

2020-2021 STUDENT HANDBOOK TABLE OF CONTENTS

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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 life, 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, 1998 and 2016. 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 at go.lawrence.edu/titleix or contact the Title IX Coordinator, Shaniqua Crawford, at shaniqua.l.crawford@lawrence.edu, 920-832-7490, Room 93, Brokaw Hall.

Jurisdiction of the University and Parental Notification

The jurisdiction of the University policies, procedures, and regulations is broad. Lawrence University will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of University regulations occurring on campus as long as the person being charged is a student and regardless of the student status of the complainant. The University exercises jurisdiction over all students from the point of acceptance to the University through graduation or transfer from the University regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the University's jurisdiction. The University will also exercise jurisdiction over student organizations whether the

organization is a University-sanctioned entity or independent organization that maintains students as members. Withdrawal from the University will not constitute grounds to dismiss any charges that are brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the University may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the University. In cases in which a student withdraws from the University before the adjudication of the complaint, the University may proceed to adjudicate the complaint.

The University will also exercise jurisdiction, to the extent practical and possible, over all cases alleging violations of University regulations that occur off campus, including any incident that takes place during a period when the University is not in session, if:

- the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against;
- the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities;
- or the incident affects a compelling interest of the University.

Where a perpetrator is not a student or an organization, the University is limited in its ability to exercise judicial options. However, the administration may still assist the victim. Options include, but are not limited to: a campus-based restraining order; access to campus resources such as counseling; as well as academic and residential accommodations.

Complaints against students by any member of the Lawrence community are handled according to the procedures outlined below in The Code of Student Responsibility under The Judicial System. Complaints against faculty, administration, or staff are handled according to the process outlined in the handbook under Grievance Procedure.

Regardless of whether a complaint is made, the University may investigate health, safety or welfare concerns involving Lawrence University students, employees, programs or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the University's administration in consultation with appropriate offices (such as Title IX For more information, see the Sexual Misconduct policy on the university web site at go.lawrence.edu/titleix or contact the Title IX Coordinator, Shaniqua Crawford, at shaniqua.l.crawford@lawrence.edu, 920-832-7490, Room 93, Brokaw Hall.) and legal counsel, and may include outside investigators or consultants (such as the Appleton Police Department). Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff and students are expected to cooperate fully with any investigation authorized by the University.

Age of Majority & Statement on In-Loco-Parentis

Eighteen is the age of majority under Wisconsin law, except regarding the provision and sale of alcohol (see Alcohol Policy) and students that age and older have the full rights and responsibilities of all other adults. Students should note that, except where the law prohibits it, university practice and policy is to engage all students as adults and that, as a matter of principle, in keeping with University policy, students normally are dealt with directly in matters pertaining to University bills, grades, academic credit, and academic and disciplinary status.

In the regular practice of the University, neither the faculty nor the administration assumes what has been generally referred to as an *in-loco-parentis* role. Students are expected to conduct their

lives with ordinary prudence. When conduct on campus or at University-sponsored events falls short of this expectation and is in violation of the University's policies, procedures, or regulations, the University will rely on its own judicial procedures to obtain the necessary redress and corrections. For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the University to intervene on their behalf. The University will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

Recognizing the benefits that may come from the involvement of parents in the life of the University, students are encouraged to keep their parents and legal guardians apprised of their progress. It is the University's position that the responsibility for advising parents of a student's academic and disciplinary standing primarily belongs to the student. It is expected that students will accurately and promptly inform their parents of situations in which their behavior or performance has compromised their good standing at the University.

Criminal Charges and University Discipline

University disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of University regulations without regard to the status of civil litigation or criminal arrest and prosecution. The University may conduct disciplinary proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus. Disciplinary proceedings may involve an investigation and/or decision made by the dean of students, or designee. The dean of students may choose to use a panel of administrators within the University to process information and give recommendations. The dean of students may also choose to bring the student before Judicial Board to determine if violations of the Student Handbook occurred and decide subsequent sanctions.

When public authorities apprehend a student for a violation of the law, the University will not intervene because of their status as a student. Further, the University will not arrange for bail or provide legal counsel to the student. Should a student charged with a violation of the law approach the University for advice, an appropriate staff member will meet with the student and provide reasonable assistance.

A student is required to inform the University in the event that the student is:

- charged by a prosecutor
- charged by a grand jury
- charged in a court of law with a felony
- or convicted of a felony.

In these situations, the university may conduct an inquiry to determine if the student shall remain in student status, or whether the student shall be suspended until the issue is resolved in the courts. The dean of students, or their designee, shall determine if the student presents a threat to the safety of themselves or others, is a threat to University property, or if their continued presence on campus causes undue disruptions to the regular life and activities of the institution. Therefore, the university may remove a student's active student status, remove a student from campus residences, and restrict access to campus property until further notice.

Whenever convicted of a felony specifically, a student may be suspended indefinitely. If convicted and then released on probation, on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The dean, designee, or

panel of administrators will determine whether the student should be readmitted or denied readmission on any or all of the following grounds:

- The student is a potential threat to the safety and well-being of themselves or others
- The student's presence would be detrimental to the mission of the University

The dean, designee, or panel of administrators may also propose special conditions under which readmission may be permitted.

In situations where a student has been suspended following a felony charge and a prosecutor decides not to pursue the charges, the student may petition for the suspension to be lifted to the dean of students.

Parental/Guardian Notification Policy

Any notification to parents/legal guardians is contingent upon the provisions of applicable law, including the Higher Education Act, and the extent to which the law permits such notification. If the university is able to notify parents/guardians, any notification regarding disciplinary action taken as a result of a judicial process will typically be made only upon completion of the process. Students may grant permission to release different types of information to their parents/legal guardian by signing a specific consent form (academic, counseling, etc).

Although in practice the University may notify students when their parent or guardian has been contacted, the University is not required to do so by law. The University is required to keep a record of the contact and will disclose it to students upon request. Furthermore, under certain circumstances, the University is permitted by law to release the student's records to a court without the student's or parent's consent.

Please note that in emergency situations, the University reserves the right to contact the individual(s) whom a student indicates to be the emergency contact.

Situations in which parents/guardians will be notified:

- The University receives notification from law enforcement officials that a University student under the age of 21 years has been arrested during an academic session for an alcohol or drug related violation.
- A student has demonstrated through multiple incidents of alcohol or substance abuse that they are at risk of harming themselves or another.
- A student under the age of 21 incurs a serious sanction for an alcohol or drug offense (such as removal from housing, disciplinary probation, suspension, or expulsion)
- The University receives notification that a student has been admitted to the hospital and is suffering from a life-threatening illness, or there is reason to believe that a student's health and well-being are in immediate jeopardy.
- A student has been arrested and is unable to arrange their own quick release.

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 I.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 <https://www.lawrence.edu/academics/honor-system>.

The Honor System Charter

I. The Honor Code

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

No Lawrence student will unfairly advance their 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, accessing or using devices or resources not allowed by the instructor, 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 hereby reaffirm the Lawrence University Honor Code,*" followed by their signatures, on all submitted work, or by providing an equivalent indication on work submitted electronically.

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. New members are chosen annually or when the membership of the council falls below seven. The Provost appoints an academic administrator or faculty member with administrative duties to act as an ex-officio non-voting advisor. The advisor is appointed for multiple years, with shadowing or overCommunity Advisorsp to provide continuity.

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. Suspected violation: 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. Preliminary inquiry: When a suspected violation is reported, the Honor Council chair and 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 it is a first violation and the respondent admits that a violation has occurred, the respondent has 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. Respondent rights: 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. Prior to the hearing or sanctioning conference, the respondent has the right to submit documentation or witness information for consideration, in addition to documentation submitted by the complainant.
4. Procedural advisor: The respondent must have a member of the Honor Council as a procedural advisor. If the respondent does not select a procedural by a date specified in the letter, one will be appointed by the chair. The procedural advisor meets with the respondent before the hearing or sanctioning conference to answer any questions and assist the respondent during the hearing or sanctioning conference as a guide, not an advocate.
5. Quorum: 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. Sanctioning Conference: For a first violation in which the respondent admits the violation, a sanctioning conference may be employed if both the complainant and the respondent agree to this option. Those present at the sanctioning conference include: the Honor Council advisor (who convenes the conference), the complainant, respondent, procedural advisor, and two other voting Honor Council members. The sanction determined by the voting Honor Council members must be agreed to by both the complainant and the respondent. If no sanction can be agreed upon, the case will go to a hearing. An agreed-upon sanction may not be appealed.
7. Hearing: 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 ask the chair for 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.
8. Determination of violation and sanctions: 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 being, whichever is greater.
9. Communication of decision: 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 Provost of the University within one week of receipt of the letter.

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. Record keeping: 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. Confidentiality: All identifying information regarding hearings and decisions will be considered confidential and shared with select university personnel only on a “need to know” basis 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. Appeal: A student may appeal a hearing decision to the Provost within one week of receiving the communication of decision. A careful and impartial recorded and written record of the hearing is kept for use of the Provost in the case of an appeal. If the student appeals the decision, the Honor Council’s decision stands until the Provost completes the review of the case. The Provost has one month to respond after receiving the appeal.
13. Reporting: 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

The Honor Council has the authority to mandate specific grade reductions on an assignment or in a course or to recommend suspension or separation to the Faculty Subcommittee on Administration. Sanctions are based on precedents, i.e., sanctions assigned in previous cases, to provide continuity between Honor Councils and to ensure equitable sanctioning.

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. 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.

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 voicemail or 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 Life

1. The president and/or the vice president for student life 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 life, 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 life, 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 life.

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.

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

The Lawrence University Sexual Misconduct Policy prohibits all forms of dating violence, discrimination, intimate partner violence, retaliation, sexual assault, sexual exploitation, sexual harassment (including quid pro quo harassment, hostile environment harassment, and retaliatory harassment), sexual violence, and stalking against Lawrence University community members of any gender, gender identity, gender expression, or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

Lawrence University's Sexual Misconduct policy and reporting processes can be found on the university web site at go.lawrence.edu/titleix

For more information, see the Sexual Misconduct policy on the university web site at go.lawrence.edu/titleix or contact the Title IX Coordinator, Shaniqua Crawford, at shaniqua.l.crawford@lawrence.edu, 920-832-7490, Room 93, Brokaw Hall.

POLICIES AND PROCEDURES

ACADEMIC ADVISING AND THE CENTER FOR ACADEMIC SUCCESS

Each Lawrentian 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 Director of Advising 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 https://www.lawrence.edu/mw/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 Life, 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.

Age of Majority

Eighteen is the age of majority under Wisconsin law, except regarding the provision and sale of alcohol (see Alcohol Policy) and students that age and older have the full rights and

responsibilities of all other adults. Students should note that, except where the law prohibits it, university practice and policy is to engage all students as adults and that, as a matter of principle, in keeping with University policy, students normally are dealt with directly in matters pertaining to University bills, grades, academic credit, and academic and disciplinary status.

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

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 Office of the Dean of Students. The Office of the Dean of Students may also require that safeguards be taken to ensure compliance with state and local laws.

2.00 Distribution

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 Information on risks

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.

Criminal Charges and University Discipline

1. University disciplinary proceedings may be initiated against a student charged with a violation of a law that is also a violation of University regulations without regard to the status of civil litigation or criminal arrest and prosecution. The University may conduct disciplinary proceedings prior to, simultaneously with, or after civil or criminal proceedings off campus. Disciplinary proceedings may involve an investigation and/or decision made by the dean of students, or designee. The dean of students may choose to use a panel of administrators within the University to process information and give recommendations. The dean of students may also choose to bring the student before Judicial Board to determine if violations of the Student Handbook occurred and decide subsequent sanctions.

2. When public authorities apprehend a student for a violation of the law, the University will not intervene because of their status as a student. Further, the University will not arrange for bail or provide legal counsel to the student. Should a student charged with a violation of the law approach the University for advice, an appropriate staff member will meet with the student and provide reasonable assistance.
3. A student is required to inform the University in the event that the student is:
 - (a) charged by a prosecutor
 - (b) charged by a grand jury
 - (c) charged in a court of law with a felony
 - (d) or convicted of a felony.

The University may conduct an inquiry to determine if the student shall remain in student status, or whether the student shall be suspended until the issue is resolved in the courts. The dean of students, or their designee, shall determine if the student presents a threat to the safety of themselves or others, is a threat to University property, or if their continued presence on campus causes undue disruptions to the regular life and activities of the institution. Therefore, the University may remove a student's active student status, remove a student from campus residences, and restrict access to campus property until further notice.

4. Whenever convicted of a felony, a student may be suspended indefinitely. If convicted and then released on probation, on bond while awaiting appeal, or after serving a sentence, the student may petition the dean of students for readmission. The dean, designee, or panel of administrators will determine whether the student should be readmitted or denied readmission on any or all of the following grounds:
 - (a) The student is a potential threat to the safety and well-being of themselves or others.
 - (b) The student's presence would be detrimental to the mission of the University.
5. The dean, designee, or panel of administrators may also propose special conditions under which readmission may be permitted. The dean of students will, after reviewing the staff panel's recommendation(s), then implement such decision as the dean of students finds appropriate.
6. In situations where a student has been suspended following a felony charge and a prosecutor decides not to pursue the charges, the student may petition for the suspension to be lifted to the dean of students.

Jurisdiction

The jurisdiction of the University policies, procedures, and regulations is broad. Lawrence University will exercise jurisdiction to the extent practical and possible over all cases alleging violation(s) of University regulations occurring on campus as long as the person being charged is a student and regardless of the student status of the complainant. The University exercises jurisdiction over all students from the point of acceptance to the University through graduation or transfer from the University regardless of enrollment status. Students who are on required or voluntary withdrawal, study abroad, or any leave of absence remain under the University's jurisdiction. The University will also exercise jurisdiction over student organizations whether the organization is a University-sanctioned entity or independent organization that maintains students as members. Withdrawal from the University will not constitute grounds to dismiss any charges that are brought against a student. If there is sufficient reason to believe that a complaint against a student is imminent, the University may exercise its jurisdiction even if a student elects to withdraw before a formal complaint is presented to the University. In cases in which a student withdraws from the University before the adjudication of the complaint, the University may proceed to adjudicate the complaint.

The University will also exercise jurisdiction, to the extent practical and possible, over all cases alleging violations of University regulations that occur off campus, including any incident that takes place during a period when the University is not in session, if:

- the incident poses a threat to the safety and well-being of any member of the campus community, including the person who is complained against;
- the incident is likely to have a substantial effect on the complainant's/victim's campus life and activities;
- or the incident affects a compelling interest of the University.

Where a perpetrator is not a student or an organization, the University is limited in its ability to exercise judicial options. However, the administration may still assist the victim. Options include, but are not limited to: a campus-based restraining order; access to campus resources such as counseling; as well as academic and residential accommodations.

Complaints against students by any member of the Lawrence community are handled according to the procedures in the Student Handbook under the heading "The Judicial System". Complaints against faculty, administration, or staff are handled under a separate Grievance Procedure, also in the Student Handbook.

Regardless of whether a complaint is made, the University may investigate health, safety or welfare concerns involving Lawrence University students, employees, programs or activities, including concerns about sexual violence or harassment. The scope of such investigations will be determined on a case-by-case basis by the University's administration in consultation with appropriate offices (such as Title IX For more information, see the Sexual Misconduct policy on the university web site at go.lawrence.edu/titleix or contact the Title IX Coordinator, Shaniqua Crawford, at shaniqua.l.crawford@lawrence.edu, 920-832-7490, Room 93, Brokaw Hall.) and legal counsel, and may include outside investigators or consultants. Depending on the purpose of the investigation, disclosure of the results may be limited. Faculty, staff and students are expected to cooperate fully with any investigation authorized by the University.

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.

Statement on In-Loco-Parentis and Parental Notification Policy

In the regular practice of the University, neither the faculty nor the administration assumes what has been generally referred to as an *in-loco-parentis* role. Students are expected to conduct their lives with ordinary prudence. When conduct on campus or at University-sponsored events falls short of this expectation and is in violation of the University's policies, procedures, or

regulations, the University will rely on its own judicial procedures to obtain the necessary redress and corrections. For misconduct off campus, students must accept the consequences of action taken against them by civil authority and should not expect the University to intervene on their behalf. The University will not arrange bail or provide legal services to students who are in difficulty with the law but, rather, will expect students to arrange their own release.

Recognizing the benefits that may come from the involvement of parents in the life of the University, students are encouraged to keep their parents and legal guardians apprised of their progress. It is the University's position that the responsibility for advising parents of a student's academic and disciplinary standing primarily belongs to the student. It is expected that students will accurately and promptly inform their parents of situations in which their behavior or performance has compromised their good standing at the University.

To supplement the information that students are expected to provide to their parents and due to federal laws giving universities the authority to notify parents of students less than 21 years of age who violate alcohol or drug policies, the University has the following Parental Notification Policy. The policy is in addition to the intervention and education programs already offered to students.

Parental/Guardian Notification Policy

Any notification to parents/legal guardians is contingent upon the provisions of applicable law, including the Higher Education Act, and the extent to which the law permits such notification. If the university is able to notify parents/guardians, any notification regarding disciplinary action taken as a result of a judicial process will typically be made only upon completion of the process. Students may grant permission to release different types of information to their parents/legal guardian by signing a specific consent form (academic, counseling, etc).

Although in practice the University may notify students when their parent or guardian has been contacted, the University is not required to do so by law. The University is required to keep a record of the contact and will disclose it to students upon request. Furthermore, under certain circumstances, the University is permitted by law to release the student's records to a court without the student's or parent's consent.

Please note that in emergency situations, the University reserves the right to contact the individual(s) whom a student indicates to be the emergency contact.

Situations in which parents/guardians will be notified:

- The University receives notification from law enforcement officials that a University student under the age of 21 years has been arrested during an academic session for an alcohol or drug related violation.
- A student has demonstrated through multiple incidents of alcohol or substance abuse that they are at risk of harming themselves or another.
- A student under the age of 21 incurs a serious sanction for an alcohol or drug offense (such as removal from housing, disciplinary probation, suspension, or expulsion)
- The University receives notification that a student has been admitted to the hospital and is suffering from a life-threatening illness, or there is reason to believe that a student's health and well-being are in immediate jeopardy.
- A student has been arrested and is unable to arrange their own quick release.

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:
 - .01 a continuing program of education emphasizing the facts about drugs;
 - .02 the availability on a non-punitive basis of support services (medical and personal counseling); and,
 - .03 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. 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. Billboards and posting notices

1.00 Definition

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 Office of the Dean of Students.
- .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 Office of the Dean of Students 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 Ove Community Advisor spring time periods, the Office of the Dean of Students 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. The Office of the Dean of Students will resolve any other conflict involving space allocation.

.03 All signs must be in good taste.

3.00 Enforcement

.01 Examples of violations of this regulation include the following:

- a. Painting over a sign before an advertised event has occurred
- b. Painting a billboard without prior registration and permission from the Office of the Dean of Students
- 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 Facility Services

.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. 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 Office Of Student Activities, and must be returned clean. Organizations are encouraged to leave excess paint with the Office Of Student Activities 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 differing genders 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 of different genders in rooms assigned to be a specific gendered room 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. 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 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. Exception: Authorized LUCC members may send campus-wide e-mails.
 - .03 Students may not forge another person's name to messages sent or posted.
- 3.00 Proper use of the network
- Use of the network is subject to state, federal, and international legislation and policies regarding appropriate use.
- 4.00 Proper handling of equipment

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.4.00 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. Lawrence Voyager Survey System

- 1.00 Students seeking to perform a survey using the Lawrence Voyager Survey System on behalf of an LUCC-recognized organization must receive permission from the LUCC 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. Personal wireless access points are NOT permitted on the Lawrence network as they can interfere with the Lawrence wireless network. To ensure the proper functioning of the Lawrence wireless network, Technology Services will work to find and remove any sources of wireless interference.

NOTE: Should a personally owned WAP device be found on wireless network the offending device will be made inactive.

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 expressly prohibited¹ Exceptions to this prohibition apply to student spouses and domestic partners whose relationship was established previous to attending Lawrence University. If there is a potential conflict of interest, relationships should be reported and screened in accordance with Lawrence University's consensual relationship policy.

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 Consideration hours

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

Quiet hours exist at times selected by the residents of a residence hall, small house or formal 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 formal 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 LUCC legislation to work with the office of student activities 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 N.E.W. National Mental Health Connection 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, community 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 office of residential education & housing. 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 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, Hiatt, 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

LUCS 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 1.01.
- 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

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. First- year students will automatically be placed on the 14 meal plan unless they opt to **take** the 19 meal plan. After freshman year, all students are allowed to choose from 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 student's 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 or group of people through physical, mental, or emotional means, including behavior online.
 - .04 Hazing practices.
- 3.00 Members of the Lawrence community will not engage in any of the following:
 - .01 Theft
 - .02 Vandalism
 - .03 Misuse of property owned or operated by the university or any member of the Lawrence community
 - .04 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.

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	Blue & White Weekend
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 office of student activities for review, after which they will be forwarded to the vice president for student life 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 the office of student 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 Office of Residential Education & Housing.

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
Trevor 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 Trevor
Executive House parking lot near dumpsters
Center of the Quad
Center of the Quad
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 security, where it will be stored properly. A student may then obtain his/her firearm from campus security 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, he or she 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 LUCCL 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 community 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 Life 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 both 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

LUCCLegislation 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 formal group houses will remain locked 24 hours a day.

- 1.00 Outside doors are not to be propped open.
- 2.00 Exceptions may be made for special time periods in which security needs may be altered by the Office of the Dean of Students—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., 920-738-2000 or at ThedaCare Regional Medical Center-Appleton, 1818 N. Meade St., 920-731-4101. 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 nine units while being enrolled at Lawrence University at the end of Winter Term of the year of selection as determined by the housing coordinator and according to the following scale:
 - a. Senior – at least seven terms completed
 - b. Junior – at least four terms completed
 - c. Sophomore – fewer than four 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 his or her class standing classification before the housing lottery may petition to the LUCC 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, he or she 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 Community Advisor

The university administration will determine the number of Community Advisor 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 housing

.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. At least one group representative must attend one of these sessions to apply for group housing.
- 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), nominated by the LUCC Residence Life Committee

- a. The committee selects one of its nominees to chair board proceedings.
 - b. The chair's rights to vote and participate in board proceedings remain equal to those of other student members.
- 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) representing at least three class years, nominated by the LUCC Residence Life Committee.
- b. Associate dean of students for the office of residential education & housing, ex officio
 - c. One additional staff member from the office of residential education & housing, recommended by the associate dean of students for the office of residential education & housing and approved by the LUCC Residence Life Committee, ex officio
- 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 the office of residential education & housing oversees the administrative aspects of the selection process with the assistance of the additional staff member from the Office of Residential Education & Housing.
- iv. The LUCC Residence Life Committee sets any additional procedures for the board not in conflict with those defined in legislation.
- v. The additional staff member from the Office of Residential Education & Housing takes the minutes of the board proceedings.
 - a. The LUCC Residence Life Committee shall produce and maintain a template for taking minutes of board proceedings.
 - b. The board must approve the minutes as the last item of business in the meeting. The board may amend the minutes prior to their approval.
 - c. The staff member shall transmit the approved minutes to the president and general secretary of LUCC as well as the chair of the LUCC Residence Life Committee.

- d. The staff member shall also transmit each group the board's decisions on its application along with the portion(s) of the approved minutes related to its consideration.

- 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 Office of Residential Education & Housing is open during regular hours.

- i. Eligibility criteria

In order to be considered for group housing, each group's residence life manager (RLM) and student contact members must complete Safe Space 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 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 per year. This allows for two beds unfilled in one term, or one single bed unfilled in two terms.
 - 2. All group house rosters must be filled by a deadline determined annually by the LUCC Residence Life Committee.
 - 3. 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. Completed 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.

h. Formal house leadership structure

The application should include a proposed leadership structure, not including the designated RLM, to adjudicate conflict provide guidance, and work to plan events which benefit the Lawrence University campus – at- large

- 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 according to the strength of their respective applications and the facilities for which each applied.

- a. Precedence rule. A group that is reapplying for its current house will be given first priority to be reassigned to the same house if their application is ranked within the precedence threshold.
 1. This threshold will be set at $\frac{2}{3}$ the total available houses, rounded up, and applied to the top-ranked groups.
 2. A group can only benefit from precedence if they rank their current house first on their application.
- b. No group may be assigned more than one house.
- c. The Residence Life Committee determines the disposition of any available facilities not assigned to groups.
- d. The board might not assign a house to a selected group that only applies for facilities that are assigned to groups with stronger applications or precedence in those facilities. In this case, the Residence Life Committee may choose to offer these groups any available facilities not assigned to groups, contingent upon the group's ability to fill the house(s) to capacity.

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. Approval deadline

If the LUCC General Council does not give final approval or denial of the board's decisions by a date the Office of Residential Education & Housing 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 place 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 place.
 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 place.
- 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 the Office of Residential Education & Housing, the RLM will be a paid staff member hired and supervised by professional Office of Residential Education & Housing 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 Office of Residential Education & Housing early in Fall Term.
- 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 Residential Education & Housing.

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. Midyear reviews

Each house must report on its activities during the academic year to the LUCC Residence Life Committee by a deadline the committee designates to be no later than the seventh week of Winter Term.

- 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. The committee may call representatives of a group to a meeting to discuss the group's report as well as the group's activity over the length of its compact.
- iii. In a written response to the report, the committee shall assess the group's demonstrated fulfillment of its responsibilities as a house. The committee's response may also comment on how the group can improve in its activity overall.

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. The committee may call representatives of a group to a meeting to discuss any concerns that arise over the group's report as well as the group's activity over the length of its compact.
- ii. Only in extreme cases, in which a group consistently fails to fulfill the responsibilities of group housing or if the group fails to complete its midyear review might 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.

- iii. 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 assignment rules

.01 Squatting

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.

- a. Students living in a double must remain with their current roommate in order to select this option.
- b. Students may not squat in overflow housing, small residences, suites, quads or triples.

.02 First-year room assignment

The university administration will determine the number of first-year students 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.
 - i. 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.
 - a. 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.
 - b. 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.
 - ii. 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 illicit controlled substances is prohibited in all areas of the hall, both public and private, including student rooms.

- b. First-year students 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 the office of residential education & housing.

.04 Proxies

Students may empower a proxy who will select housing for them. Proxy instructions and forms will be made available through the Office of Residential Education & Housing. It is then the responsibility of the designated proxy to select housing based on the student’s instructions and lottery number.

.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

- a. A combination occurs when two or three students jointly select a single bed for all three terms of the following academic year, each planning to occupy that bed for the part of the year when the other(s) are not, and is viewed as a single potential resident in the housing selection process.
- b. The average of each student's lottery number, weighted according to the number of terms during which each plans to occupy the bed, will determine the combination's standing in the housing selection process.
- c. Each student comprising a combination must completely satisfy their housing needs through the regular housing selection process.
- d. The housing coordinator must preapprove each combination by noon on the day of the selection session in which the combination is intended to be used.

6.00 Suite/quad/triple assignment

- .01 Suites, quads, and triples are assigned during the housing lottery before single and double rooms.
- .02 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.
- .03 Suites, quads, and triples are assigned according to an average of the lottery numbers of the potential residents, weighted by the number of terms in which each potential resident would live in the suite/quad/triple.
- .04 Each suite and quad has an A and a B side. Students selecting a suite or quad determine to which side each roommate pair will be assigned.
- .05 If a suite, quad, or triple falls below the number required to fill the room during the academic year, the housing coordinator may ask the LUCC Residence Life Committee to determine a viable solution for filling the space.

7.00 Single room assignment

- .01 Single rooms are assigned during the housing lottery in Spring Term after suites/quads/triples and before double rooms.
- .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 Spring Term will be placed at the bottom of their class list in the order in which they register.

- b. The housing coordinator maintains the singles wait list(s), which remain in effect until the subsequent housing lottery and establishment of the singles wait list(s) for the subsequent year.
- 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 Spring Term. 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.

8.00 Double room assignment

.01 Double rooms are assigned during the Spring Term housing lottery.

.02 Double rooms are assigned according to the higher lottery number of the two potential residents.

.03 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 Spring Term 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 first-year class.
- d. Seniority of doubles wait list(s) in each class is by lottery number until the end of Spring Term. 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.

9.00 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 LUCC Residence Life Committee when appropriate.

10.00 Review

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

II. B. General rules

1.00 Arrival by 7th day

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 the fourth week of Fall Term.

3.00 First-year students

No first-year students will be assigned to a group house, small residence, single room, suite, quad or triple unless the dean of students approves an exception to this rule.

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 each term.

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 office of residential education & housing. Group living unit room keys are available in the office of residential education & housing. 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.

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 life 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 office of residential education & housing.

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 LUCC committees allocated funds

Any group or LUCC committee allocated money by LUCC shall be considered in a manner identical to LUCC-recognized organizations in finance procedures and will be bound by the rules of organization finances as set down in LUCC legislation.

2.00 Limitation of funds in excess of allocation

- .01 No organization will be provided with funds in excess of the funds allocated by the LUCC Finance Committee to such organization.
- .02 Each LUCC-recognized organization will notify the LUCC treasurer of its financially responsible parties before using LUCC funds. The treasurer shall compile a list of financially responsible parties for LUCC-recognized organizations and submit the list to the Office Of Student Activities no later than the end of the sixth week of Fall Term.
 - a. Only the financially responsible parties, appointed by each organization, can operate their respective organizations' accounts.
 - b. If an organization enters into a contract for which the university is liable, the associate dean of students for the office of student activities must sign and approve it before it is sent to the university Finance Office.

3.00 Budget process eligibility

- .01 In order to be eligible for participation in the Spring Term budget process, all LUCC-recognized organizations that have received money from LUCC must submit the following:
 - a. An itemized account of how that money was spent, and a projection of expenses for Spring Term
 - b. A written report stating the year's past events and activities, and an itemized budget request for the following academic year
 - c. 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 organization
- .02 Budget requests must be submitted by each organization before/on the date specified by the LUCC 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 Exclusivity will be considered when the LUCC Finance Committee is allocating funds.

.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

- b. LUCC funds may be allocated for lodging for purposes other than those specified in 4.05.a on a case-by-case basis.

.06 LUCC funds shall not be allocated for donations to charitable organizations.

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

.08 Fundraising

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 LUCC Finance Committee at allocation, will donate funds to a charitable cause.

- i. The Committee on Community Service and Engagement will oversee all funding for philanthropic fundraisers, utilizing the Humanitarian Fundraisers Grant as outlined in the Humanitarian Fundraisers legislation

b. All other fundraisers, as specified above, are non-philanthropic.

- i. For such fundraisers, Finance Committee may provide up to \$25 per event
- ii. The organization may keep any revenue earned.

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

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

.11 The committee reserves the right to not allocate funds to an organization, even if the 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 request to have the committee reallocate their funds. Organizations will be held financially responsible for any LUCC funds spent for any purpose not approved by the committee and reported to the LUCC General Council.

.13 LUCC funds may not be used for personal property.

5.00 Ongoing allocations by the LUCC Finance Committee

The 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 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 Office Of Student Activities. 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. 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 Office Of Student Activities.
- .04 Organizations must submit inventories before the beginning of the budget process in Spring 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 organizations:
 - a. Once an LUCC-recognized organization is considered defunct, its inventory immediately becomes available for use by other LUCC-recognized organizations for a length of time within the academic year agreed upon by the LUCC treasurer and the financially responsible parties of the organization(s) which wishing to use the inventory.
 - b. If by the end of the academic year a new organization is created or the formerly defunct organization is re-recognized and seeks to claim the unallocated inventory, LUCC may grant the inventory to the organization.
 - c. If by the end of the academic year no newly recognized or re-recognized organization claims the inventory, any other LUCC-recognized organization may request to add to its own inventory; such requests are granted at the discretion of LUCC.

- d. If the inventory is claimed by multiple LUCC-recognized organizations, representatives of the organizations shall meet with the LUCC treasurer and the Office Of Student Activities to resolve any disputed claims.

8.00 Organizational debt

- .01 An LUCC-recognized organization will be declared in debt if at any time its account or any category thereof has a negative balance.
 - a. If an organization's account or any category within the account has a negative balance and the 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. Once there is no longer a negative balance in the organization's account or any category thereof, the organization will no longer be in debt.
- .02 During the academic year, LUCC-recognized organizations will have two weeks after being declared in debt to pay off the debt.
 - a. If an 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 organization has not paid off its debt, a hold will be placed on its account.
- .03 An LUCC-recognized organization may not refund students who paid off the debt using funds allocated or reallocated by LUCC. If the debt occurs during the academic year and the organization has funds remaining in other categories of its account, it may request that LUCC reallocate those funds to cover the debt.
- .04 If the LUCC Finance Committee determines that an LUCC-recognized organization has a large debt, the committee may create a payment plan for the debt and allocate LUCC funds. If the organization does not adhere to the payment plan, a hold will be placed on its account.
- .05 The LUCC Finance Committee may waive the debt of an LUCC-recognized 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 the committee.
 - c. The 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 the committee at the earliest possible convenience.
- .06 If an LUCC-recognized organization is declared defunct after being declared in debt, a one-calendar-year moratorium will be placed on the debt.

- a. If the organization is re-recognized during this period, it will be responsible for the debt.
- b. If an organization with a similar purpose and membership, as determined by the LUCC Steering Committee, is recognized, that newly recognized 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 An LUCC-recognized organization wishing to sell an item from its inventory must submit a written request to the LUCC Finance Committee and defend this request in person at a meeting of the committee.

- a. The item may not be sold if the committee determines that another LUCC-recognized organization has a use for it and a desire to count it among their inventory.
- b. The organization must consult with the Office Of Student Activities 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 at which the item would be sold, and any additional information that the organization feels is necessary to include.
- d. Upon approval from the committee, the organization may proceed with selling the item. All sales must be done through the university, and utilize the plan presented to the committee.
- e. The organization may not sell the item if the committee denies its request to do so.

.02 Half of the funds gained through the sale of the item will return to the LUCC General Fund, and the other half will be added to the fundraising account of the organization.

10.00 Account holds

If, by the final meeting of the LUCC General Council for Winter Term, any LUCC-recognized organization has not had its account's hold lifted, the council may, by majority vote, revert the balance back to the LUCC General Fund.

I. D. Pending legislation

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 Community Advisors 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. 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 Recognition of a Lawrence University organization

- .01 An organization must be recognized by LUCC in order to:
 - a. Use the service of the Finance Office;
 - b. Use university facilities free of charge, as described in 3.00;
 - c. Receive money from LUCC at the discretion of the LUCC Finance Committee;
 - d. Use the Lawrence name; and/or
 - e. Receive access to the Lawrence University Voyager Survey System at the discretion of the LUCC cabinet
- .02 The prospective organization must file with LUCC, through the Office Of Student Activities, a statement of intent to apply for recognition using the form provided by LUCC, including the name and description of the organization.
- .03 Initial recognition must be approved by the LUCC Steering Committee through the following process:

- a. If the committee chooses to accept the prospective organization’s statement of intent, the organization will be considered an “applicant organization” and placed on a trial period for no more than six academic weeks unless a petition for an extension is granted. Applicant organizations will be granted an extension on grounds including but not limited to:
 - i. Lack of trainings offered
 - ii. Proximity to end of term
 - iii. Absence of student leader from campus
 - iv. Extenuating personal circumstances
 - b. While on a trial period, the applicant organization is expected to comply with and fulfill any recommendations or mandates issued by the committee.
 - c. While on a trial period, the applicant organization must comply with the following special rules:
 - i. Any publicity sponsored by the applicant organization must clearly state that the organization is on a trial period.
 - ii. The applicant organization may hold general interest meetings in open, public spaces, unless otherwise given permission from the committee. Any member of the LUCC Cabinet may request room reservations on behalf of the organization.
 - iii. The applicant organization may not receive LUCC funds.
 - d. By the end of the trial period, the authorized representative(s) of the applicant organization must appear at the next available meeting of the committee and report the progress they have made in fulfilling the committee’s recommendations and mandates within the trial period. Based on that report, the committee shall approve or deny the applicant organization’s recognition, or extend the group’s trial period.
 - e. Prospective organizations may apply for recognition only once a term.
- .04 LUCC re-recognizes Lawrence University organizations through the following process:
- a. Each Lawrence University organization must renew its recognition with the Office of Student Activities annually by submitting the form provided by The Office of Student Activities. This renewal must be submitted no later than the third week of Spring Term prior to the year in which it will take effect. Organizations that fail to do so will lose their recognition until such renewal is made.

- b. Renewal of organization recognition must include, but is not limited to, whether the group acted in accordance with its mission statement from the previous year. The organization must include the names of the new authorized representatives or reconfirm the current representatives. Newly authorized representatives must complete any recommendations or mandates issued by the LUCC Steering Committee. Failure to complete these recommendations and mandates will result in a hold being placed on the organization's budget.
- c. If an organization fails to renew its recognition by the end of each academic year, the organization will be considered defunct. Each Fall Term, the LUCC Steering Committee shall report which organizations failed to renew their recognition at the end of the previous academic year. If an organization wishes to be re-recognized by LUCC, it must apply with LUCC through the procedures outlined in 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 the LUCC Steering Committee.

3.00 Use of university facilities

- .01 Closed meetings of Lawrence University organizations: LUCC-recognized organizations 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 Office of the Dean of Students.
- .03 Non-recognized organizations: Any organization that is not recognized by LUCC must pay rent to use university facilities, except as otherwise provided for in 2.03.c.i.
- .04 Organizational office space
 - a. Space in university buildings, including private offices, common offices, and meeting rooms, may be allocated by the LUCC Residence Life Committee for organizations recognized by LUCC;
 - b. Organizations may request space by applying to the LUCC 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 LUCC 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 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 the appropriate penalty by majority vote. 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.

24 – Hour Student 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., Plantz Hall lot, spaces directly behind Colman Hall, and in the Hiatt Hall lot located near the tennis courts. Only students with appropriate permits may park in designated areas.

Student Parking

Students can park in faculty and staff designated parking spaces 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. The Banta Bowl lot may be used for overflow parking. The south side of the Chapel lot, closest to College Avenue, 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.

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

- 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 LUCC Student Welfare Committee, may propose changes to the on-campus parking fee.

- b. Parking fees are charged to the students' accounts, and the Office of the Dean of Students 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 Office of the Dean of Students 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.
- c. 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 Office of the Dean of Students 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 Office of the Dean of Students regarding their need for an assigned space. This request must be accompanied by a statement from 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 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 publish an annual 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 Office of the Dean of Students 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 Office of the Dean of Students.
 - b. Party registration forms will be available from the residence hall directors of residence halls or from the Office of the Dean of Students.
 - 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 Office of the Dean of Students.
 - a. Training will be administered by the Sexual Harassment and Assault Resources & Education (SHARE) committee and must be renewed once every three terms.
 - b. If the organization registering a party 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 SHARE-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/house parties are defined as those parties sanctioned by a residence hall forum or a house’s governance to occur 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. Complaints about room parties in group houses shall be made to the sponsor and then the to the house's residence life manager (RLM).

.02 Hall parties

- a. The intention to sponsor a party must be posted on all floors before the hall forum meets.
- b. The residence hall forum or the house governance decides 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 to the house's RLM.
- e. The sponsor are responsible for the clean-up of the area within twelve 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 to the house's RLM.
- e. Sponsors are responsible for the clean-up of the area within twelve 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 Office of the Dean of Students.
- b. Sponsors must arrange with facility services for set-up, clean-up, and security.

- c. Normally, sponsors are responsible for clean-up of the area within twelve 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 Office of the Dean of Students.
- 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 Office of the Dean of Students.

All parties must be registered at least three business days in advance of the function. Registration forms and other materials are available in the Office Of Student Activities, 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 Office Of Student Activities 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 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 LUCC to prohibit most pets in campus residences.

III. D. Pets

1.00 Pet division

Pets are divided into the following categories.

.01 Unrestricted

No permission is 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 Office of the Dean of Students. Cats, dogs, and rabbits are not allowed in any residence unless they qualify as Service Animals, Assistance Animals or Service Dogs-in-Training, which are not pets and are addressed by separate University policies as listed in the Service and Assistance Animals section of the Student Handbook..

.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 community 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 must promptly remove the animal at their own expense.
- .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 promptly and thoroughly 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 applicable Wisconsin laws and City Of Appleton ordinances regarding pets, including any required registrations, vaccinations, licensing and tags. An owner who violates this provision must promptly remove the animal at their own expense.
- .09 If an owner fails to fully abide by these policies, the University will add any expenses incurred related to or caused by the pet or its removal to the student’s account.

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 LUCC 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.

SATELLITE DISHES

III. G. Satellite dishes

The installation and/or use of satellite dishes on Lawrence University student housing is/are prohibited.

- 1.00 If a student or students is/are found in violation of this section, each student assigned to live in said room will be fined \$75.
- 2.00 The university will be responsible to remove the dish for the student’s safety.

SERVICE AND ASSISTANCE ANIMALS

Service Animals

Lawrence University is committed to allowing individuals with disabilities the use of a “Service Animal” on campus to facilitate their full participation and equal access to University programs and activities. Lawrence also recognizes the broader category of “Assistance Animals” that provide physical and/or emotional support to persons with disabilities in University housing, as addressed separately in the Student Handbook.

Service Animal Policy

This policy applies to any individual requiring or training a Service Animal (the “Owner”). Service animals are working animals, not pets. The Americans with Disabilities Act Amendments Act (ADAAA) defines a Service Animal as any dog¹ individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Federal law does not require that the dog wear any type of vest or badge indicating that it is a Service Animal nor that the Owner provide documentation of its training. Where it is not readily apparent that the dog is a Service Animal, the University may ask if it is required because of a disability, and what work or task the dog has been trained to perform. Such work or tasks must relate directly to the Owner’s disability and can include a wide variety of services such as guiding the blind, alerting individuals with impaired hearing, pulling a wheelchair, alerting and protecting a person having a seizure, and reminding someone with mental illness to take prescribed medications. Animals whose sole purpose is to provide comfort or emotional support do not qualify as Service Animals.

¹ Lawrence may permit miniature horses as Service Animals on a case-by-case basis, consistent with applicable law.

Owners must restrain a Service Animal with a harness, leash, or other tether shorter than eight feet unless their disability precludes the use of a restraint or if the restraint would interfere with the dog's safe, effective performance. If not tethered, the dog must otherwise be under the Owner's control, whether by voice control, signals, or other effective means.

Permitted and Restricted Locations

Employee- and student-Owners may bring Service Animals to campus areas they access for purposes of employment or academic matters, such as classrooms, offices, residence halls, and assembly areas. Visitors may bring Service Animals to campus locations generally open to the public, such as the Campus Center, restroom facilities, common areas, and recreational facilities (when not restricted by a pass, permit, or ticket).

The University may reasonably restrict Service Animals from certain locations such as mechanical and utility rooms, animal research facilities, food preparation areas, laboratories, shops, or studios with hazardous activities or where the presence of a Service Animal would be inappropriate or disruptive to the learning activity.

Under [Wisconsin law](#), it is a crime to harass or interfere with a Service Animal.

Service Dogs-in-Training

In accordance with [Wisconsin law](#), the University allows Service Dogs-in-Training in facilities open to the public unless the dog's presence would jeopardize the safe operation or fundamentally alter the University program, service, or activity in that location. Unlike a Service Animal, a Service Dog-in-Training is not considered a reasonable accommodation for a disability and is subject to additional restrictions including the following:

1. The University may require credentials certifying the dog's participation in Service Animal training;
2. The dog must wear an identification tag with handler contact name and phone number;
3. The dog must wear a harness or leash and special cape when on duty;
4. The dog must remain under the direct control of the Owner at all times.

Responsibilities of Animal Owners

Owners are responsible for the control of their Service Animals and Service Dogs-in-Training at all times and must comply with all applicable laws and regulations including current vaccination and leash laws. Wisconsin law requires that all dogs be licensed by 5 months of age. The City of Appleton requires dogs to wear current rabies and license tags.

Animals are not allowed on campus without their Owners, who must make prior arrangements for a person to take custody of their animal in the event of an Owner emergency. The Owner must share this contact information with Campus Safety (safety@lawrence.edu or 920-832-6999) for reference in the event of an emergency.

Owners are responsible for the immediate clean-up and proper disposal of all animal waste and for using areas the University designates for such use. Although the University may not charge an individual with a disability an animal surcharge, it may charge Owners for damages caused by their dogs in the same manner as it charges for damages caused by pets.

If the disability or training requiring a Service Animal or Service Dog-in-Training ends, Owners must promptly remove the animal from campus at their own expense.

Removal of Service Animal or Service Dog-in-Training

The University may require an Owner to promptly remove an animal from campus if:

1. its behavior poses a direct threat to the health or safety of others;
2. its presence fundamentally alters the nature of a program or activity;
3. its Owner is unable or unwilling to maintain proper control over the animal; or
4. the animal is not housebroken.

Responsible Campus Offices

The Dean of Students has overall responsibility for ensuring compliance with this policy with respect to students, while Human Resources manages the policy with respect to employees. Owners should contact the following offices for additional information or assistance:

1. Campus Life – for coordinating non-academic accommodations for students with various campus entities such as Housing, Bon Appetit, Facility Services and Campus Safety.
2. Accessibility Services in the Center for Academic Success – for academic services for students with disabilities requiring Service Animals.
3. Human Resources – for services for employees with Service Animals.
4. Campus Safety – for safety concerns and visitor inquiries related to these animals.

Reconsideration

Any student, employee, or visitor dissatisfied with a decision concerning a Service Animal may request reconsideration by submitting a letter with any supporting documentation to the Vice President for Diversity and Inclusion at div-inclusion@lawrence.edu. The Vice President will contact the appropriate offices and respond to the written request within 14 days unless extenuating circumstances warrant additional time.

Assistance Animals

In addition to allowing Service Animals and Service Dogs-in-Training in residence halls as noted in the Service Animal Policy [linked/above], Lawrence University permits Assistance Animals in student housing in accordance with the Fair Housing Act. By law, an Assistance Animal performs tasks or provides emotional support, comfort, or therapy for a person with a disability (the “Owner”). Dogs are commonly used as Assistance Animals, but other animals may serve in that capacity². A person may keep an Assistance Animal in a dwelling unit as a reasonable accommodation if:

1. The Owner has an ongoing documented disability;
2. The animal is necessary to afford the Owner an equal opportunity to use and enjoy student housing; 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 and outside areas as needed for relief. The University will not permit Assistance Animals if they are not housebroken; 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.

University housing residents may not bring an Assistance Animal in the residence halls before receiving approval from the Dean of Students Office. A student requesting a Assistance Animal in University housing must submit appropriate documentation [link to housing accommodations] for review in addition to a signed Housing Assistance Animal Agreement [link] to the Dean of Students Office. By signing and

² An animal needed for a disability may be referred to by different names such as a companion animal, therapy animal or emotional support animal.

returning the form, the student agrees that they have read, understood, and accept the terms and conditions set forth in the forms and in the applicable version of this policy.

Responsibilities of Animal Owners

Owners are responsible for the control of their Service Animals, Service Dogs-in-Training or Assistance Animals at all times and must comply with all applicable laws and regulations including vaccination, licensure, tag, animal health and leash laws. In addition, Owners must promptly inform the University if the disability requiring the animal's presence ends, and promptly remove the animal from campus at their own expense.

Owners are responsible for ensuring the immediate clean-up and proper disposal of all animal waste. Although the University may not charge an individual with a disability an animal surcharge, it may impose charges for damages caused by a Service, Service-in-Training or Assistance Animal in the same manner as charges for damages caused by pets. Animals are not allowed on campus without their Owners. If the Owner must be absent from their residence overnight or longer, the animal must accompany the owner or the owner must arrange for appropriate off-campus boarding and care of the animal.

Any student dissatisfied with a decision concerning a Service Animal may request reconsideration by submitting a letter with any supporting documentation to the Vice President for Diversity and Inclusion at div-inclusion@lawrence.edu. The Vice President will contact the appropriate offices and respond to the written request within 14 days unless extenuating circumstances warrant additional time.

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 house smoking areas
 - .01 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.
 - .02 If a house chooses to create a designated smoking area, the RLM must meet with Office Of Student Activities 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 Office of the Dean of Students, 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 Office of the Dean of Students. 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 Office of the Dean of Students.

- 5.00 All organizations or individuals not representing on-campus fraternities, sororities, or LUCC-recognized organizations must follow the process for solicitation outlined below:
 - .01 No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops.
 - .02 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 Office of the Dean of Students.
 - .03 No solicitation is permitted during the reading period or exam week.
 - .04 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.
 - .01 No solicitation may occur in academic or classroom buildings, laboratories, theatres, or science hall shops without special written authorization from the dean of students.
 - .02 No solicitation may occur in a residence hall during that hall's appointed "quiet hours."
 - .03 No solicitation is permitted during the final examination reading period or exam week.
 - .04 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 him/herself 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 Office of the Dean of Students 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 The Office Of Student Activities.

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 <https://www.lawrence.edu/info/offices/financial-aid/forms>. 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. 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 associate dean for 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 website. The public directory lists student names, e-mail addresses and SPC (mailbox) numbers and is accessible to anyone on the web. The private directory provides names and contact information only to 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 website..

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 would like their names and contact information excluded from the public web directory without requesting full non-disclosure under FERPA should complete an exclusion form available in the registrar's office.

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.

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 and ADHD, 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 Accessibility Services with Current documentation, other as full diagnostic report from a health care provider, licensed psychologist, or other appropriate professional. A student seeking accommodations or other academic assistance should consult with Accessibility Services Specialist in the Center for Academic Success about the possible need for accommodations and procedures for making a request. Students with temporary impairments, 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. 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 LUCCL 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.

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. Voting members of LUCC committees are appointed 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).

The Lawrence University Community Council, as guided by the university and its Mission Statement, Educational Philosophy, and Statement on Inclusion, is the official voice for shared governance on campus and directly advocates the well-being of the community. LUCC leads campus in our collective mission to foster a respectful environment that actively stands for the equitable and inclusive treatment of all individuals and groups. We promote opportunities for student leadership and involvement, assist in the development of a cohesive community, and provide structural and financial support to the best of our ability.

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, the appointed chairs of each standing committee, a president and vice president elected from the student body, and their cabinet.

- 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 vacancy occurs in a slate of student representatives, the president shall, with the consent of the Steering Committee and the council, appoint a student from the same constituency to fill the vacancies in the slate for the remainder of the term. If the vacancy in a slate is for more than one term, a special election shall be held to fill the remaining terms.
- Section 7. Unless already members of the council, the president-elect and the vice president-elect serve as non-voting 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. These officers constitute the cabinet of LUCC.
- 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 Winter 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 appointments must be confirmed by the council prior to the completion of Winter Term. The president-elect and the vice president-elect 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 second Spring Term. All officers serve a term of office for a period of three academic terms, beginning with Spring 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 the 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 the third week of Fall Term open to all LUCC-recognized 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 Spring Term open to all LUCC-recognized 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 the first week of Spring Term open to all LUCC-recognized organizations to discuss the rules and procedures of the allocation process.
- E. To oversee the inventory of each LUCC-recognized 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 Fall Term open to all LUCC-recognized 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 Spring Term open to all LUCC-recognized 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. Voting members include student representatives and faculty representatives. All other members of the council are nonvoting members.
 - A. The president votes only to break a tie.
 - B. Chairpersons of standing committees may make motions on matters their committee has formally recommended to the General Council.
- 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, but may not vote in their place. Standing committee chairs may also designate proxies from within their committee's membership to represent them.
- Section 6. All meetings of LUCC are open to the public.

Article Five
Steering Committee

- Section 1. Members
 - A. Eight student representatives not on the Finance Committee, appointed by the president, serve as voting members.
 - B. The president presides and votes only to break a tie.
 - C. The parliamentarian, public-relations secretary, and general secretary serves as a non-voting members.
- 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 voting 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, contingent upon the approval of the General Council.
- D. To recognize new Lawrence University organizations in accordance with legislation and by-laws.
- E. To re-recognize Lawrence University organizations during Spring 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 the Steering Committee's appointments or nominations only after the Steering Committee has reported its selections to the council.
- C. Decisions of the Steering Committee are overruled only by a two-thirds vote of the council.

Article Six
Finance Committee

Section 1. Members

- A. Eight student representatives not on the Steering Committee, appointed by the president, serve as voting members.
- B. One faculty representative appointed by the vice president, with the majority approval of the council.
- C. The 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 LUCC General Fund.
- C. To report the annual budget and LUCC General Fund allocations in writing to the full council.

- D. To ensure that a written report is submitted once a year at the time of the annual budget process from all LUCC-recognized 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 LUCC-recognized 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 of 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 LUCC 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 only by a two-thirds vote 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 vote 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 vote of those voting in each group.
- Section 3. The by-laws are rules pertaining to the administration of 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 vote, provided that the amendment was 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 vote, provided that the amendment was submitted in writing at the previous meeting; they are subject to suspension at any meeting of the council by a two-thirds vote.
- Section 5. Standing rules are rules pertaining to the administration of 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 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 a two-thirds vote of the council, the faculty, or 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 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. If the council receives such a petition, it must consider the referendum at its next meeting.

LUCC BY-LAWS

I. Meetings

The final votes for all legislation, resolutions, by-laws, and constitutional amendments must 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

Elections are held in the following manner:

A. Distribution of student representatives

The four housing classes elect the sixteen student representatives according to the following distribution:

- Four representatives from the first-year 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. The parliamentarian shall release applications for elections according to the following schedule:
 - 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 first-year representatives shall be held by the end of the third week of Fall Term for the current school year.

C. Voting regulations

1. The Parliamentarian will set voting procedures for all elections, except for where specific procedures are outlined below. The Parliamentarian 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 Spring 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 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 the Parliamentarian and the General Council in accordance with section II.C.1 of these by-laws. Each election must have its own separate official ballot; a single ballot paper may contain more than one official ballot.
 - ii. A valid ballot is an official ballot cast in accordance with the election regulations during an official election period on which an eligible voter has clearly indicated their preference(s).
 - iii. Blank ballots are not considered valid ballots and will not be taken into consideration for the final vote count.
 - iv. Write-ins are prohibited in all LUCC elections; a ballot that is marked with a write-in is considered spoiled and will be discarded.
 - v. If a ballot utilizes the Instant Runoff Vote (IRV), and the voter only clearly marks one preference, the vote is considered valid and will be 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 their 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 is considered blank and will be discarded, as instructions printed on the ballot shall make clear to the voter.

vi. All valid ballots will be counted, even if they appear on the same ballot paper as a spoiled or blank ballot.

b. Electronic ballots

i. An official electronic ballot is a ballot that the Parliamentarian and the General Council have approved for use in an election in accordance with section II.C.1 of these by-laws. Each election must have its own separate official ballot; each electronic voting page may contain no more than one official ballot.

ii. An electronic ballot is considered cast and valid when the electronic voting system receives and records the voter's choice.

4. Instant-runoff voting (IRV)

a. LUCC uses an IRV procedure when more than three candidates seek the same office at the same election. The Parliamentarian will design a ballot that allows the voter to rank their candidate preferences numerically.

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 Parliamentarian, Public relations Secretary, the Publicity Committee, and the General Council are responsible for publicizing all elections. Publicity should include posters and other means the Council deems appropriate.

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 General Council upon request. The Council 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 Parliamentarian 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 three days due to believed violation of campaigning and/or voting procedures, a new election shall be held if approved by a majority of the General Council.
2. The Parliamentarian shall, when necessary, conduct special elections, according to standard election procedures, to fill any vacancies on the council as they arise.

III. Duties of Representatives

- A. All representatives shall represent their respective constituencies at meetings of the Lawrence University Community Council.
- B. All student representatives will serve on at least one standing committee in addition to Steering or Finance Committees.
 1. The president and vice president shall assign student representatives to committees in an evenly-distributed manner.
 2. Student representatives serve as voting members of each of the committees to which they are assigned.
 3. If a student representative wishes to join an additional committee, they must apply through the Steering Committee in order to be appointed.
- C. Student representatives shall serve in an advisory capacity to members of the university administration upon request.

IV. Standing Committees

- A. Common procedures
 1. Standing

2. committee membership
 - a. At least one chair, appointed by the Steering Committee, contingent upon the approval of the General Council.
 - b. At least four voting student members-at-large, appointed by the Steering Committee and approved by the General Council, or student representatives appointed by the president.
 - i. Steering Committee appoints student members for the following academic year in the Spring Term, as well as for the current academic year on a rolling basis.
 - ii. If a voting member fails to attend 50 percent or more of scheduled committee meetings in a term, the chair of the respective committee should report to the Steering Committee to discuss appropriate follow-up actions. Responses could potentially include loss of appointment.
 - iii. Committee chairs shall immediately report instances of members not meeting this minimum to the LUCC president and then work with the LUCC cabinet to rectify the situation.
 - iv. A committee's membership shall not be subject to the stipulation that it serves concurrently with the school year.
 - c. Each committee's respective by-laws may provide for additional members.
2. The chair of each standing committee shall report on their committee's activities at each General Council meeting.
3. All meetings of LUCC standing committees shall be open and publicized except when noted otherwise.
4. Committees serve concurrently with the school year unless otherwise stated.
5. Each committee shall meet at least once each term.
6. Each committee chair must submit a schedule of meeting times for the term to the LUCC President by the second week of each term for publication to the community.
7. Ex officio membership
 - a. Lawrence University staff members serve on LUCC standing committees in an ex officio capacity. This status is a reflection of the fact that LUCC is a governance body composed solely of students and faculty.
 - b. Students not appointed to LUCC standing committees by the Steering Committee may still participate in an ex officio capacity. Standing committee shall refer students to the Steering Committee if they are interested in becoming voting members.
 - c. Ex officio committee members belong to a committee by virtue of the fact that their positions relate directly to that committee's responsibilities and duties.

- d. Ex officio committee members are entitled to all the rights, privileges, and duties of other committee members except to:
 - i. Make motions;
 - ii. Second motions;
 - iii. Vote; or
 - iv. Chair a committee.
- 8. The Steering Committee may remove LUCC-appointed committee chairs by majority vote, pending approval of the General Council.

B. Steering Committee (outlined in the constitution)

1. Duties (in addition to those outlined in the constitution)

To evaluate all organization applications for LUCC recognition and report its decisions to the General Council.

2. Procedures (in addition to those outlined in the constitution)

- a. The committee may enter executive session to consider Lawrence University organization recognition applications or committee appointments.
- b. The committee shall consider applications for Lawrence University organization recognition.
 - i. All applications must be submitted in writing.
 - ii. When an organization is requesting recognition, a member of the applicant organization must attend a meeting of the committee to present the organization's application.
 - iii. LUCC legislation shall guide the committee in determining the merits of an organization's recognition application.
 - iv. The committee shall deny an organization's application in the following circumstances:
 - 1. Organization similarity: the committee believes the applicant organization serves a function not substantially different from one of the following:
 - a. An organization already recognized by LUCC
 - b. An academic department

- c. An office of the university administration
- 2. Circumvention: the committee believes a group is applying for recognition to reestablish an organization which was previously sanctioned by LUCC.
- 3. Lack of purpose: the committee believes the applicant organization does not offer a clearly iterated and/or sustainable purpose within the Lawrence community.
- 4. Discrimination: the committee believes that applicant organization's actions or behavior is likely to lead to harassment or discrimination on the basis of identity, such as but not limited to age, education, race, national or ethnic origin, religion, gender identity/expression, documentation status, body type, socio-economic status, sexual orientation, political orientation, and/or ability.
- 5. Incomplete application.
- v. If the committee requests the applicant organization 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. An official warning notifies the organization that it 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. An account hold precludes the organization from utilizing any money available in their account(s) at the Finance Office, for a specified time.
 - iv. Asset forfeiture removes all monies present in a campus organization's account(s) with the Finance Office and/or assets purchased through funds allocated by LUCC.
 - v. De-recognition abolishes a group's status as an LUCC-recognized organization.
- e. Except where noted below, the committee's decisions are subject to the majority approval of the General Council.

- f. LUCC empowers the committee to act on matters relating to organization recognition. Only a two-thirds vote of the General Council may overrule the committee's decisions related to organization recognition. The committee shall not have the power to discipline or disband an organization or enact legislation without following normal committee procedures which require majority approval of the General Council.
- C. Finance Committee (outlined in the constitution)
- 1. Procedures (in addition to those 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 requests LUCC funding, a member of that organization must attend a 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 acknowledge LUCC allocations at the specific event.
 - d. At the beginning of each term, the committee will publish a detailed report of LUCC expenditures for the previous term.
 - e. The committee reserves the right to set additional procedures.
 - 2. Environmental Sustainability Fund
 - a. Purpose

This grant exists 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 LUCC Cabinet will publicize the grant application timeline.
 - ii. The Finance Committee shall accept draft proposals during the Winter and Spring Terms of each academic year.
 - iii. The committee will offer suggestions on submitted drafts.
 - iv. The committee will not consider draft submissions for approval or denial.
 - v. All final applications must propose infrastructural changes, defined as physical facilities or installations contributing to the operations of the university.
 - vi. Proposed infrastructural changes must have a positive financial return of better than 12 years. The committee may also consider carbon offsets of a compelling nature as a supplemental factor in approving funds.

vii. Applications the committee approves will be sent to the General Council for final approval.

c. Voting

i. The committee makes decisions on grant applications by simple majority vote.

ii. The chair votes only to break a tie.

D. Polling, Elections and Leadership Committee (PEL)

1. Membership

a. The parliamentarian serves as chair.

b. At least two LUCC student representatives serve in addition to the four student members-at-large.

c. The parliamentarian appoints the student members-at-large 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 the council or the Lawrence community initiates.

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 Winter 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. To conduct workshops for newly elected or appointed officers when necessary.

h. To conduct annual selection procedures for the Babcock Award and all other awards for which the council has responsibility.

i. To grant or reject organization access to the electronic survey system.

3. Procedures

The committee determines its own procedures.

E. Residence Life Committee

1. Additional membership

- a. The dean of students or designee
- b. The housing coordinator, ex officio
- c. A residence hall director, ex officio

2. Duties

- a. To advise and assist the dean of students, hall directors, residence hall staffs, the CA 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 LUCS 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 enter executive session for the following reasons:

- i. To discuss petitions to change housing standing
- ii. To discuss a group house's violation of standards
- f. The minutes shall reflect all decisions the committee makes in executive session.

F. Student Welfare Committee

1. Membership

- a. Four or more voting student members appointed by Steering Committee
- b. A committee chair appointed by Steering Committee
- c. The Vice President for Student Life, or designee
- d. Voting members include the vice president for student life, or designee, and student members appointed by the Steering Committee.
- c. The vice president for student life shall serve as a liaison between LUCC and other administrative departments, facilitating connection between the committee and Facility Services, dining services, the Warch Campus Center, department of Wellness and Recreation, the Lawrence Sustainability Coordinator, and the Vice President of Financial and Administrative Affairs on those matters related to each department which were brought to the attention of the committee when requested.

2. Duties

- a. To discuss and address matters pertaining to dining services, facility services (including Campus Safety), transportation, accessibility. Sustainability, and student wellness.
- 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 promote student wellness and discuss concerns and suggest solutions pertaining to student wellness on campus.
- d. To fund, operate, and maintain the academic year Student Welfare Committee Shopping Shuttle.
- e. To discuss and advise on issues regarding transportation on campus on behalf of the student body.
- f. To maintain the policies regarding student parking on campus.
- g. To discuss, advise, and advocate for accessibility issues on behalf of the student body.
- h. To discuss and advise on issues pertaining to Facility Services (including Campus Safety).

- i. To advise the directors of the Facility Services, dining services, the Warch Campus Center, Wellness and Recreation, the Lawrence Sustainability Coordinator, and the Vice President of Financial and Administrative Affairs on those matters related to each department which were brought to the attention of the committee.
3. Procedures
 - a. The committee chair selects their own secretary to record minutes.
 - b. The chair will appoint a vice chair
 - c. The chair will appoint a treasurer
 - d. All board appointments are subject to the approval of the committee.
 - e. The committee develops and distributes an annual campus-wide survey. Results of this survey shall guide committee discussion.
 - f. The committee meets a minimum of seven times each term, at least once to review the results of the survey
 - g. The committee shall discuss matters related to sustainability, accessibility, Facility Services, dining services, transportation, and student wellness.
 - h. A quorum consists of half of three voting members.
 - i. The designee for the vice president for student life will be a staff or faculty member relevant to upcoming conversations or a dean from the Office of Student Life.
 - j. Staff members who serve students enjoy the right to attend all committee meetings as ex officio members.
 - k. The Student Welfare Committee must revisit their legislation at minimum once in Spring Term of odd years.
 4. Student Welfare Survey
 - a. The committee develops and distributes a campus-wide survey prior to the eighth week of Fall Term.
 - b. The survey will include questions pertaining to dining services, accessibility, sustainability, Facility Services, transportation and parking, student wellness, and other relevant topics.
 - c. Results of the survey will be compiled and guide committee discussion and action.
 - d. The multiple choice results of the survey must be transferred to the university archives by the end of the year.

- e. The committee sets any additional survey procedures.

G. Committee on Diversity Affairs (CODA)

1. Additional membership

- a. The associate dean of students for diversity, ex officio
- b. 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 LUCC-recognized 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 and secretary.
- b. The committee selects one member to report regularly to the General Council.
- c. The committee will keep a record of its programs and activities.
- d. A quorum consists of the chair, four voting student members, and one additional staff or faculty member.

H. Committee on Community Service and Engagement (CCSE)

1. Additional membership

- a. One voting student representative from the Center for Community Engagement and Social Change (CCE)
- b. One staff representative from the CCE, ex officio

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 community engagement.
- d. To establish a connection between LUCC-recognized organizations and the CCE, the presence of such organizations at committee meetings is strongly encouraged.
- e. To support and promote the mission of the CCE.
- 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 assist coordination of volunteer efforts of group houses when needed.
 - i. Chair of CCSE may work with group houses to carry out volunteer events.
 - ii. Organizations with houses will report volunteer progress using Give Pulse to CCSE and progress will be reported to the Housing Selection Committee at the end of the year.
- j. To oversee the Humanitarian Projects Grant and the Humaitarian Fundraisers Grant
 - i. Accept and review proposals for Humanitarian Projects Grant, which includes holding interviews with candidates.
 - ii. Uphold duties stated in Humanitarian Projects Grant legislation.
 - iii. Assist recipients who are using off-campus funds from the Humanitarian Grant with their presentations of their experiences.
- k. Work with the Center for Community Engagement and Social Change (CCE) to plan and execute MLK Day
 - i. Assistance with planning will begin first week of fall term.
 - ii. CCSE will be expected to fund the MLK Day expenses.

1. Oversee an ethical volunteer training for all volunteer organizations and Humanitarian Grant recipients
 - i. Committee members shall be trained in how to facilitate these trainings by CODA
3. Procedures
 - a. The committee elects its 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. A quorum consists of the following:
 - i. The chair
 - ii. One student representative from the CCE
 - iii. Fifty percent of students in the CCE
 - 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 performing service in the on-campus community, the Appleton community, or the world at large. The grant is to be used to subsidize costs for specific projects upholding Lawrence University's missions of providing service to and learning from the community.
 - ii. This fund is also meant to provide funding for student organizations or individuals interested in fundraising for a charitable cause. The fund is to be used to subsidize costs for specific philanthropic fundraisers.
 - b. Application procedures
 - i. Project proposals and requests to finance philanthropic fundraisers should be directed to the Council on Community Service and Engagement (CCE), which oversees this grant.
 - ii. Potential applicants must interview with a member of CCE, the CCE chair, or the committee after submitting an application in order to discuss funding options.
 - iii. CCE shall work with applicants during the proposal process.

- iv. CCE shall recommend project grant proposals and philanthropic fundraisers to LUCC General Council for approval.
 - v. CCE 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 CCE 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 rolling basis.
 - iii. Applications for summer international service opportunities should be submitted by Friday of seventh week of winter term, and winter international service opportunities should be submitted by Friday of second week of fall term.
 - iv. All proposals for charitable fundraisers must be submitted to CCE at least 24 hours prior to the next scheduled CCE meeting.

5. Humanitarian Fundraisers

a. Purpose

The purpose of this fund is to provide funding for student organizations or individuals interested in fundraising for a charitable cause. The fund is to be used to subsidize costs for specific philanthropic fundraisers.

b. Application procedures

- i. Requests to finance philanthropic fundraisers should be made to the Committee on Community Service and Engagement (CCE).
 - ii. Potential applicants must meet with a member of CCE or the CCE chair after submitting an application to discuss funding options.
 - iii. CCE shall recommend Humanitarian Fundraisers proposals to LUCC General Council for approval.
- c. All proposals for allocations of the Humanitarian Fundraisers must be submitted to CCE at least 24 hours prior to the next scheduled CCE meeting.

I. Publicity Committee

1. Membership

- a. The public-relations secretary serves as chair.

- b. Two LUCC student representatives serve in addition to the student members-at-large.
- c. The public-relations secretary appoints the student members-at-large each executive cycle.

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

The committee determines its own procedures.

J. Student Alliance Against Sexual Harassment and Assault

1. Additional membership

A faculty or staff member serves on the committee in an ex officio capacity.

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.

3. Procedures

- a. The committee elects its own treasurer and secretary.
- b. The committee will keep a record of its programs and activities.
- c. A quorum consists of the chair, half of the voting student members, and one additional staff or faculty member.

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 shall abide by the ethical tenants 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 shall state that the opinions expressed therein are not necessarily those held by the Lawrence community.
- F. Violations can be referred to the Judicial Board for review.

*Language 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 General 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

2. Requirements

Officers will receive their honoraria upon fulfilling the following requirements:

- a. Attending at least four fifths of 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. Successfully completing of a term of office as prescribed by article three of the constitution
- d. Fulfilling all other relevant requirements specified in the by-laws

B. Student representatives

Student representatives will receive honoraria of \$70 per academic term served only upon fulfilling the following requirements:

- 1. Attending, in person, at least four fifths of that term's General Council meetings of that term
- 2. Attending, in person, at least three fourths of that term's meetings of the Steering or Finance Committee, depending on the committee to which they are assigned
- 3. Attending, in person, at least three fourths of that term's meetings of the standing committee to which they were initially assigned
- 4. Fulfilling all other relevant requirements specified in the by-laws

C. 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. Committee on Diversity Affairs - \$70 per academic term served
- e. Student Alliance Against Sexual Harassment and Assault - \$70 per academic term served
- f. Athletic and Conservatory Engagement - \$70 per academic term served
- g. Event Planning and Organizing Committee - \$70 per academic term served

2. Requirements

Committee chairs will receive honoraria upon the completion of each term that chair serves and only after fulfilling all relevant requirements specified in the by-laws.

D. Termly report

The president will present a report at the last General Council meeting of each term, which states the honoraria to be awarded to each officer, student representative, or committee chair. This report takes effect upon its approval by the General Council.

1. This report will show which officers, student representatives, and committee chairs who have failed to meet the above requirements and will withhold that term's honoraria from them.
2. The General Council may overrule or amend this report by majority vote.

E. Changes in honoraria

No change to the by-laws varying the amount of honoraria awarded to representatives, officers, or committee chairs shall take effect until the next formal appointment or election cycle of the respective positions.

VIII. The Lawrentian's Set-Aside

- A. 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 Winter Term of the previous academic year.
- B. The subscription fee is \$27 per student.
- C. The allocation shall be subject to mandatory review every four years beginning in 2006. Review in 2014 yielded no changes in the subscription fee.
- D. Following completion of Spring Term, 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 shall 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 Fall Term 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.
- E. In the event that the reviewer discovers any irregularities in The Lawrentian's bookkeeping at any time, LUCC will review The Lawrentian's allocation.
- F. All annual surpluses shall roll over into a separate account for regular capital improvements, enrichment activities (e.g. conferences, workshops, or speakers), and other necessary expenditures.
- G. The Lawrentian need not submit a monthly finance report to the LUCC treasurer.
- H. The Lawrentian shall not submit a budget request to the Finance Committee.
- I. The Lawrentian shall follow all LUCC legislation regarding organizational finances, except legislation under the heading "5.00 Budget Guidelines."

- J. The Lawrentian staff shall receive no compensation for completing work for which they receive academic credit.

IX. Parliamentarian, Additional Duties

- A. To conduct an annual review of all LUCC legislation and recommend any necessary updates or changes to the General Council. The parliamentarian shall propose these changes to the General Council no later than the sixth week of Fall Term.
- B. To publish, with the assistance of the public-relations secretary, and maintain a guide for legislative drafting and ensure that all legislation complies with its standards.
- C. To publish, with the assistance of the public-relations secretary, and maintain a document titled “LUCC Extant Legislation,” which shall contain the full text of the LUCC Constitution, By-Laws, Rules of Order, Standing Rules, and all current LUCC Legislation.
 - 1. The update the document whenever the president of the university signs any new legislation; LUCC amends its by-laws, rules of order, or standing rules; the students and faculty ratify amendments to the LUCC Constitution; or the Office of the Dean of Students makes changes to LUCC policy in the process of updating the Student Handbook.
 - 2. This document shall serve as a platform for legislative work in LUCC and shall not be construed to constitute or govern the official programs, regulations, fees, or policies of Lawrence University.

X. Public-Relations Secretary, Additional Duties

- A. To maintain the LUCC website.
- B. To publicize on the web site, with the assistance of the general secretary, 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.

LUCC RULES OF ORDER

(See also LUCC Constitution, article seven, section 4, and the By-Laws, Section VI.)

I. Roll-Call Vote

Any member may demand a roll-call vote on any main motion present before the council. Members not ready to vote at the time they are called may say, “Pass.”

II. Recess

The president may call 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.

LUCC STANDING RULES

I. General Council Meetings

A. Meeting notice

1. At least 24 hours prior to each meeting of the General Council, the general secretary shall publish notice of the meeting, along with the agenda and materials to be introduced and/or considered at the meeting, on the LUCC website and by email to all members of the council.
2. Other members of the Lawrence community may request notice of General Council meetings from the general secretary.
3. The council may pass legislation only if it was included in the meeting notice and tabled in substantively identical form at the previous meeting of the council.

B. Orders of business

The agenda for each meeting determines the order of business at all General Council meetings. The council may amend the agenda by majority vote at any time during the meeting.

C. Community concerns

1. The agenda for each meeting shall include time for members of the Lawrence community to address the council regarding concerns they have pertaining to the community.
2. Community members may address the council for no more than three minutes each.

II. The Legislative Process

A. Definition of legislation

For the purposes of the LUCC Standing Rules, “legislation” refers to any legislative proposal considered by LUCC.

B. Introduction

Any member of the Lawrence community may introduce legislation as new business at a regular meeting of the General Council.

1. An individual wishing to propose legislation at a General Council meeting must submit the legislation to the general secretary and the parliamentarian.
2. Legislation must be included with the meeting notice in order to be introduced at a council meeting.
3. The parliamentarian shall publish and maintain a guide for legislative drafting and ensure that all legislation complies with its standards prior to introduction at a General Council meeting.

C. Amendment phase

Once legislation has been introduced, the council may amend it and/or refer it to a committee to consider amending it.

1. Friendly amendments do not substantively change the effect of legislation or an amendment to it.
2. The presiding officer, with the consent of the proposer of the legislation or the underlying amendment, may rule an amendment to be “friendly” if it meets this definition, and the amendment shall then be considered moved, seconded, and adopted.
3. Any member of the council may object to a friendly amendment, in which case, the council may vote to adopt the amendment like any other.

D. Final passage

The council may pass legislation only if it was included in the meeting notice and tabled in substantively identical form at the previous meeting.

1. The council may pass legislation in the same meeting in which it makes any friendly amendment(s) to it.
2. The parliamentarian may correct misspelled words and other minor clerical errors in approved legislation at any time before it is submitted to a referendum, the president of the university, or the Office of the Dean of Students.
3. The parliamentarian shall implement approved legislation that proposes an amendment to the constitution by submitting the proposed amendment to the students and faculty of the university for their ratification in a referendum, either by paper ballot or electronic means.
4. The president of LUCC shall forward all approved legislation that creates, amends, or repeals LUCC Legislation, as defined in article seven, section 6, of the constitution, to the president of the university for their signature or veto.
5. The Office of the Dean of Students shall receive all ratified constitutional amendments; signed LUCC Legislation; and LUCC-approved amendments to the LUCC By-Laws, Rules of Order, or Standing Rules for incorporation into the Student Handbook.

III. Suspension and Amendment of the Standing Rules

A. Without notice

The General Council may, by a two-thirds vote, suspend or amend the standing rules without notice.

B. With notice

The council may, by majority vote, suspend or amend the standing rules if the motion or amendment was included in the notice of the 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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I. University Regulations

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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.