus must be coordinated by Career Services, ensuring that all recruiters will be accommodated in the same manner.
- 2.00 Career Services will advise students of employment and graduate/professional school opportunities in a uniform manner.
- 3.00 The efforts of Career Services and the use of Lawrence University facilities are offered as a service to the Lawrence community and in no way imply that the community approves of the activities of the organization represented.

## **RECYCLING AT LAWRENCE**

Lawrence began recycling materials on campus during the 1990-91 academic year. All members of the community are encouraged to recycle their disposables by placing them in the bins provided in each campus building. Materials are collected each week. Materials that can be recycled include:

Paper - types of paper that may be recycled include newspapers, colored, white, cardboard, magazines, books, etc.

Aluminum and steel cans; glass, including green, brown, and clear; and plastic, #1 and #2 recycle label may be co-mingled in appropriate recycling containers.

Items that cannot be recycled include pizza boxes, bathroom wastepaper, facial tissue, carbon paper, cellophane, plastic bags, food, food waste, etc. The city maintains several waste oil drop-off sites. For more information about recycling, contact the facility services office or the Appleton Department of Public Works.

## **REFRIGERATORS**

Refrigerators larger than 4.4 cubic feet are prohibited in campus residence rooms.

## **RELIGIOUS HOLIDAYS**

Lawrence recognizes and respects the importance of religious holidays for many members of the University community. Faculty are encouraged to provide accommodations for students who wish to observe religious holidays by permitting alternative dates for required course activities such as the taking of examinations or the submission of papers and other class projects. Students wishing to have an accommodation for religious reasons are asked to make arrangements with faculty course leaders at the beginning of the term in which a course is taken. Faculty and staff are further encouraged to be sensitive to the existence of religious holidays in planning University events.

## **RESIDENCE HALL “BILL OF RIGHTS”**

Members of a community have certain rights and responsibilities. The following list is issued to remind each resident of their rights and responsibilities to their roommate and fellow residents.

1. The right to read and to study free from undue interference.
2. The right to sleep without undue disturbance from noise, distractions, etc.
3. The right to expect that others will respect one’s personal belongings.
4. The right to live in a clean and smoke-free environment.
5. The right to enjoy free access to one’s room and to the facilities provided in the residence hall.
6. The right to enjoy personal privacy (refer to section “Solicitation on Campus”).
7. The right to host guests with the expectation that guests are to respect the rights of a roommate and fellow residents.
8. The right to redress grievances.
9. The right to be free from fear of intimidation, physical or emotional harm.
10. The right to expect that these rights and privileges will be respected by all members of the community.

Note: The Residence Hall Bill of Rights serves as a guide for behavior conducive to residential living. It does not represent LUCS legislation, however, and is not usually subject to enforcement and adjudication through the Judicial Board.

## **RESIDENCE LIFE POLICY**

Lawrence University is a residential college. The expectation that students reside on campus and participate in the board plan is consistent with the university’s educational aim of providing students with a liberal arts experience that extends beyond classroom walls. The college has also made a significant

financial investment in creating and maintaining facilities and programs centered on the residential experience. Questions concerning this philosophy and policy should be directed to the dean of students.

## **ROOFS AND FIRE ESCAPES**

Students may not be on fire escapes or roofs except in emergency situations (except Kohler Hall roof). Nothing is to be thrown from a roof at any time. Any violators should be reported to the office of campus safety and the residence hall director or dean of students office.

For use of Kohler roof, contact the Kohler residence hall director.

## **ROOM INSPECTION**

The university reserves the right to inspect student rooms for damage and to assure compliance with local and state ordinances regarding health and safety, and to enter student rooms to perform routine maintenance functions. Students are prohibited from installing locking mechanisms on any doors that may inhibit or prevent university access. When possible, students will be notified in advance of such inspections. When an alleged violation of university policy is suspected, the following policy will be utilized.

### **III. F. Room Inspection**

Lawrence University guarantees the students' right of privacy. The university and its officials abide by the following procedure with regard to entering or searching university property leased by students with the understanding that this procedure in no way supersedes a lawful search by civil authorities.

- 1.00 When there are sufficient grounds to believe that a crime or a violation of LUCC legislation or university regulations has occurred, or is occurring, which requires a search of leased property, the student leasing the property will be notified of such planned entry or search.
- 2.00 In all cases involving suspected violation of LUCC legislation or university regulations a search will be made only after the securing of a university search warrant.
  - .01 All such warrants are issued by the dean of students;
  - .02 The search must be conducted within 24 hours of issuance of the warrant;
  - .03 A search will be made only after the warrant has been presented to the student involved.
- 3.00 The warrant will:
  - .01 Identify the premises to be searched;
  - .02 State the name of the occupant or lessee of such premises;
  - .03 Cite the specific regulation for which the evidence is being sought;
  - .04 State the nature of the evidence being sought;
  - .05 Bear the date and time it was issued;
  - .06 Bear the signature of the dean of students.

- 4.00 In all cases involving suspected violations of LUCC legislation or university regulations, searches will be attended by two persons:
  - .01 The dean of students, associate or assistant dean will conduct the search;
  - .02 The person most able to identify the evidence will observe the search.
- 5.00 Evidence discovered during a lawful search, which pertains to regulations other than those under which the warrant was issued will not be considered valid evidence.
- 6.00 When necessary, the dean of students, associate or assistant dean will ask the student to open all drawers, luggage, lockers, etc. during the search.
  - .01 If the student chooses not to assist in this manner, the dean of students or associate or assistant dean will carry out the search;
  - .02 The search will be made in all cases with minimum disarrangement of the premises.
- 7.00 The student will be given a receipt for all the belongings removed during the search. These belongings will be returned after disposition of the case by appropriate university or civil authorities whenever it is lawful to do so.
- 8.00 The university will make a general check of all rooms during all scheduled vacation periods during which university housing is closed. The general inspection will be made for the sole purpose of checking the physical structure (open windows, unplugged appliances, dislocated university furniture and other related items).
- 9.00 In emergency situations when imminent danger to life, safety, health or property is suspected, rooms will be entered without advance notice or warrant.
- 10.00 Evidence obtained under circumstances which violate these regulations will be inadmissible in student judicial hearings.

## **SAFETY AND SECURITY**

The personal safety and security of each student, faculty, and staff member is both an individual and community concern. While the university strives to provide a campus environment free of undue risks to persons and property, it is each person's responsibility to pay attention to their surroundings, to avoid hazardous situations, and to exercise their own best judgment to maintain personal safety and well-being. In addition, each member of the community must call attention to conditions or situations that threaten the safety and security of others by contacting the office of campus safety.

Campus safety officers patrol the campus 24 hours per day, 7 days a week. Safety officers carry cellular phones and can be contacted by dialing 920-832-6999. The phone extension is monitored 24 hours a day and a safety officer will respond upon request. Although their chief functions are to assist members of the community on campus and to maintain the safety and security of university facilities, they also act as the "eyes of the campus," noting safety concerns and unusual situations in daily reports for follow-up by university personnel. They can also contact the Appleton police department and will work cooperatively with local authorities should the need arise.

**Emergencies:** In the event of an emergency, local authorities may be reached from any campus telephone by dialing 9-911. The dispatcher will send appropriate personnel immediately. Lawrence safety office should also be called. When calling for help, the caller should report their name and the

nature and exact location of the emergency situation. It is helpful to wait for emergency personnel to guide them to the appropriate location.

The emergency phones are stationed in areas across the campus:

1. Trever Hall to the right of the front entrance
2. Alice G. Chapman Hall left of the front entrance
3. Main Hall south central side of the building
4. Brokaw Hall west entrance
5. Music-Drama Center near entrance to west lobby
6. Colman Hall north entrance
7. Plantz Hall front entrance
8. Ormsby Hall north entrance
9. Sage Hall north entrance
10. Quadrangle north side between Draheim House and 711 East Alton Street
11. Guest House 224 N. Park, south porch
12. Hiatt Hall lower entrance
13. Warch Campus Center lower entrance by Riverwalk

Instructions are written on the inside of the boxes. To utilize these phones efficiently in emergency situations, please be aware of the correct procedure for making a phone call:

1. Push "ON" button - Listen for dial tone.
2. Dial last four digits of phone number. The red button will connect you with off-campus emergency services (fire, police, ambulance).
3. Push "OFF" button when call is completed. The phone will automatically disconnect after a preset amount of time.
4. To reach the office of campus safety, dial "6999"; to reach the operator, dial "0".

Several safety precautions should help to provide a safer environment and should permit everyone to enjoy Lawrence more fully.

1. Walk purposefully across campus and through the community. Be alert to your surroundings. Walk with one or more friends whenever possible.
2. Use well-lighted, well-traveled pathways and avoid dark or isolated areas.
3. Be alert to the locations of public and campus telephones.
4. Lock doors when sleeping or when out. Be certain to close exterior doors and avoid admitting strangers to residence halls or other campus buildings.
5. Don't leave valuables in open view.
6. Take care of keys and report their loss to university personnel immediately.
7. Don't be afraid to challenge strangers on campus. Ask whether salespersons have permission from the dean of students office to solicit on campus (they should have a written permit). When suspicious of a stranger, call the office of campus safety immediately.
8. Although Lawrence does not maintain a formal escort service, community members should feel free to call friends or the office of campus safety to ask them to provide an escort from place to place. If asked to escort someone else, please accept willingly. This "good turn" is easy to do and essential to fostering a safer community.

The best protection against theft is to be aware and cautious. Students should lock their rooms whenever they leave and when they are sleeping in their rooms, and they should never leave valuable items unprotected. A theft should be reported to the campus safety office, to the dean of students office, and to the person in charge of the building in which the theft occurs. Students should also report thefts of personal property to the Appleton police. When reporting a theft, they should describe their property with

such details as make, model and serial number, color, condition, etc. Students wanting to mark personal items for identification may contact the information desk for an engraver.

LUCC legislation provides for a Whistlestop program.

How Whistlestop works: Lawrentians blow their whistles to signal trouble - and when they hear the signal, they know that a neighbor is in distress. They should call the police and a campus safety officer for help, and then blow their own whistle to attract additional attention. The distinctive sound of the whistle ties the isolated Lawrentian to fellow Lawrentians and through them to the police or a campus safety officer. It is the only safe, nonviolent weapon a person can carry at all times. A criminal cannot turn a whistle on its owner. It is intended rather, to help a community to be a community by encouraging neighbors to stick together and help each other in a crisis.

#### I. J. Lawrence Whistlestop Program

It is the responsibility of the dean of students office and LUCC to maintain a Lawrence Whistlestop program to help safeguard the personal security of all members of the Lawrence community.

- 1.00 A loudly blown whistle signifies a distress signal.
- 2.00 Any student who unjustifiably blows a whistle under any circumstances where it would be assumed that a student is in danger shall be liable to disciplinary action by the Judicial Board.
  - .01 First offenders will automatically be fined \$50 and be liable to further disciplinary action by the Judicial Board.
  - .02 Further violations will be dealt with at the Judicial Board's discretion.
  - .03 Monies acquired from fines will be placed in a special LUCC account to be used for further whistle purchases. A whistle is issued to every new student as part of a nationwide program.

### **SATELLITE DISHES**

#### III. G. Satellite Dishes

- 1.00 The installation and/or use of satellite dishes on Lawrence University student housing is/are prohibited.
  - .01 If a student(s) is (are) found in violation of section 1.00 above, each student assigned to live in said room will be fined \$75.
  - .02 The University will be responsible to remove the dish for the student's safety.

### **SERVICE AND ASSISTANCE ANIMALS**

#### Service Animals

Lawrence University provides reasonable accommodations for service animals in compliance with Title III of the Americans with Disabilities Act and its Amendments ("ADA"), and with Section 504 of the Rehabilitation Act. Service animals are working animals, not pets. The ADA defines a service animal as,

"Any dog that is individually trained to do work or perform tasks for the benefit of



an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.”

The work or task that the dog performs must be directly related to the individual’s disability, and can include a wide variety of services, such as guiding the blind, alerting individuals who are deaf, pulling a wheelchair, alerting and protecting a person having a seizure, reminding someone with mental illness to take prescribed medications or performing other duties. Dogs whose sole purpose is to provide comfort or emotional support do not qualify as service animals.

### Assistance Animals

In accordance with the Fair Housing Act, Lawrence University provides reasonable accommodations for assistance animals in student housing. An assistance animal is an animal whose sole function is to provide emotional support, comfort, or therapy. A person may keep an assistance animal in a dwelling unit as a reasonable accommodation if:

1. The person has a documented disability;
2. The animal is necessary to afford the person with a disability an equal opportunity to use and enjoy the residence halls; and
3. There is an identifiable relationship between the disability and the assistance the animal provides.

Assistance animals are only allowed within the residence halls. The University will not permit assistance animals if they cause substantial physical damage to the property of others; would pose an undue financial and administrative burden; or would fundamentally alter the nature of residential operations.

## **SHORT-TERM LOANS**

Short-term (30-day) interest free loans are available from the finance office to assist students for emergency purposes. Loans will be available after the second week of fall term classes and will be discontinued for the school year on May 15. A student may obtain one loan per term (\$50 maximum) and must be prepared to produce their university identification card. Loans not repaid on time will be charged to the student’s account along with a \$20 service fee. Students who do not repay a loan on time will be unable to obtain another loan for one calendar year.

## **SMOKING**

Smoking is understood to be the act of inhaling and emitting a smoke or vapor from cigarettes, electronic cigarettes, cigars, cigarillos, pipes, hookahs, or other delivery products.

Balancing the increased restrictions (state, local and campus) on public smoking with the knowledge that some Lawrence University students, faculty and staff choose to smoke, LUCC provides the following guidelines regarding smoking in outdoor public places.

### **IV. E. Permissible Smoking Locations**

- 1.00 Smoking is permitted on all City of Appleton public sidewalks (adjacent to city streets) and the parkway between the sidewalk and the city street.
- 2.00 Smoking is permitted in the Viking Room outdoor enclosed patio during Viking Room hours of operation.
- 3.00 Two designated areas where smoking is permitted will be established and clearly identified on the interior of campus, one on the east end of campus and one on the west end of campus.

- .01 The east location shall be next to the Warch Campus Center truck turnaround.
- .02 The west location shall be north of Ormsby Hall, adjacent to the access driveway.
- 4.00 Group houses may vote at the beginning of the academic year to create a designated smoking area directly outside the house (e.g., the open porch of one of the Quads). The designated location may not infringe the space of a neighboring house.
  - .01 If a house chooses to create a designated smoking area, the RLM must meet with campus life to determine a safe and non-infringing location.
- 5.00 Any Lawrence property not defined as smoking permitted is considered smoke-free.

## **SOLICITATION ON CAMPUS**

Solicitation and other sales of various kinds are governed by LUCC regulations. These regulations apply both to outside salespersons and solicitors as well as campus organizations and individual students. For more information regarding fundraising by campus organizations, see the section on Organization Fundraising in this on-line Handbook.

### **I. F. Solicitation**

For the purposes of this legislation, solicitation shall be defined as the sale and/or distribution of goods and/or services, the distribution of literature, leaflets, or other printed material (except internal institutional advertising), or the attempted recruitment of a person for an organization or for a political, religious, or social cause. This legislation applies to all solicitation that takes place on the Lawrence University campus, whether or not members of the Lawrence University community are involved.

- 1.00 Salespersons are not permitted in university buildings except to do business with university officials.
- 2.00 Outside solicitors may solicit in or on university premises only if they receive written authorization from the dean of students office, or have received a written request from a student to meet with that student.
- 3.00 Student solicitors shall be allowed to operate in or on university property, provided that such solicitors register with and receive authorization from the dean of students office. Students representing on-campus fraternities, sororities, or LUCC-recognized organizations shall be considered to have such registration and authorization.
- 4.00 Students should feel free to ask solicitors not representing on-campus fraternities, sororities, or LUCC-recognized organizations to show an authorization and immediately report any unauthorized person who approaches them to the dean of students office.
- 5.00 All organizations or individuals not representing on-campus fraternities, sororities, or LUCC-recognized organizations must follow the process for solicitation outlined below:
  - a. No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops.
  - b. Authorized solicitation in residence halls is only permitted in the lobby of that residence hall. Solicitation may only occur in the residence halls between the hours of 4:00 p.m.

and 7:00 p.m. Monday through Thursday and 2:00 p.m. to 5:00 p.m. on Sunday afternoon upon obtaining a permit from the dean of students office.

- c. No solicitation is permitted during the reading period or exam week.
  - d. A student has the reserved right to post a non-solicitation sign on his or her door. If this right is infringed upon, Judicial Board disciplinary action can result.
- 6.00 All on-campus fraternities, sororities, LUCC-recognized organizations, and individuals representing such groups must follow the process outlined below.
- a. No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops without special written authorization from the dean of students.
  - b. No solicitation may occur in a residence hall during that hall's appointed "quiet hours."
  - c. No solicitation is permitted during the final examination reading period or exam week.
  - d. A student has the reserved right to post a non-solicitation sign on his or her door. If this right is infringed upon, Judicial Board disciplinary action can result. However, if a student has placed their name on the mailing list or membership list for an on-campus organization, that organization has a right to contact that student, regardless of any non-solicitation sign.
- 7.00 If a student believes that an authorized organization or individual—on-campus or off-campus – is over-reaching or abusing its solicitation privileges, that student should feel free to report the incident(s) to the dean of students office and/or the LUCC Steering Committee.

## STORAGE

Storage space is available on a limited basis in each of the residence halls. Students in other residential facilities may use areas for storage with approval of the Associate Dean of Students for Campus Life.

All items must be stored in boxes no larger than 27 cubic feet. The maximum number of boxes stored per person is six. Only residence hall directors or their designated student workers will check boxes into the storage rooms. Retrieval of boxes is done through the residence hall directors or designated student workers. Empty suitcases may be stored if they are clearly marked and if room is available. Boxes must be claimed or retagged within 15 months of initial date of storage. Boxes not claimed or retagged within 15 months will be discarded.

Storage of lofts, furniture, carpeting, bricks, empty boxes, or lumber is prohibited in student residences. Lawrence University is not responsible for lost or damaged property left in storage rooms.

## STUDENT EMPLOYMENT

Lawrence's student employment program structures and promotes the part-time employment of students, with preference given to students who have federal work study or campus employment as part of their financial aid award. Students who have been offered employment as part of their financial aid package should seek employment as soon as they arrive on campus.

The student employment program is based on reciprocity. Students provide services to Lawrence, and Lawrence provides students with an opportunity to learn valuable work skills, habits, and attitudes. Student employment can be of significant value to a student's general education experience. The office of financial aid and student employment, located on the first floor of Brokaw Hall, oversees this program.

The law requires that employers establish an employee's identity and verify their eligibility for employment by examining acceptable documents prior to hire. To meet these government regulations, all participants in Lawrence's student employment program must complete a W-4 form and the Employment Eligibility Form I-9 using accepted documents. International students are asked to complete an I-9 form and Foreign National Information form with the director of international student services. Documents needed for processing are a current passport, visa, and form I-20 or form DS-2019. Following the completion of these forms the necessary paperwork for employment will be processed by the payroll department. Further information for international students on student employment can be found later in this section.

The I-9 form should be presented with the appropriate documents to the payroll office. A list of appropriate documentation can be found at [http://www.lawrence.edu/mfhe/www\\_dept\\_finance/Everyone/i-9\\_080709.pdf](http://www.lawrence.edu/mfhe/www_dept_finance/Everyone/i-9_080709.pdf). The I-9 form will be kept on file and will not need to be completed twice. **Student employees are not allowed to work without this form and in no case will a paycheck be disbursed if the employee is not in compliance with the law.** Students wishing to claim exemption from withholding on their W-4 cannot earn over \$850 for the calendar year and another person, such as a student's parent, cannot claim an exemption for the student on their taxes. Student payroll questions should be directed to the payroll office.

The student employment payroll is distributed bi-weekly. Time sheets are submitted through Web Time Entry (WTE) to the payroll office at the end of each pay period. To learn how to use WTE, please visit [http://www.lawrence.edu/mfhe/www\\_dept\\_finance/Everyone/Web%20Time%20Entry-Student.pdf](http://www.lawrence.edu/mfhe/www_dept_finance/Everyone/Web%20Time%20Entry-Student.pdf). Students' checks are delayed if the time sheet is not submitted on time. All students are paid by direct deposit to their personal bank account; however students with federal work study may choose to have a check mailed to their campus addresses.

**There is a \$10 service fee charged for any reissued check. In addition, there is a ten-day waiting period before a check will be reissued. Students can eliminate this risk by signing up for direct deposit.**

A student who has been awarded federal work study or campus employment is not obligated to earn the full amount of his/her work award. Supervisors should make every effort to schedule work for the job commitment and responsibility as well as to support time management skills.

To facilitate a smooth transition into the Lawrence employment program, a job with Bon Appétit dining services is recommended for each new student who was allocated employment. All students will be responsible for finding their own jobs and for reaching an agreement with the employer regarding job expectations and work schedule. A list of available jobs can be found online through LU Works.

All workers have responsibility to be dependable and accurate in the work they perform. While it is true that student employees are students first and employees second, if a student's academic work becomes particularly demanding, it will not interfere with job obligations. Employment may be a student's secondary obligation, but is not a negligible one. Employers depend on student assistance and should be given the courtesy of early advance notification when any absence is likely to arise.

Supervisors have a responsibility to clarify standards of adequate performance and to provide guidance as required. Periodic job performance evaluations will be completed by the supervisor and kept on file. When a student fails to meet the responsibilities of a job, the supervisor should discuss the inadequacy with the student employee before it becomes a problem. If a student continues to fail to meet the job requirements, the supervisor must warn the student of the poor performance. If unsatisfactory performance continues, the supervisor may dismiss the student. The supervisor is responsible for monitoring the work of each student and must advise the office of financial aid and student employment of unsatisfactory performance. The supervisor approving the time sheet must ensure that the hours listed are an accurate record of the hours actually worked by the student and that students do not work more than 20 hours per week.

The consistency and equity of Lawrence's employment program depend upon the support of all members of the Lawrence community. Questions concerning the program and its policies should be addressed to the office of financial aid and student employment.

**All International Students** must have a Social Security number. This is required to meet the special, year-end reporting requirements for the Internal Revenue Service. International students should speak with the director of international student services about the process of procuring a Social Security number. If a student's home country has a tax treaty with the United States that applies to the type of income that the student receives while at Lawrence, the necessary forms must be completed and on file in the payroll office prior to the start of any work or the receipt of any scholarship above the cost of tuition and required fees, books, supplies and equipment. Otherwise, taxes will be withheld from wages and/or possibly scholarships at the rate required by the Internal Revenue Code for international students who do not have a tax treaty.

### **Summer Employment**

Opportunities for temporary part-time and full-time employment of students on the Lawrence campus during the summer break are limited. All such positions will be filled first by Lawrence students. Lawrence students interested in working on the Lawrence campus during the summer may complete summer employment applications when made available in the office of human resources (Brokaw Hall). For the purposes of summer campus employment, "Lawrence students" includes all students who have not completed a bachelor's degree and who expect to be enrolled full-time in a Lawrence degree program during the fall term of the following year.

Although applications will continue to be accepted until all positions are filled, employers need to ensure that a full work force is in place for summer well in advance of the starting date of the summer break. Therefore, students interested in working on the Lawrence campus during the summer should complete applications and secure jobs as early as possible.

Housing for student employees working on campus during the summer break may be made available and is usually limited to students engaged in on-campus research projects full time and university student employees working on campus. For further information, contact the housing coordinator.

## **STUDENT PARTICIPATION IN REVIEWS OF FACULTY**

Students regularly have the opportunity to participate in the evaluation of courses, and their evaluations assist faculty members in improving courses. Questions about course evaluation should be directed to the provost and dean of the faculty.

Whenever faculty members are reviewed for reappointment, promotion, or tenure, student advice is solicited by the Committee on Tenure, Reappointment, Promotion and Equal Opportunity, and/or by the office of the provost and dean of the faculty. By completing and returning the questionnaires distributed as part of these reviews, students contribute significantly to these important personnel decisions. Student responses are taken very seriously in the personnel process and participation through completing these questionnaires is strongly urged.

## **STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords all students who attend a postsecondary education institution certain rights with respect to their education records. They are:

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

A student should submit a written request identifying the record(s) to be inspected to the registrar, dean, head of the academic department, or other appropriate official. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**2. *The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.***

The student should write to the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Lawrence University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

A student must give consent in writing before Lawrence University can release any personally identifiable information from the student's education records, except to the extent that FERPA allows disclosure without consent.

Lawrence University does not automatically send information about academic progress or disciplinary actions to **parents or guardians**. It is the student's responsibility to communicate such matters to family

members, and others, as needed. Lawrence students may have their grades sent directly to their parents by completing a release form available in the registrar's office. Parents who want access to the education records of their children must present a written authorization from the student, or a certified copy of their most recent federal tax return showing the student's dependent status to the registrar before information can be released. Students who need to report their academic progress or enrollment status to other parties, such as scholarship foundations, graduate schools, or prospective employers, must submit a signed request to the Registrar's Office before a transcript or other documentation will be released.

The Dean of Students or designee reserves the right to contact a parent or legal guardian to disclose information about any violation of federal, state, or local law or any university policy governing the use or possession of alcohol or a controlled substance. The decision to contact a parent or legal guardian will be based on professional staff's review of an incident(s) for pattern and severity in a student's behavior.

Education record information is made available to **school officials** at Lawrence University with legitimate educational interests. A "school official" is a trustee, officer, or person employed in or appointed to a Lawrence University administrative, supervisory, academic or research, support staff, or volunteer position; a person or company with whom Lawrence University has contracted (such as an attorney, auditor, collection agent, consultant or investigator); or a student serving on an official university committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A **legitimate educational interest** exists if the information requested is relevant and necessary for a school official to perform appropriate tasks or to make a judgment within the scope of the official's assigned responsibilities. The task or judgment must a) be related to the student's education, b) be related to the discipline of a student, c) provide a service or benefit relating to the student, such as health care, counseling, financial aid, recommendations, or selection for awards, prizes, or membership in honorary societies, or d) be required to conduct institutional research to support the educational mission of the university. Disclosure to a school official having a legitimate educational interest does not constitute institutional authorization to transmit, share, or disclose any or all information received to another party.

Upon request, Lawrence University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Under FERPA information designated by Lawrence University as **directory information** may be released without written consent, unless the student requests non-disclosure. Directory information may be released by the institution for any purpose, at its discretion. Lawrence University has declared the following items to be directory information:

Category I	name, address, telephone number, dates of attendance, class, enrollment status
Category II	previous institutions attended, academic program and field(s) of study, awards, honors, degree(s) conferred (including dates)
Category III	past and present participation in officially recognized sports and activities, physical factors (such as height and weight of athletes), date and place of birth
Category IV	e-mail address
Category V	photographs or other visual images
Category VI	title of senior experience

**Use of directory information includes**, but is not limited to, the following:

The university maintains an electronic directory of students, faculty, and staff on the Lawrence WWW site. Student e-mail addresses are made available to the general public. Campus and home address and phone information is accessible only to those members of the campus community who have a campus network account. This information is intended for the private use of Lawrence University students, faculty, and administrators. Its use for commercial, promotional, or partisan political purposes is forbidden by the university.

Lawrence University visually records many campus events and daily activities, such as convocations, concerts, classes, athletic events, and other public occasions. These images as well as other information about students, faculty, and staff are published regularly as part of the university's coverage of campus life and portrayal of the university to a variety of audiences. Publications include print media, such as *Lawrence Today*, and the university's WWW site.

The registrar's office routinely responds to phone requests from prospective employers, insurance companies, and other organizations seeking confirmation of a particular student's degree, academic program, or attendance. The federal Solomon Amendment requires Lawrence to provide lists of currently enrolled students to military recruiters upon request.

Enrolled students may ask Lawrence to **withhold disclosure** of any of the above categories of information by completing a non-disclosure form, available in the registrar's office. Continuing students must complete a new form each year. Non-disclosure instructions in effect at the time a student takes a leave of absence, withdraws, or graduates from the university will remain in effect until the student rescinds those instructions in writing. Students who wish to be excluded from the directory on the university's WWW site (e-mail, address or both) without requesting full non-disclosure may do so by completing an exclusion form available in the registrar's office or from computer services

Students considering withholding disclosure of directory information should consult with the registrar and evaluate the consequences of such a decision carefully. Lawrence assumes no responsibility to contact a student for subsequent permission to release directory information, and assumes no liability for honoring instructions that such information be withheld.

The information presented above is not an exhaustive list of the types of releases without consent allowed. Additional information can be found by referring to the electronic Code of Federal Regulations (Title 34, Part 99-Family Educational Rights and Privacy) at [www.ecfr.gov](http://www.ecfr.gov).

**4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lawrence University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:***

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

Questions about FERPA or the information provided in this notification should be directed to the registrar.

## **STUDENTS WITH DISABILITIES**

Lawrence University, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, recognizes that qualified students who have diagnosed handicaps, including specific learning disabilities, are entitled to an equal opportunity to benefit from the educational program of the university and that reasonable academic accommodations may be necessary to provide that opportunity.

Lawrence students with disabilities may qualify for accommodations by providing the Center for Academic Success with a verifying document such as a full diagnostic report from a physician, clinical psychologist, or other appropriate professional. A student seeking accommodations or other academic assistance should consult with their academic advisor and the associate dean of faculty for student academic services about the possible need for accommodations and the procedures for making a request.



Students with temporary disabling conditions, such as a physical injury, also may qualify for accommodations.

Questions about types of accommodations, diagnostic evaluations, and other available services should be directed to the Center for Academic Success web site <https://www.lawrence.edu/academics/academic-success>.

## **TELEPHONES ON CAMPUS**

### **Emergency Assistance**

In the event of an emergency, local authorities may be contacted from any campus telephone by dialing 9-911, or from any pay telephone or credit card telephone by dialing 911. When the dispatcher answers, explain the nature of the emergency and describe the exact location of the emergency situation. The dispatcher will send appropriate authorities immediately, including police, fire department, and/or emergency medical personnel. It is often helpful to watch for emergency personnel and guide them to the emergency situation.

As soon as time permits, contact the dean of students office, 920-832-6596 and/or campus safety, 920-832-6999 to inform them of the incident.

### **Emergency Telephones**

Emergency telephones are located at strategic exterior locations on the campus (see Safety and Security). Members of the campus community should become aware of the location of these telephones and of their operation. If an emergency telephone is in need of repair, please report it immediately to the information technology services office or the office of campus safety.

### **Common Area Phones**

Campus phones are located on residence hall floors and in residence hall lobbies, academic buildings and offices. These phones can be used for local calling by dialing a 9 and then the phone number. For emergencies, dial 9-911, or for on-campus calls dial the four-digit extension.

## **THROWING OR SHOOTING MISSILES**

Appleton city ordinances prohibit the throwing or shooting of “any object, stone, snowball, or other missile or projectile, by hand or by any other means at a person or at, in or into any building, street, sidewalk, alley, highway, park, playground, or other public place within the city.” (8.01(3), Offenses Endangering Public Safety.) Students violating this city ordinance may be fined. In addition, the violation of this ordinance on Lawrence property may result in disciplinary action. Care must be exercised when using a Frisbee or similar disc on campus; users should avoid endangering people or property and may be subject to disciplinary action should injury or damage occur. “Airsoft” and other games involving imitation weapons may not be played on university grounds.

## **VEHICLE USE FOR UNIVERSITY BUSINESS**

Faculty, staff, and students traveling on university business are expected to adhere to applicable university policies and procedures as a condition of insurance coverage. Drivers of vehicles must be authorized faculty and staff employees or students. Drivers are expected to adhere to traffic laws and to operate and maintain vehicles in a safe manner. Vehicles may not carry more passengers than that for which they were designed. The use of alcoholic beverages in vehicles is a violation of the law and of university policy. Members of the university community should remember that their behavior reflects upon the university. Faculty, staff and students traveling on university business are expected to exercise responsible, adult judgment regarding their conduct. For current policies and procedures regarding the operation and use of vehicles, consult the facility services office web site <http://www.lawrence.edu/info/services/facility-services/vehicles>.

## **VIKING ROOM ADMISSION POLICY**

The Viking Room, located in the lower level of the Lawrence Memorial Hall, is a legally licensed facility for the sale and consumption of alcoholic beverages. The Viking Room, through a management agreement with Bon Appétit, is operated under the supervision of the Viking Room Committee according to LUCC legislation. State law provides that no person shall enter or be on the premises or purchase alcoholic beverages unless:

1. the person is at least 21 years of age; or
2. the person is accompanied by a parent, legal guardian or spouse who is at least 21 years of age.

During normal business hours, the Viking Room will only admit those persons at least 21 years of age. Any person entering the Viking Room must be prepared to show valid proof of age. Acceptable forms of identification include a valid driver's license with a picture, a valid Wisconsin State Identification Card, a valid passport, or a U.S. military identification card. Staff will confiscate false identification as required by law.

The Viking Room may also operate on a nonalcoholic basis. During those times when alcoholic beverages are not available for purchase or consumption, admission to the Viking Room is open to all members of the community regardless of their age.

### **I. Viking Room Committee**

- 1.00 A facility properly licensed for the sale of beer, wine, and liquor shall be operated within Memorial Hall and shall be known as the "Viking Room."
- 2.00 During hours when beer or liquor is sold and consumed, the Viking Room shall be limited to members of the Lawrence community, i.e., students, faculty, staff, and alumni, who are of legal age to consume alcoholic beverages, and their guests of legal age.
- 3.00 The license for the sale of beer and liquor shall be in the name of the vice president for finance and administration or designee, who shall approve all policies and practices relative to the Viking Room operation including those which have the potential of violating the laws governing such an operation.
- 4.00 A committee consisting of (1) the director of dining services, (2) the dean of students or designee, (3) the treasurer of LUCC, (4) two students named by LUCC Steering Committee, (5) the supervisor of union retail operations, (6) the vice president for finance and administration, (7) one faculty member appointed by LUCC Steering Committee, and (8) the Viking Room student manager(s) shall be charged with the responsibility of originating and reviewing the operating policies and practices of the Viking Room and to strive for means to ensure that the Viking Room makes its full contribution to the general welfare of the campus community. The specific responsibilities of the committee are:
  - .01 To establish the responsibilities of the student manager and appoint, orient, and oversee the student manager's activities;
  - .02 To establish the bartender's responsibilities and assist the student manager in the selection, training, and evaluation of the student bartenders;
  - .03 To consult with the student manager relative to existing and proposed changes in operating policies and practices;

- .04 To ensure fullest coordination and cooperation between the Viking Room and other activities within the Memorial Hall and throughout the campus, particularly in relation to campus programming committee activities;
- .05 To consult with the student manager, the director of facility services, the dean of students office, and the finance office regarding Viking Room maintenance, furnishings, facilities, or redecoration;
- .06 To be responsible for the financial operation of the Viking Room; and
- .07 To help promote a variety of entertainment in conjunction with campus programming groups.

## **WELLNESS CENTER**

Lawrence offers a primarily non-credit, drop-in program of physical activity courses at the Buchanan Kiewit Wellness Center. Students will find an eight-lane swimming pool with separate diving well, a multipurpose gymnasium, two racquetball courts, a running track, a weight-training/exercise room, and dance and aerobic areas at the facility. Many of the individual areas at the center can be reserved through the director of wellness and recreation. To be certain the reserved space is available, it is essential that a room reservation be made at least three working days prior to the event.

The locker room is for day use only. Students who live on campus are not allowed to keep belongings in the lockers overnight, except if approved through the wellness center director. Only personal stereos with headphones are allowed in any of the open recreation spaces. Students may register as individuals or in groups for a wide range of physical activity courses; students should feel free to inquire at the desk for current information. To see more about the Buchanan Kiewit Wellness Center and current hours, please check the web site at <http://www.lawrence.edu/students/wellness>.

Entrance to the Buchanan Kiewit Wellness Center is free with a Lawrence identification card, and each ID holder may bring one guest per visit to the center.

# **GOVERNANCE**

## **GOVERNMENT AT LAWRENCE**

The by-laws of the university place governing responsibility in the hands of the Board of Trustees, which with the president of the university oversees the operations of the institution. The board assists with critical budget decisions, promotes plans for future development and helps secure financial support for the institution. The president, with the approval of the board, appoints officers and delegates authority and responsibility to them for the efficient administration of the university.

Curricular affairs are the faculty's domain. Student members of standing university committees are appointed by the Lawrence University Community Council (LUCC) and participate in discussions concerning academic policy.

The faculty has delegated much responsibility for campus life to the Lawrence University Community Council. Since its inception in 1968, students and faculty have successfully worked together on social and other non-curricular issues. The council is comprised of a student president and vice president, 16 student representatives, and 3 faculty representatives. In addition, students serve on a number of faculty committees, as well as committees of the trustees, the university, and of the president. These students are appointed by the LUCC Steering Committee.

The LUCC concept of government is a unique experiment in college administration and, as such, demands more than the usual amount of cooperation, interest, and involvement by students and faculty. The council constantly reviews its legislation in an attempt to keep policies current, and it strives to meet the challenges of new community issues as they arise.

LUCC committees study and make recommendations on community issues. Members of LUCC committees are chosen by the LUCC Steering Committee with the approval of the council. Students interested in serving on these committees should apply to the Steering Committee (see the section on LUCC Committees).

In addition to LUCC legislation and university regulations, each residence hall is governed by a hall council that oversees the spending of hall activities fees paid by each resident at the beginning of the school year. The council is composed of elected student officers and floor representatives, LUCC representatives, and the residence hall director. Hall councils meet regularly to initiate a wide range of social, cultural, educational, and athletic events. Fraternities and sororities are coordinated by the Interfraternity Council and Panhellenic Council, respectively.

## **LUCC CONSTITUTION**

Acting under the charter and by-laws of Lawrence University, we, the students and faculty of that university, in order to improve the administration of student affairs and to perpetuate the goals of the university, establish a governing body to be known as the Lawrence University Community Council (LUCC).

### **Article One**

#### **Purposes**

- Section 1. To serve as a representative body in the Lawrence community and to bring attention to matters affecting the community's welfare.
- Section 2. To support activities consistent with the community's welfare.
- Section 3. To legislate on non-curricular matters pertaining to the interests of the community.
- Section 4. To provide students and faculty with the opportunity to exercise leadership in the conduct of campus life.

### **Article Two**

#### **Members**

- Section 1. The council consists of sixteen student representatives, three faculty representatives, and a president and vice president elected from the student body.
- Section 2. The student body, that is degree candidates registered for Lawrence credit during the term of an election, elects representatives from among its members in slates where a student is appointed for each term in the school year in any combination of up to three students. Candidates for an election must be in good academic standing.
- Section 3. The university faculty, as defined by the by-laws of Lawrence University, elects three representatives from its members at the time that the faculty Committee on Governance presents its annual report to the faculty.

- Section 4. Faculty representatives assume office immediately following their election. Student representatives assume office in accordance with their elected slates.
- Section 5. A representative is recalled by petition to the council of two-thirds of the constituency represented or by a unanimous roll call vote by the council, excluding the representative in question.
- Section 6. If a slate of student representatives cannot be fulfilled, special elections will be held to fill the vacant term or terms in the slate.
- Section 7. Unless already members of the council, the president-elect and the vice president-elect serve as nonvoting members.

### **Article Three** Officers

- Section 1. The officers of LUCC are the president, vice president, treasurer, parliamentarian, general secretary, public-relations secretary, and finance secretary.
- Section 2. The students and faculty of Lawrence University jointly elect a president and vice president from the student body by the third full week of the second term. All candidates must be in good academic standing and plan to be on campus during all terms of office. A petition of signatures from one hundred and fifty voters will place a qualified candidate on the ballot.
- Section 3. The parliamentarian, treasurer, general secretary, public-relations secretary, and finance secretary are appointed by the president-elect and the vice president-elect. These positions are to be approved by the council prior to the completion of the second term. The elected president and vice president shall publicize officer openings and obtain applications from interested candidates. All candidates must be students in good academic standing and plan to be on campus during all terms of office.
- Section 4. Newly elected and appointed officers assume office at the first meeting of LUCC of the third term. All officers serve a term of office for a period of three academic terms, beginning with the third term, until they are recalled, until they resign from the council, or lose their degree-seeking student status, whichever comes first. Appointed officers serve at the pleasure of the president and vice president.
- Section 5. The president or the vice president is recalled by a three-fourths vote of those students and faculty voting in a recall referendum for that purpose. A petition to the council by 25 percent of the students and faculty initiates the recall referendum. An appointed officer of the council is recalled by consent of the president and vice president, or two-thirds of the council.
- Section 6. If the office of the president is vacant, the vice president assumes the office. If the office of vice president is vacant, an election to fill the vacancy is held within three weeks. If the office of an appointed officer is vacant, the president and the vice president jointly appoint a qualified successor immediately with the approval of the council.
- Section 7. No person may hold more than one LUCC office at the same time, nor may anyone serve as a representative while holding an LUCC office.
- Section 8. Duties of the president
- A. To convene, set the agenda for, and preside at all meetings of the council.

- B. To authenticate with their signature, when necessary, all acts, orders, and proceedings of the council.
- C. To chair the Steering Committee.
- D. To report to the university president and the faculty secretary the nominations and appointments of the Steering Committee after the Steering Committee has reported its selections to the council.
- E. To convene the first meeting of each LUCC ad hoc committee after the Steering Committee has reported its appointments to the council.
- F. To fulfill other duties described in the by-laws.

Section 9. Duties of the vice president

- A. To preside at meetings of the council in the absence of the president.
- B. To chair the Finance Committee.
- C. To hold an informational meeting by the end of third week of the first term open to all LUCC-recognized student organizations to discuss the rules and procedures of the allocation process.
- D. To hold an informational meeting by the end of the first week of the third term open to all LUCC-recognized student organizations to discuss the annual LUCC budget process.

Section 10. Duties of the treasurer

- A. To administer all financial operations of LUCC.
- B. To serve on the Finance Committee.
- C. To report the financial status of LUCC at every General Council meeting.
- D. To assist the vice president in holding an informational meeting by the end of first week of the third term open to all LUCC-recognized student organizations to discuss the rules and procedures of the allocation process.
- E. To oversee the inventory of each LUCC-recognized student organization.
- F. To fulfill any other duties as described in the by-laws.

Section 11. Duties of the parliamentarian

- A. To advise the presiding officer during council meetings on parliamentary procedure.
- B. To offer suggestions on the grammar, spelling, numbering, and consistency with previous actions of the council of all acts of the council before they are approved.
- C. To maintain a current set of constitution, by-laws, rules of order, standing rules, legislation, and other acts of the council.

- D. To chair the Polling, Elections, and Leadership Committee.

Section 12. Duties of the general secretary

- A. To record, distribute, and maintain a file of the minutes of each council meeting.
- B. To record, distribute, and maintain a file of the minutes of each Steering Committee meeting.

Section 13. Duties of the public-relations secretary

- A. To maintain contact with the Lawrentian and other media outlets.
- B. To publicize the activities of the council.
- C. To publish a monthly newsletter detailing the activities of the council.

Section 14. Duties of the finance secretary

- A. To serve as secretary to the Finance Committee.
- B. To assist the vice president in holding an informational meeting by the end of the third week of the first term open to all LUCC-recognized student organizations to discuss the rules and procedures of the allocation process.
- C. To assist the vice president in holding an informational meeting by the end of the first week of the third term open to all LUCC-recognized student organizations to discuss the annual LUCC budget process.

**Article Four**  
Meetings of the Council

Section 1. The council meets approximately every two weeks on a schedule published at the beginning of each term, but must schedule at least three meetings each term.

Section 2. A special meeting is called on five days' notice by the president of LUCC, or by any four members of LUCC, or by petition of ten percent of the student body, or by petition of ten percent of the faculty.

Section 3. A quorum consists of nine student representatives and two faculty representatives.

Section 4. Each member of the council has one vote.  
a. The president votes only to break a tie.

Section 5. If a representative is unable to attend a meeting of the General Council or a standing committee, a proxy from that representative's constituency is eligible to attend on behalf of the representative.

Section 6. All meetings of LUCC are open to the public.

**Article Five**  
Steering Committee

Section 1. Members

- A. Eight student representatives not on Finance Committee, elected by the Council.
- B. One faculty representative appointed by the LUCC president, with the majority approval of the General Council.
- C. The parliamentarian as a non-voting member.
- D. The president presides and votes only to break a tie.
- E. The general secretary serves as a non-voting member and takes the committee's minutes.

Section 2. Duties

- A. To formulate recommendations appropriate for consideration by LUCC that address community concerns.
- B. To submit its recommendations in the form of proposed resolutions, new legislation or amended legislation to LUCC for consideration.
- C. To appoint members of LUCC standing and ad hoc committees, student members of university committees, and upon written request of the university president or the faculty secretary, to nominate or appoint student members of presidential or faculty committees.
- D. To appoint members to LUCC committees, contingent upon the approval of the General Council.
- E. To recognize new LUCC student organizations in accordance with legislation and by-laws.
- F. To re-recognize LUCC student organizations during the third term and to prepare a list of recognized organizations.

Section 3. Procedures

- A. A quorum consists of the president and five voting members.
- B. The president informs the university president or the faculty secretary of Steering Committee's appointments or nominations only after Steering Committee has reported its selections to the council.
- C. The president convenes the first meeting of each LUCC standing or ad hoc committee only after the Committee on Governance has reported its appointments to the council.
- D. Decisions of Steering Committee can be overruled by a two-thirds majority of the LUCC General Council.

**Article Six**  
Finance Committee

Section 1. Members

- A. Eight LUCC representatives not on the Steering Committee, elected by the council.



- B. One faculty representative appointed by the LUCC vice president, with the majority approval of the council.
- C. The LUCC vice president presides and votes only in the case of a tie.
- D. The vice president-elect, unless already a member, serves as a non-voting member.
- E. The finance secretary serves as a non-voting member and takes the committee's minutes.

## Section 2. Duties

- A. To prepare the annual budget each spring term.
- B. To allocate expenditures from the general fund.
- C. To report in writing to the full council the annual budget; and general fund allocations.
- D. To ensure that a written report is submitted once a year at the time of the annual budget process from all recognized LUCC organizations. This report must include the past year's events and activities, as well as those planned for the upcoming academic year.
- E. To ensure that each recognized LUCC organization annually submits a written list of assets.
- F. To assist the Steering Committee in the formulation of LUCC policy and legislation concerning the governing or organizational finances.

## Section 3. Procedures

- A. A quorum consists of the vice president, the treasurer, and five additional voting members.
- B. The treasurer releases no sum from the general fund in excess of \$250 until the Finance Committee reports the expenditure to the Council.
- C. The council accepts or rejects by majority vote the annual budget proposed by the committee. Other decisions of the Finance Committee are overruled by a two-thirds majority of the council.

## **Article Seven**

### Authority

- Section 1. The council is empowered by the faculty, acting under the authority vested in it by Article Eight of the by-laws of Lawrence University, to recommend constitutional changes to the faculty and students, to establish by-laws, rules of order, and standing rules, to pass legislation and resolutions, and to initiate referenda. Actions of the council, like actions of the faculty itself, are subject to the veto of the president of the university, which stands unless overruled by a two-thirds majority of all faculty members.
- Section 2. Amendments to this constitution must be passed by a majority of the council and ratified by both the faculty and the student body by a two-thirds majority of those voting in each group.
- Section 3. The by-laws are rules pertaining to the administration of the LUCC but not to the parliamentary procedure. They do not supersede the constitution. They are subject to

amendment at any meeting of the council by a two-thirds majority, providing that the amendment has been submitted in writing at the previous meeting.

- Section 4. The rules of order are rules of parliamentary procedure pertaining to the orderly transaction of business in meetings. They are subject to amendment at any meeting of the council by a two-thirds majority, providing that the amendment has been submitted in writing at the previous meeting; they are subject to suspension at any meeting of the council by a two-thirds majority.
- Section 5. Standing rules are rules pertaining to the administration of the LUCC but not to parliamentary procedure. They do not supersede the by-laws or the constitution. They are adopted or amended at any meeting of the council by a majority vote.
- Section 6. Legislation is any rule or order pertaining to matters outside of the LUCC organization, and includes provisions for implementation. Legislation passed by the LUCC is implemented if it has been signed by the president of the university, or if it has not been vetoed within two weeks after being presented to the university president. Legislation is repealed by two-thirds majority of the council, or of the faculty, or of the student body.
- Section 7. Resolutions are statements of the will of the council and are adopted at any meeting by a majority vote. Only resolutions pertaining to internal matters of the LUCC are binding.
- Section 8. Binding referenda are expressions of the collective will of the students and faculty. A binding referendum is initiated by a petition to the council of ten percent of the students and faculty together. If it is passed by a majority of them, it is sent to the university president as LUCC approved legislation.
- Section 9. Advisory referenda are non-binding expressions of the collective will of the students and faculty. An advisory referendum is initiated either by a petition to the council of ten percent of the students and faculty together or by a majority of the students and faculty together, the council must consider the referendum at the next meeting.

## **Article Eight** Legislation

- Section 1. The primary author of all LUCC legislation must be a full time Lawrence University student.

### **LUCC BY-LAWS**

(Originally adopted, April 1979)

#### **I. Meetings**

The final votes for all legislation, resolutions, by-laws, and constitutional amendments shall be recorded by roll-call vote.

- A. The data from this procedure, along with representative attendance records and copies of considered legislation, shall be compiled by the Steering Committee for publication at the end of each term. The conditions for publication are:
1. The general secretary must verify the report before the General Council.
  2. The Council must approve the report by a simple majority.

- B. This procedure may be suspended for an individual vote by four-fifths of the voting members present.

## II. Elections are held in the following manner.

- A. The sixteen Lawrence University Community Council student representatives are determined as follows.

- Four representatives from the Freshman Housing Class.
- Four representatives from the Sophomore Housing Class.
- Four representatives from the Junior Housing Class.
- Four representatives from the Senior Housing Class.

### B. Election timeline

1. Applications shall be released as follows:
  - a. Applications for representative elections must be released at least two weeks prior to the scheduled date for balloting.
  - b. Applications for executive elections to elect the President and Vice President must be released by the seventh week of Fall Term.
2. Elections for Sophomore, Junior and Senior representatives shall be held by the end of the eighth week of Spring Term for the following school year. Elections for Freshman representatives shall be held by the end of the third week of Fall Term for the current school year.

### C. Voting Regulations

1. The Polling, Elections and Leadership Committee (PEL) will set voting procedures for all elections, except for where specific procedures are outlined below. PEL shall present voting procedures for the next academic year to the General Council in writing; the procedures must be passed by a majority vote prior to the completion of third term. The General Council must approve any changes to the voting procedure.
2. Each office, position, award, or other issue being voted on will be considered a separate election to be decided by a plurality of votes cast, except when Instant Runoff Voting (IRV) is in place, in which case a majority shall be used to determine the winner.
3. Conventional or electronic ballots may be used in LUCC elections in accordance with the following provisions.
  - a. Conventional Ballots
    - i. An official ballot is a ballot approved for use in an election by PEL and the General Council in accordance with subsection 1. Each election must have its own separate official ballot; more than one official ballot may be housed on the same piece of paper.
    - ii. A cast ballot is an official ballot cast in accordance with PEL regulations during an official election period on which an eligible voter has clearly indicated their preference(s).

- iii. Blank ballots are not considered cast ballots, and will not be taken into consideration for the final vote count.
- iv. Write-ins are prohibited in all LUCC elections; if a ballot is marked with a write-in, it will be considered an illegal ballot and will be discarded.
- v. If a ballot utilizes the Instant Runoff Vote (IRV), and the voter only clearly marks one preference, the vote shall be considered legal and counted unless there is a runoff election. In order for any IRV ballot to count in a runoff election, the voter must have clearly indicated his or her subsequent candidate preference(s) per the directions on the ballot. In the event of a runoff, an IRV ballot that does not have a clearly marked subsequent preference will be considered a blank ballot and therefore discarded.
- vi. If two (or more) ballots are housed on the same piece of paper, and the voter does not mark or illegally marks a ballot for one election, but legally marks a ballot for another election, then all legally marked ballots shall be counted and illegally marked ballots shall be discarded.
- vii. The voter must be made aware, via directions printed on the ballot that, in the event of a runoff, failure to specify subsequent preferences on an IRV ballot will invalidate his or her ballot.

b. Electronic Ballots

- i. An official electronic ballot is a ballot approved for use in an election by PEL and the General Council in accordance with subsection 1. Each election must have its own separate official ballot; no more than one official ballot may be housed on each electronic voting page.
- ii. An electronic ballot is considered cast when the electronic voting system receives and records the voter's choice.

4. Instant Runoff Voting (IRV)

- a. In the event that there are more than three candidates seeking the same office, the IRV procedure will be implemented. PEL will design a ballot that will allow the voter to rank numerically his or her candidate preferences.
- b. If, after the exhaustion of the IRV procedure, there are still two candidates remaining who received the same number of votes, then a new, separate runoff election between those candidates that tied shall be scheduled within three days of the close of the original election period.

5. Absentee balloting

- a. Absentee balloting must be provided to all students.
- b. Absentee ballots will be provided if it is not possible for eligible voters to access the electronic voting system, if it is being used in the given election, from their off-campus location. All students in off-campus programs working toward Lawrence academic credit will be given absentee ballots for the presidential and vice-presidential elections when necessary.

6. The Polling, Elections and Leadership Committee, the LUCC Cabinet, the Publicity Committee, and the LUCC General Council are responsible for publicizing all elections. The publicity should include posters and other means deemed appropriate by the Polling, Elections, and Leadership Committee.

#### D. Campaigning Rules

1. Officer candidates may not spend or have spent on their behalf more than \$30. Representative candidates may not spend or have spent on their behalf more than \$15. Any officer or representative candidate must provide a full accounting of his or her campaign expenses to the Polling, Elections, and Leadership Committee upon request by that committee. The committee may request such documentation at its discretion, and must do so upon the demand of any candidate in the relevant election. Any request for campaign finance reports must be made within 30 days of the relevant election.
2. No electioneering or campaign signs are allowed in Andrew Commons, in university computer labs, or within 50 feet of the polling stations during voting. This stipulation does not apply with respect to public university computers that are not located in labs or privately owned computers.

#### E. Rescheduling of Elections

1. The Polling, Elections and Leadership Committee shall invalidate and reschedule an election.
  - a. If two (or more) candidates for an office or representative position receive the same number of votes – regardless if that election utilized the IRV process – then a new, separate runoff election shall be held between the candidates who tied within three days of the close of the original election period.
  - b. If any candidate formally (i.e., in writing) contests an election within 3 days due to believed violation of campaigning and/or voting procedures, a new election shall be held if approved by a majority of the Lawrence University Community Council.
2. In the event that there are vacancies on the Council, a special election will be conducted, with consent of the General Council, by the Polling, Elections, and Leadership Committee.
  - a. Any special election conducted will adhere to standard election procedures.

### III. Duties of Representatives

- A. All representatives shall represent constituencies at meetings of the Lawrence University Community Council.
- B. All student representatives shall attend or be represented at the hall, house council, or governance meetings of their constituencies. All faculty representatives shall be represented at faculty meetings. These members shall serve with or without a vote as decided by those bodies.
- C. All student representatives will serve on either Steering Committee or Finance Committee.
- D. All student representatives will serve at least one of Residence Life Committee, Student Welfare Committee, Committee on Diversity Affairs, Committee on Community Service and Engagement, Environmental Responsibility Committee, Publicity Committee, and Polling, Elections and Leadership Committee.

1. The president and vice president are responsible for assigning student representatives to committees in an evenly-distributed manner.
  2. Student representatives will serve as voting members to each of the committees they are assigned to.
  3. If a student representative wishes to join an additional committee, they must apply through the Steering Committee in order to be appointed
- E. Student representatives shall serve in an advisory capacity to members of the university administration upon request.

#### IV. Standing Committees

##### A. Common Procedures

1. All Lawrence University Community Council standing committees shall report to the council at each General Council meeting.
2. All meetings of the Lawrence University Community Council standing committees shall be open and publicized except when noted otherwise.
3. All vacancies shall be reported immediately by the chairperson to the Steering Committee.
4. Committees serve concurrently with the school year unless otherwise stated.
5. Each committee shall meet at least once a term.
6. All committee chairs must submit a schedule of meeting times for the term to the LUCC President, by the second week of the term, for publication to the community.
7. Standing Committee chairpersons shall serve as non-voting members of the council.
  - a. Chairpersons shall be recognized to speak during meetings, but not to make motions, second motions, or vote on motions.
  - b. Exception: Chairpersons may make motions on matters their committee has formally recommended to the General Council.
  - c. Chairpersons shall receive agendas, minutes, and other notices supplied to members.
  - d. Chairpersons may designate proxies from amongst their committee to represent them.
8. Ex-Officio membership
  - a. Lawrence staff serve on LUCC standing committees in an *ex officio* capacity. This is a reflection of the fact that LUCC is a society composed solely of students and faculty.
  - b. *Ex officio* members belong to a committee by virtue of the fact that their positions relate directly to that committee's responsibilities and duties.
  - c. *Ex officio* committee members are entitled to all the rights, privileges, and duties of other committee members except:

- i. Make motions
  - ii. Second motions
  - iii. Vote
  - iv. Chair a committee
- 9. Appointed members of the cabinet shall serve as non-voting members of either Steering or Finance Committee, where legislated.
- 10. Steering Committee may remove LUCC-appointed committee chairpersons by a majority vote, pending approval of the General Council.
- B. Steering Committee (outlined in Constitution)
  - 1. Duties (in addition to procedures outlined in the Constitution)
    - a. To evaluate all organization requests for LUCC recognition and report its decisions to the General Council.
  - 2. Procedures (in addition to procedures outlined in the Constitution)
    - a. Final decisions on committee selections may be made in closed session.
    - b. The committee shall consider applications for student organization recognition.
      - i. All proposals must be submitted in writing.
      - ii. When a group is requesting recognition, a member of that organization must attend an LUCC Steering Committee meeting to present the organization's proposal.
      - iii. The committee shall be guided by the stipulations prescribed by LUCC legislation in determining the merits of a group's recognition request.
      - iv. The committee may deny a group's request for the following reasons:
        - 1. Organization Similarity: If the committee believes the group requesting recognition serves a function not substantially different from one of the following:
          - a. a group already recognized by LUCC.
          - b. an academic department
          - c. an office of the university administration
        - 2. Circumvention: If the committee believes a group is requesting recognition to reestablish a group which was previously sanctioned by LUCC.
        - 3. Lack of Purpose: If the committee believes the group does not offer a clearly iterated and sustainable purpose within the Lawrence Community.
        - 4. Incomplete application.
      - v. If the committee requests the group to speculate upon future requests for LUCC funding, it shall not base a decision to deny recognition upon that information.
    - c. Conflicts of Interest
      - i. No voting member may participate in matters before the committee relating to organizations in which they are or have been members.
      - ii. If the committee cannot produce a quorum to hear a matter on account of conflicts of interest, the committee shall refer the matter to the General Council.

- d. If the committee determines a campus organization acted improperly or violated LUCC legislation regarding campus organizations, it may sanction the organization in any of the following ways.
  - i. Official Warning – constitutes notification that the organization has acted inappropriately and that further violation may result in a more severe penalty.
  - ii. Financial Probation – precludes for a specified time the organization from receiving LUCC funding for activities and events as the committee shall determine appropriate for each particular case.
  - iii. Interdiction – precludes for a specified time the organization from utilizing any money available in their account(s) at the finance office.
  - iv. Asset Forfeiture – constitutes the removal of all monies present in a campus organization’s account(s) at the finance office and/or assets purchased through funds allocated by LUCC.
  - v. De-Recognition – constitutes the abolition of a group’s status as an officially recognized LUCC organization.
- e. Except where noted below, the committee’s decisions are subject to the approval of the General Council.
- f. The committee shall be empowered to act on behalf of LUCC on matters relating to group recognition. The committee’s decisions, once reported to the General Council, are only overruled by a 2/3 vote of the General Council. The committee shall not have the power to discipline or disband an organization, or implement legislation without following normal committee procedures which involve majority approval of the General Council.

C. Finance Committee (outlined in Constitution)

- 1. Procedures (in addition to procedures outlined in the Constitution)
  - a. All proposals for allocations of LUCC funding must be submitted to the Finance Committee at least 24 hours prior to the next scheduled Finance Committee meeting.
  - b. When a campus organization is requesting LUCC funding, a member of that organization must attend a LUCC Finance Committee meeting to present the organization’s proposal.
  - c. Any campus organization or individual receiving LUCC funding for a campus wide event is encouraged to recognize LUCC allocations for the specific event.
  - d. At the beginning of each term, the Finance Committee will publish a financial breakdown of LUCC expenditures for the previous term.
  - e. The Finance Committee reserves the right to set additional procedures.

D. Polling, Elections and Leadership Committee

- 1. Members
  - a. One chair, the LUCC Parliamentarian.
  - b. At least two LUCC student representatives.



- c. Up to four students at large appointed by the LUCC Parliamentarian each executive cycle.

## 2. Duties

- a. To conduct all campus elections falling under the jurisdiction of LUCC, including the fall representative elections.
- b. To conduct all referenda called by the council or by the Lawrence Community.
- c. To conduct polls of the Lawrence Community on LUCC and community issues at the request of LUCC.
- d. To notify candidates of their rights and responsibilities.
- e. To report violations of election rules to the council.
- f. To conduct a workshop in the second term for the newly elected president, and the appointed officers for the succeeding year in order to teach duties of the officer and skills necessary fulfilling the duties.
- g. At such times as necessary, conduct workshops for newly elected or appointed officers.
- h. Under the direction of the LUCC parliamentarian, the committee shall conduct annual selection procedures for the Babcock Award and all other awards for which the council has responsibility.
- i. To approve or reject student organization access to the LUCC or administration owned electronic survey system.

## 3. Procedures

- a. The committee shall determine its own procedures.

## E. Residence Life Committee

### 1. Membership

#### a. Members

- i. One chair, appointed by Steering Committee
- ii. No fewer than 4 but not more than 14 students, excluding the chair, appointed by the LUCC Steering Committee
- iii. The dean of students or designee
- iv. The housing coordinator, *ex officio*
- v. A residence hall director, *ex officio*

- b. The committee's membership shall not be subject to the stipulation that it serves concurrently with the school year. Prior to the end of the third term, the committee shall be filled with returning students. Mid-year vacancies must be immediately reported to the Steering Committee.

### 2. Duties

- a. To advise and assist the dean of students, hall directors, residence hall staffs, the RLA Council, hall councils, and group house governments.
- b. To review the room assignment procedure each year, present new housing legislation when necessary, review legislation not proposed by the committee, and assist the housing coordinator in implementing room lottery and assignment.
- c. To review legislation, organize informational sessions, and oversee the selection process, in the manner prescribed by LUCC legislation, for group houses and experimental housing.
- d. To review and respond to concerns from students regarding legislation and policy which affects the Residence Hall Bill of Rights.
- e. To make recommendations to the director of facility services concerning improvements, renovations, and maintenance of living units in residences.

### 3. Procedures

- a. The committee elects a vice chair to preside in case of the chair's absence.
- b. The chair presides and votes only to break a tie.
- c. The vice chair presides in the chair's absence. The vice chair may vote unless presiding.
- d. A quorum consists of the following.
  - i. The chair
  - ii. Three student members, excluding the chair, or fifty percent of student members, excluding the chair, whichever is greater
  - iii. The dean of students or designee
- e. At the discretion of the chair, the committee may go into executive session for the following reasons:
  - i. Deliberations on petitions to change housing standing
  - ii. Deliberations concerning a group house's violation of standards
- f. Decisions made in executive session shall be reflected in the minutes.

## F. Student Welfare Committee

### 1. Membership

#### a. Members

- i. One Chair, appointed by Steering Committee
- ii. Director of dining services
- iii. Director of facility services
- iv. Director of technology services
- v. University librarian
- vi. Director of the Warch Campus Center
- vii. One LUCC faculty representative
- viii. At least six student members appointed by the LUCC Steering Committee

- b. A quorum consists of one of the four staff members and four voting members.
- c. Voting members include the faculty member and student members appointed by the Steering Committee.

## 2. Duties

- a. To bring to the attention of the director of facility services matters related to the facility services which concern the university.
- b. To provide channels of communication between the Lawrence community and dining services for recommendations and complaints regarding the quality, selection, and service of food in the university dining services.
- c. To bring to the attention of the university librarian related matters of concern to the Lawrence Community.
- d. To bring issues of student concern regarding information technology to the attention of the director of technology services.
- e. To advise the directors of the facility services, the university library, technology services, and dining services on those matters related to each department which were brought to the attention of the committee.
- f. To discuss issues of student concern as requested by members of LUCC.

## 3. Procedures

- a. The committee elects its own secretary to record minutes.
- b. The committee meets a minimum of four times each term, once to discuss matters related to facility services, once to discuss matters related to the university library, and twice to discuss matters related to dining services.

## G. Committee on Diversity Affairs

### 1. Membership

- a. One chair, appointed by Steering Committee
- b. At least 8 students, appointed by Steering Committee
- c. The associate dean of students for diversity, *ex officio*.
- d. A faculty member or additional administrator, *ex officio*.

### 2. Duties

- a. To promote understanding and awareness of diversity including but not limited to diversity of culture, ethnicity, gender, race, religious affiliation, sexual orientation, and socioeconomic status.

- b. To foster unity and a spirit of camaraderie among student organizations and groups contributing positively to the understanding and awareness of diversity within the Lawrence University community. The presence of these groups at committee meetings is strongly recommended.
  - c. To help identify and promote collaborative diversity-oriented programming efforts throughout the Lawrence University community.
  - d. To coordinate at least two educational and/or entertainment programs with specific emphasis on diversity per academic year.
  - e. To provide assistance to and facilitate correspondence with the President's Committee on Diversity Affairs as needed.
3. Procedures
- a. The committee elects its own treasurer.
  - b. The committee elects its own secretary.
  - c. The committee selects one member to report regularly to the General Council.
  - d. The committee will keep a record of its programs and activities.

#### H. Committee on Community Service and Engagement

1. Membership
- a. Members
    - i. One chair, appointed by Steering Committee
    - ii. One student representative from the Volunteer and Community Service Center
    - iii. One staff representative from the Volunteer and Community Service Center, *ex officio*
    - iv. At least four students at large appointed by Steering Committee
2. Duties
- a. To actively address social topics in the local community by promoting opportunities for service and engagement.
  - b. To offer opportunities and programming that strengthens students' awareness and understanding of social justice issues.
  - c. To challenge students to develop a framework for responsible citizenship.
  - d. To establish a connection between student organizations and the Volunteer and Community Service Center, the presence of such organizations at committee meetings is strongly encouraged.
  - e. To support and promote the mission of the Volunteer and Community Service Center.

- f. To coordinate at least two educational and/or entertainment programs per year with specific emphasis on community engagement and/or professional development.
  - g. To provide a space for collaboration, communication, critical analysis and problem solving among student service organizations in an effort to stimulate individual service organizations.
  - h. To oversee funding and promote the use of the Lawrence Service Shuttle.
  - i. To coordinate volunteer efforts of group houses.
    - i. Chair of CCSE will work with group houses to carry out required volunteer events.
    - ii. A report of Group Housing volunteer progress will be submitted by the Committee on Community Service and Engagement by third week of Spring Term detailing volunteer activities of current group houses.
  - j. To oversee the Humanitarian Projects Grant
    - i. Accept and review proposals for Humanitarian Projects Grant.
    - ii. Uphold duties stated in Humanitarian Projects Grant legislation.
3. Procedures
- a. The committee elects their own secretary.
  - b. The committee chair is to report regularly to the General Council.
  - c. The committee actively recommends new candidates to Steering Committee for appointment.
  - d. The committee will set its own agendas.
  - e. Quorum consists of the following:
    - i. The chair
    - ii. One student representative from the Volunteer and Community Service Center
    - iii. Fifty percent of students in the CCSE.
  - f. All other necessary procedures will be determined by the committee.
4. Humanitarian Projects Grant
- a. Purpose
    - i. The purpose of this grant is to provide funding for students providing service to the on-campus community, the Appleton community, or the world at large. The grant is to be used to subsidize costs for specific projects that benefit the community the student(s) will be working with while upholding Lawrence University's missions of providing service to and learning from the community.
  - b. Application procedures
    - i. Proposals should be directed to the Committee on Community Service and Engagement (CCSE), which oversees this grant.

- ii. Potential applicants must meet with a member of CCSE or the CCSE chair before submitting an application, to discuss funding options.
  - iii. CCSE shall work with applicants during the proposal process.
  - iv. CCSE shall recommend project grant proposals to LUCC General Council for approval.
  - v. CCSE shall follow-up with grant winner through process on grant application.
- c. Applications are accepted on an ongoing basis until the Friday of the seventh week each term. Applications submitted after the seventh week will not be considered for grant allocation until the following term.
- i. Applicants looking for funding for spring break opportunities must have met with a CCSE member or chair and have turned in an application by Friday of third week of winter term to be considered.
  - ii. All other opportunities not related to spring break will continue to be considered on a rolling basis.

## I. Committee on Environmental Responsibility

### 1. Membership

- a. One chair, appointed by Steering Committee.
- b. At least one student appointed by Steering Committee.
- c. No more than three members of the faculty, ex-officio.
- d. No more than two members of the staff, ex-officio.

### 2. Duties

- a. To promote understanding and awareness of environmental responsibility within the Lawrence community.
- b. To sponsor educational programs on environmental responsibility.
- c. To act as a liaison for student organizations focused on the environment and sustainability.
- d. To manage both the Environmental Initiatives Grant and the Sustainability Fund.
  - i. The committee shall hold one informational session on the sustainability Fund in fall term.
  - ii. The committee will manage and distribute the application for the fund. Changes to the fund application must be approved by the General Council of LUCC.
- e. To constantly evaluate ongoing projects.

### 3. Procedures

- a. The committee selects one member to report regularly to the General Council.
- b. The committee shall hold regular meetings with student organizations on campus, at least once per term.

### 4. Environmental Sustainability Fund

- a. Purpose
  - i. The purpose of this grant is to provide funding for projects that would create an infrastructural change that would otherwise not be able to be funded through traditional means of the administrative budget.
- b. Application Process
  - i. The committee shall accept draft proposals during the second and third terms of each academic year.
  - ii. The committee will offer suggestions on submitted drafts.
  - iii. Draft submissions are not to be considered for approval or denial.
  - iv. All final proposals must be for infrastructural changes, defined as physical facilities or installations contributing to the operations of the university.
  - v. All final proposals must have a positive financial return of better than 12 years. The committee may also consider carbon offsets of a compelling nature in approving funds as a supplemental factor.
  - vi. Applications the committee approves will be sent to the General Council of LUCC for final approval.
- c. Voting
  - i. Decisions of the committee will be made by simple majority vote.
  - ii. The Chair votes only to break a tie.

## J. Publicity Committee

### 1. Members

- a. One Chair, the LUCC Public Relations Secretary.
- b. Two LUCC student representatives.
- c. Up to four students at large, appointed by the Public Relations Secretary.

### 2. Duties

- a. To serve as a liaison between LUCC and all recognized university and student media.
- b. To keep the Lawrence Community informed of any and all pertinent decisions, activities, procedures, events, and elections which fall under the jurisdiction of the LUCC.

### 3. Procedures

- a. The committee shall determine its own procedures.

## K. Student Alliance Against Sexual Harassment and Assault

### 1. Members

- a. One chair, appointed by Steering Committee
- b. At least one LUCC student representative and six students, appointed by Steering Committee

- c. A faculty or staff member, ex-officio

## 2. Duties

- a. To facilitate discussion, education, and awareness surrounding issues of sexual misconduct and violence, particularly those of rape, sexual assault, and sexual harassment.
- b. To connect students with vital resources and implement programs to carry out our mission statement.
- c. To collaborate with other student groups as well as staff/faculty groups in programming and educational endeavors.
- d. To provide Bystander Intervention Training for students in accordance with Student Handbook legislation .04 under III c 1.00 of the Parties section.
- e. To train students in presenting Bystander Intervention Training.

## 3. Procedures

- a. The committee elects its own treasurer.
- b. The committee elects its own secretary.
- c. The committee selects one member to report regularly to the General Council.
- d. The committee will keep a record of its programs and activities.

## V. Media Policy

- A. The student media are to remain free of any censorship or advance approval of copy.
- B. The editors/directors of the student media are responsible for the development of their own policies and formats.
- C. The editors/directors of the student media are expected to abide by the canons of responsible journalism, e.g., the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and harassment or slanderous innuendo.\*
- D. The editors/directors of the student media shall manage their media in a responsible manner, e.g., publishing in a timely fashion, spending allocated funds efficiently, and making a reasonable effort to resolve staff and logistical problems.
- E. Student media are required to state that the opinions expressed therein are not necessarily those held by the Lawrence community.
- F. Violations can be directed to the Judicial Board for review.

\*Statement taken in part from the Joint Statement on Rights and Freedoms of Students.

## VI. Parliamentary Authority



The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Council may adopt.

## VII. Honoraria

### A. Officers

#### 1. Schedule

- a. President – \$225 per academic term served
- b. Vice President – \$225 per academic term served
- c. Parliamentarian – \$175 per academic term served
- d. Treasurer – \$175 per academic term served
- e. Public-Relations Secretary – \$175 per academic term served
- f. General Secretary – \$175 per academic term served
- g. Finance Secretary – \$175 per academic term served

### B. Committee Chairs

#### 1. Schedule

- a. Student Welfare Committee - \$70 per academic term served
- b. Residence Life Committee - \$70 per academic term served
- c. Committee on Community Service and Engagement - \$70 per academic term served
- d. Environmental Responsibility Committee - \$70 per academic term served
- e. Committee on Diversity Affairs - \$70 per academic term served
- f. Student Alliance Against Sexual Harassment and Assault - \$70 per academic term served

2. The sums specified in B.1. shall be paid upon completion of each term that chair serves.

### C. Requirements

1. Officers will receive their honoraria upon fulfilling the following requirements.

- a. Attending at least four-fifths of LUCC General Council meetings.
- b. Attending at least three-fourths of all meetings of all standing committees on which they serve. This rule does not apply to the president.
- c. Successful completion of a term of office as prescribed by Article III of the LUCC Constitution.

- d. Fulfilling all other relevant requirements specified in the by-laws.
  2. Student representatives will receive honoraria of \$70 per academic term served only upon fulfilling the following requirements.
    - a. Attending at least four-fifths of LUCC General Council meetings in person.
    - b. Attending, in person, at least three-fourths of all meetings of Steering or Finance Committee depending on which they are assigned.
    - c. Attending, in person, at least three-fourths of all meetings of additional standing committees to which they are assigned.
    - d. Fulfilling all other relevant requirements specified in the by-laws.
  3. Committee chairs will receive honoraria only upon fulfilling all relevant requirements specified in the by-laws.
  4. A report of the representatives, officers, and committee chairs who have failed to meet the above requirements will be presented to the General Council by the president at the last meeting of each academic term. This report can be overruled or amended by a majority vote of the General Council.
- D. No change to the by-laws varying the amount of honoraria awarded for the services of the representatives, officers, and committee chairs shall take effect until the next formal appointment or election cycle of the respective positions.

#### VIII. The Lawrentian

- A. The Lawrentian will be funded according to the following guidelines.
  1. The Lawrentian will receive an annual allocation from the LUCC general fund equal to a per student subscription fee based on the projected number of full-time, degree-seeking students as of the end of Term II of the previous academic year.
  2. The subscription fee will be set at \$27 per student.
  3. The allocation shall be subject to mandatory review every four years beginning in 2006.
    - a. Review of 2014 yielded no changes in the subscription fee.
  4. Following completion of Term III, the Lawrentian will submit a record of its financial activities for the previous academic year to an internal reviewer not affiliated with The Lawrentian or LUCC. This record is to be separate from the University's own accounting of what The Lawrentian has spent during the previous academic year. The reviewer will report to The Lawrentian and LUCC Term I of the subsequent academic year. If this is not completed, the Finance Committee may freeze The Lawrentian's accounts until such time as a record is filed and reviewed.
  5. In the event that the reviewer discovers any irregularities in The Lawrentian's bookkeeping at any time, LUCC must review The Lawrentian's allocation.

6. All annual surpluses will roll over into a separate account for regular capital improvements, enrichment activities (e.g. conferences, workshops, or speakers), or other necessary expenditures.
7. The Lawrentian need not submit a monthly finance report to the LUCC treasurer.
8. The Lawrentian will not submit a budget request to the Finance Committee.
9. The Lawrentian shall follow all LUCC legislation regarding organizational finances, except legislation under the heading "5.00 Budget Guidelines."
10. The Lawrentian staff shall not be paid for any course work for which they receive credit.

## IX. General Secretary

### A. Additional Duties

1. To publicize on the web site the minutes of the General Council and other LUCC committees; past and present General Council agendas; a current list of LUCC faculty, presidential, and trustee committee members; pending legislation; recently enacted legislation; and other information deemed useful by the General Council.
2. To develop and distribute an LUCC newsletter, with the Public-Relations Secretary, to the campus community informing them of recent LUCC activity at least once a term.

## X. Public-Relations Secretary

### A. Additional Duties

1. To develop and distribute an LUCC newsletter, with the General Secretary, to the campus community informing them of recent LUCC activity at least once a term.
2. To maintain the LUCC website.

## **RULES OF ORDER**

(see also LUCC Constitution, Article Seven, Section Four, and the By-Laws, Section V.)

- I. Any member may call a role call vote on any main motion present before the council. Members not ready to vote at the time they are called on may say pass.
- II. The president may call for a recess of no more than five minutes so long as no member has the floor. The president may not exercise this privilege more than twice per meeting.

## **LEGISLATION**

LUCC legislation constitutes the expressed expectations of the community with regard to the extra-curriculum and co-curriculum in the form of policy and procedure, and can be found throughout sections of the on-line *Student Handbook*, identified by a Roman numeral and decimal numbering system.

## **LUCC EXTANT LEGISLATION**

LUCC legislation is presented throughout the on-line *Student Handbook* and is both noted as legislation and denoted by a Roman numeral and decimal point system of codification. For ease of access, this index to LUCC legislation identifies the location of specific items within the *Student Handbook*.

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The policies and procedures included in this handbook do not constitute a contract. While the handbook provides a review of general policies, guidelines and resources, the university reserves the right to add, change or modify its programs, regulations, fees and policies as warranted.

All students are expected to be familiar with the contents of the Lawrence University Student Handbook, Course Catalog, room and board contract and official notices of the university, and all students and student organizations must abide by the policies, rules, and regulations set forth by the university. Failure to be cognizant of policies and procedures outlined therein does not relieve a student or organization from responsibility for such information and does not constitute an excuse in the event a violation of policy or procedure occurs.

Maintenance of an electronic student handbook makes possible regular updates throughout the academic year. For the most current version of policies and procedures, please consult the on-line version on the web site.