

Lebanon Valley College

Student Handbook

2023–24

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Greetings

Welcome to the 2023–24 academic year. Please familiarize yourself with the information in the Student Handbook. It was developed to help you understand the many resources, opportunities, and, of course, policies, and expectations of our campus community. Your handbook contains information that will help you succeed and provides guidelines and expectations for life on the LVC campus.

You are expected to know all the policies associated with being a student and always to take responsibility for your conduct. Respect, civility, and open dialogue are core principles of this community. You will discover that as a member of this community, there are MANY opportunities and avenues for personal growth and development. You will have to make important choices and decisions. Some may be easy, while others will be complex. Your ability to meet positively and appropriately this responsibility will be a critical element of your success at LVC. Accessing help, when needed, and optimizing your student experience is your responsibility.

We are committed to providing many diverse opportunities and experiences to assist you and help you prepare for life after graduation. Rest assured that the faculty, staff, and administration of Lebanon Valley College are eager to help.

Every effort has been made to ensure the accuracy of the information presented in this handbook. However, all courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and Lebanon Valley College. Students should consult the appropriate department for current information, as well as for any special or temporary rules or requirements imposed.

Lebanon Valley College reserves the right to amend any administrative policy and academic or disciplinary regulations described in the Student Life Handbook, without giving prior notice to persons who might be affected. The provisions of the handbook are not to be regarded as an irrevocable contract between the College and the students or between the College and the parents of the students. During the academic year, the College reserves the right to change the services, policies, and procedures that are set forth in this handbook as they become necessary. At the date of publication, the information provided in the handbook is as complete and accurate as possible.

Academic Dates and Deadlines

Important academic dates and deadlines are listed on the [Academic Calendar](#).

Annual Events

New Student Orientation

New student orientation is designed to help students transition to college life. New students will become familiar with the campus, their classmates, upper-level students, faculty, and staff. Formal and informal meetings are planned with faculty, academic advisors, staff, First-Year Peer Mentors, and Resident Assistants (RAs). First Year Peer Mentors are upper-level student volunteers committed to helping new students learn about and become familiar with the College community. These students will interact with new students throughout the year. During the initial days of orientation, there will be educational programs, social programs, and recreational activities for new students to become acquainted with other students.

Student Engagement Fair

All students can learn more about LVC's various campus organizations and events during this informative fair. Representatives from many student groups and local community service agencies are available to discuss their organization and answer questions. Look for announcements of the event during the first week of classes.

Student, Faculty, & Ensemble Concerts

Numerous instrumental and vocal recitals by students, faculty, and ensembles are scheduled throughout the year. Additionally, campus music organizations present several special concerts each semester. Most recitals and concerts are free to students and presented in Lutz Hall (Bertha Brossman Blair Music Center), Frederic K. Miller Chapel, or the Zimmerman Recital Hall (Suzanne H. Arnold Gallery). Schedules are available in the Music Department, with a regularly updated calendar of events posted in the Blair lobby and online.

Art Exhibitions

The Suzanne H. Arnold Art Gallery hosts several exhibitions each year featuring various artworks. Interested students with good academic standing may serve as attendants or interns, and several have curated shows.

Homecoming (Alumni and Family Weekend)

Alumni, families, and College friends join the campus community for this fun fall weekend, celebrating all things Valley. Activities include academic department open houses, the crowning of the Homecoming King and Queen, Alumni Awards and Athletic Hall of Fame Induction ceremonies, a pep rally and ghost tour, and the opportunity to meet faculty and College administrators at events.

Musicals & Plays

The Wig and Buckle Theater Company presents several plays and musicals in Leedy Theater in the Allan W. Mund College Center. Auditions are open to all students in good academic standing.

Pickwell Memorial Concert

The sisters of Sigma Alpha Iota sponsor this yearly benefit concert in memory of Marcia Pickwell, a late Music Department faculty member.

Christmas at The Valley

Presented on the first Sunday in December, Christmas at The Valley is the College's traditional gift to the local community. The program includes seasonal readings, carols by Lebanon Valley College choirs, sing-along hymns, instrumentals from music ensembles, and a candle-lighting service.

Winter Formal

Student Government sponsors a semi-formal dinner dance for the College community. The dance is held in an off-campus venue and includes a night of food, music, and fun.

The Pink Game

The Pink Game is held each spring during an LVC women's basketball game. This game honors the strength, courage, and passion of those who have faced the challenges of breast cancer. A collaborative effort of the local and College communities, this event raises money and awareness, and provides a fun-filled night for all in attendance that hopefully ends in victory!

Concert Choir Tour & Concert

During the spring semester, the Concert Choir (accompanied by the Chamber Choir) tours a regional part of the eastern United States. Recent tours have taken the choir to Pennsylvania, New Jersey, Maryland, New York, Washington, D.C., Virginia, South Carolina, Georgia, and Delaware. The choir presents its final concert at the College.

Math Quiz Bowl

The Math Club sponsors this competition each year for several area high schools. This event involves faculty and students.

Chamber Choir Concert

This annual concert features the Chamber Choir singing everything from madrigals to vocal jazz. It's a kaleidoscope of great musical styles.

Rovers All-American Concert

Phi Mu Alpha Sinfonia and Sigma Alpha Iota sponsor this annual concert featuring the works of American composers. It's held in memory of Reynaldo Rovers, a late Music Department faculty member.

All-Sports Reception

This banquet, held at the close of the spring semester, recognizes outstanding student athletic achievements and contributions. Families, athletes, and the College community are invited to attend.

Celebrating Student Scholarship & Achievement

Each spring, LVC recognizes its students' research, scholarly, and artistic accomplishments during this two-week celebration. Events include music recitals, Wig and Buckle Theater Company performances, honor society inductions, and the Spring Awards Ceremony, where selected students are recognized for their academic achievements and contributions to the College. The highlight is Inquiry: A Symposium of Student Research and Original Work. Students from all disciplines showcase their work during Inquiry. Participating students are chosen by their faculty to present their work. Student publications also are displayed in the College library during the week.

ValleyFest

ValleyFest is LVC's Spring Arts Festival. The festival includes inflatables, food trucks, craft vendors, music, and activities for all ages. Held toward the end of April, ValleyFest has become the time when campus and community unite to celebrate the return of spring and an appreciation for the arts.

Campus Services

ALLAN W. MUND COLLEGE CENTER

Commuter Lounge

The Commuter Lounge is on the lower level of the Mund College Center for commuting students to study, eat, and relax. The lounge has snack and drink vending machines, gaming systems, and a microwave, refrigerator, and television. Information related to academic and social events is posted on lounge bulletin boards.

Mund College Center Facilities

The Allan W. Mund College Center (Mund) is a gathering place for all College community members. It houses the Center for Student Engagement, Edward and Lynn Breen Center for Career and Professional Development, and Lebegern Learning Commons. It is a place to meet a friend for dinner; see a play; study by the fireplace in the Wengert Living Room; or attend dances, lectures, and movies. Mund College Center facilities include:

Upper Level

- Center for Student Engagement:
 - Vice President of Student Affairs and Dean of Students
 - Associate Dean of Student Affairs
 - Office of Residential Life
 - Office of Student Engagement
- Metz Dining Services
- Wengert Living Room with fireplace.
- Information Boards
- Leedy Theater: capacity for 200 for movies, meetings, theater productions, lectures, and other group activities
- President's Dining Room
- Tweedie Meeting Rooms
- Lehr and Phillips Dining Rooms
- College Store

Lower Level

- Lebegern Learning Commons:
 - Center for Accessibility Resources
 - Center for Global Education

- Breen Center for Career and Professional Development
- Center for Academic Success and Exploratory Majors
- Commuter Lounge
- Mund Technology Center
- Underground

Facility and Room Reservations

Any student or group who wants to reserve a campus space must submit the request through conference services at 717-867-6320 or events@lvc.edu. All student-sponsored, campus-wide events should also be scheduled with the Center for Student Engagement.

Posting Materials

Mund College Center, Yuhas Commons, and Residence Hall Posting Policy

This policy applies to all materials proposed to be posted on campus, referred to herein as “posting materials,” and to all materials approved and posted on campus pursuant to this policy.

1. All posting materials, LVC-related and external, for Mund College Center and/or Yuhas Commons must be approved by the Office of Student Affairs before posting. Please bring printed materials to the Center for Student Engagement to be approved and stamped by the Office of Student Affairs at least one week before posting.
2. All posting materials, LVC-related and external, for all Residence Halls must be approved by the Office of Residential Life at least one week before posting. Please contact res-life@lvc.edu for approval.
3. All posting materials must contain the following information: sponsoring organization, college department or individual name, and the contact information of the sponsoring organization, college department, or individual.
4. Posted materials will remain displayed for two calendar weeks or up to three days after the final event date/deadline. Posted materials must be removed after the two-week display period or three days post final event date/deadline. Sponsoring organizations, college departments, and/or individuals are responsible for removing posted materials. Requests for a longer display period may be granted on a case-by-case basis.
5. Posted materials cannot be displayed on glass doors or windows, painted surfaces, or trees. Materials posted in these locations will be removed.
6. Materials depicting or announcing activities at which alcohol will be served are prohibited, unless expressly authorized by the College. Materials promoting activities sponsored by alcohol manufacturers are prohibited.
7. Materials that contain language that is illegal, threatening, or defamatory or that fail to comply with this policy will be removed.
8. Determinations related to the application of this policy will be made by staff in the offices of Student Affairs, Marketing and Communications, and/or Human Resources. There is no appeal of any such determination.

9. Violations of this policy may be referred to the Office of Student Affairs and/or the Office of Human Resources for resolution.

Package Delivery

Student package pick-up will occur in the Mund College Center, Tweedie Room. Pick-up hours are Monday, 1-4 p.m., and Tuesday–Friday, 12-4 p.m. Please call 717-867-6331 or ext. 6331, or email eurban@lvc.edu if you have questions.

ALUMNI & FAMILY ENGAGEMENT

The Office of Alumni & Family Engagement develops relationships and serves as a lifelong link between alumni, families, and friends, leading to increased support for the College's mission and goals. Its primary goal is to engage alumni, families, and friends to serve as a College resource for recruitment, career networking, and internships, and through philanthropic support.

Following Commencement, graduates automatically become alumni association members and receive lifetime LVC email addresses, The Valley magazine, an e-newsletter, and invitations to campus and regional gatherings. All graduates are encouraged to engage as volunteers and provide internships, career advice, admission referrals, and more. [Visit here](#) for more for more information.

BISHOP LIBRARY SERVICES

Collection

The Vernon and Doris Bishop Library's collections include books, journals, newspapers, CDs, DVDs, audiobooks, and microfilm. The library has over 5,000 print and electronic periodical subscriptions. Over 9,000 DVDs and 8,500 CDs to checkout.

A link to the library's website is on the MyLVC portal page. Students have access to the online catalog; over 100 subject-oriented databases and services; 57,000+ full-text electronic journals and newspapers through the Journal Finder; 185,000+ electronic books; and chat, email, and text reference services. Students can also explore the online LVC archives to view digital copies of archival materials from the library's collection, including course catalogs, student newspapers, and The Valley alumni magazine.

Interlibrary loan services are available by utilizing ILLiad, the InterLibrary Loan Internet Accessible Database. Interlibrary Loan (ILL) is a service by which the library obtains research materials unavailable in Bishop Library by borrowing materials from other libraries. ILLiad allows registered users to submit, monitor, and renew their interlibrary loan transactions from the home page. RefWorks, a citation management tool, and numerous LibGuides or web-based research guides are available on the library's web page.

General Information

Students can find areas for studying or leisure reading throughout the three floors of the

Vernon and Doris Bishop Library (Bishop Library). Computers provide access to library resources, the Internet, and Microsoft Office. Laptop computers and iPads are available, and wireless access is available throughout the building. The first floor has a classroom, five group study rooms, multiple study areas, and a coffee shop. The second floor is a designated quiet study area with six study rooms with whiteboards.

Hours

The library is open over 100 hours per week during the fall and spring semesters. Hours vary for break periods and during the summer. Regular semester hours are:

Monday–Thursday | 7:30 a.m.–midnight

Friday | 7:30 a.m.–7 p.m.

Saturday | 10 a.m.–5 p.m.

Sunday | 11 a.m.–midnight

BUSINESS OFFICE

General Information

The Business Office is open Monday through Friday, 8 a.m.-4:30 p.m., and is on the first floor of the Administration Building/Humanities Center (Humanities).

Major billing for the fall and spring semesters is prepared and mailed in early July and late November respectively. Payment is due in early August and early January, respectively. Specific billing dates/information [can be found here](#). Late charges of \$200 per semester are added to the student account if payment in full (less approved by financial aid) is not received by the stated due date. Payment must be made before the start of the semester to attend classes.

The comprehensive fee is a required fee that must be paid by all full-time undergraduate and full-time graduate health professions students. Additional information [can be found here](#).

Charges for other items, such as College Store purchases, are added monthly. Statements are sent mid-month and are due 14 days after billing.

Student accounts must be paid in full to register for the next semester and sign up for student housing. Student accounts must also be paid in full to obtain official academic transcripts and participate in Commencement exercises.

Students withdrawing from the College may be eligible to receive refunds as determined by the office in accordance with federal regulations.

Full-Time Refund Policies

Student Payroll Policies and Procedures

1. Available student employment positions are listed on Lebanon Valley College's website under Employment Opportunities (Student Openings) and on the Business Office, financial

aid, and human resources pages. Students can contact the hiring department directly to inquire about an available job.

2. Students may work a maximum of 20 hours per week during the academic year and a maximum of 40 hours per week during the summer and holiday periods. Students are paid monthly for hours worked. Direct deposit is required and is available for any bank. If a check is produced, it will be mailed to the student's home address.
3. To receive payment for hours worked, students must complete and submit the employment forms to the Payroll Office in Humanities 004, or to the office in which the student works, no later than their first day of work. These forms are available in either location. An ID must be presented in accordance with federal guidelines. Payment will not be processed until the proper paperwork has been submitted.
4. Student employees are exempt from Social Security and Medicare (FICA) taxes during the academic year as per IRS guidelines. These taxes are withheld during summer employment. During summer employment, College-provided room and board is considered as taxable compensation. Appropriate taxes will be withheld from the student's pay if applicable.

Treatment of Institutional Charges When a Student Withdraws

Lebanon Valley College follows guidelines for Title IV programs when calculating the amount of unearned institutional charges to be refunded. Charges eligible for refund are tuition, room, board*, private music lessons, and overload charges.

Once you have completed more than 60% of the period of enrollment, you have earned all the charges billed for that period.

**All meal plans for Annville students include flex dollars to be used in LVC dining facilities. If a student withdraws prior to the semester end, LVC will refund unused flex dollars. In the case of student withdrawal, the flex dollars will be considered separate from the remainder of the board plan, for refund purposes.*

Treatment of Non-Title IV Aid When a Student Withdraws

Lebanon Valley College follows guidelines for Title IV programs when calculating the amount of institutional and/or state aid and/or outside scholarships that you have earned up to your last date of attendance or participation in an academically related activity. Types of aid covered by this policy include but are not limited to Presidential Scholarships (such as Vickroy, Leadership, and Achievement Awards), LVC Grant-In-Aid, institutional scholarships, PHEAA State Grant, and/or any other state-administered grant funds.

When you withdraw during your period of enrollment, the amount of non-Title IV assistance that you have earned up to that point is determined by the same specific formula used to calculate Title IV funds earned. If you received more assistance than you earned, the excess funds must be returned by Lebanon Valley College and/or you.

Once you have completed more than 60% of the period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

Military Education Benefits fall under the Non-Title IV policy; however, some exceptions may apply due to the specific Department of Defense and VA regulations.

Treatment of Title IV (Federal) Aid When a Student Withdraws

Lebanon Valley College is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Title IV programs that are covered by this statute are: Federal Subsidized and Unsubsidized Stafford Loans, Federal Perkins Loans, Federal PLUS Loans, Federal Pell Grants, Academic Competitiveness Grants, National Smart Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal TEACH Grants and in some cases, certain state grant aid to students.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the last date the student attended or participated in an academically related activity divided by the total days in the term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement, which must be paid within 45 days of the date of determination of the student's withdrawal (for grant funds) or within 180 days of the date of determination (for loan funds, which we will request approval for in writing).

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required.
- Academic Competitiveness Grants for which a return of funds is required.
- National Smart Grants for which a return of funds is required.
- Federal Supplemental Opportunity Grants for which a return of funds is required.
- Federal TEACH Grants for which a return of funds is required.

There are some Title IV funds that you were scheduled to receive that you cannot earn once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first two weeks of your program before you withdraw, you will not earn any Stafford loan funds that you would have received had you remained enrolled past the second week. If you receive (or Lebanon Valley College or your parent receive on your behalf) excess Title IV program funds that must be returned, Lebanon Valley College must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds.
2. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If Lebanon Valley College is not required to return all the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with Lebanon Valley College or the Department of Education to return the unearned grant funds.

NOTE: The federal government requires that all full-time students make satisfactory academic progress toward a degree or certificate. Please review the [Academic Progress policy and requirements](#).

Part-Time Refund Policies

Non-Standard Term Part-Time Students—Refunds

Students enrolled in one or more non-term courses (modules) and courses that do not span the entire semester will receive a refund of institutional charges according to the [current refund table](#). Students receiving federal financial assistance (Title IV) also follow federal policy with respect to Title IV aid with the following clarifications: If a student fails to complete all modules scheduled for a semester, the student is considered a withdrawal at the time the student ceases attendance.

If a student withdraws from a module but indicates in writing to the College that they will attend a

later module during the same semester, the student is not considered a withdrawal. If the student fails to attend the later module, the date of withdrawal reverts to the original withdrawal from the prior module. The later module will be included in the period of enrollment.

Without written confirmation of the student's intent to attend a later module in the same semester, a student who withdraws from a module or has ceased attendance is considered a withdrawal.

If a student begins but fails to complete the final module(s) in a semester, the student is considered to have withdrawn.

If a student receives a failing grade for the final module (s) in a semester, the College must determine if the student ceased attending and is therefore considered a withdrawal.

The Return of Title IV Funds calculation process will begin as soon as possible after it is determined that a student has withdrawn or ceased attendance. The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after determining the student's last date of attendance or participation in an academically related activity. If the student returns for a later module in the payment period, the Return of Title IV Funds will be reversed.

Standard Term Part-Time Students - Refunds

Full tuition is refunded if withdrawal notification is received before the second day of class. Full tuition is refundable if the course is canceled by the College. See the [current refund table](#) as posted on the Business Office page for specific dates for partial refunds. Students receiving federal financial assistance (Title IV) and who are enrolled in traditional term courses will receive a refund according to federal policy with respect to Title IV aid as noted above for full-time students.

COLLEGE STORE

General Information

Located just off the main entrance of the Mund College Center, the College Store, operated by Barnes & Noble (B&N), provides a convenient place for students to purchase textbooks and other course materials. In addition, the College Store also offers LVC clothing and gifts, general reading books, school supplies, and gift cards.

College Store purchases can be made by cash, check, or LVC student charge account (minimum charge on a student charge account is \$15), and the following credit cards: Discover, MasterCard, Visa, and American Express. Barnes & Noble gift cards are also honored at the College Store.

Please note that student charge accounts are not itemized; it is the responsibility of the student to maintain their purchasing records and receipts. The charge is electronic and posts directly to the student account at the end of each month.

General Reading Books and All Other Merchandise

For general reading books, a full refund will be given in your original form of payment if they are returned within 14 days of purchase with original receipt. No refunds or exchanges will be

accepted without a receipt. The books must be in their original condition.

For all other merchandise, a full refund will be given in your original form of payment with original receipt. Without a receipt, store credit will be issued at the current selling price.

Cash back on merchandise credits or gift cards will not exceed \$5.

Gift cards, pre-paid cards, phone cards, newspapers, and magazines are not returnable. All merchandise must be in original condition.

Additional information about the College Store can be found at www.lvc.edu/CollegeStore.

Store Hours

Store hours are posted in the window as well as on the website. Special hours will be posted throughout the semester. The store adheres to the campus emergency closing procedure and will be closed or delayed if campus is closed or delayed due to inclement weather.

Textbook Purchases

[Visit here](#) for information about ordering your books.

Textbook Returns

Please read the following important information before returning a textbook at the College Store: A full refund will be given in our original form of payment if textbooks are returned during the first week of the semester with the original receipt.

After the first week of classes, an original receipt and proof of schedule change are required for a full refund through the first 30 days of the semester. No refunds on textbooks will be given after the first 30 days of the semester.

No refunds will be given on unwrapped books or activated access codes.

Textbooks must be in their original condition for a refund. Refunds or exchanges will not be accepted without the original receipt. If placing an online order, you will receive an email copy of the receipt as well as a paper copy with your order; either of these must accompany a return of a textbook from an online purchase.

Used Book Buy Back

The College Store offers buyback on textbooks every day. However, during the week of finals, the College Store may offer up to 50 percent of the original selling price of the book if a professor has placed an order for the same textbook edition for the following semester.

Books must be in sellable condition as determined by a member of the College Store staff and will not be bought if the book is damaged or necessary components are missing. If a book is not being used in the following semester, the store will offer the student fair market value for the textbook based on its condition.

DINING SERVICES

Please see the dining services [website](#) for the most up-to-date dining locations, menus, and hours of operation.

Bishop Brews

Bishop Brews features various customizable drinks, cold brew coffee, and French-pressed hot coffee under the Peet's brand. There are upscale pastries and Chef Fresh food options for the student on the go. Meal plans can be used during all hours of operation with one meal equivalency available to be used per each meal period.

Monday–Thursday | 7:30 a.m.–5 p.m.

Friday & Saturday | Closed

Sunday | Noon–4 p.m.

Dining Services Policies

All resident students must present their Dutchman OneCard for admission into any dining facility. The ID card is non-transferable. Only one meal exchange is allowed per meal period. If you lose your card, contact the IT Department immediately to get a new card administered, as students can only enter three times without a card. There is a charge to replace a lost ID card.

Students are expected to maintain order and cleanliness in the dining facilities. Any student witnessed acting in a disruptive way, in any dining facility, will be asked to leave by the dining services management. Campus safety and student affairs staff will be notified immediately. The student(s) may lose their dining privileges for the remainder of the school year, or other appropriate action(s).

Guests of students are welcome to join them anytime in any of the dining facilities. In the Mund Dining Hall, students may use Flex Dollars or Cash/ Credit Card to host their guest.

To maintain services for all students, administration, faculty, staff, and guests, Mund Dining Hall will be either Dine In or Take Out, not both. We want all our guests to get what they like. We ask that you be mindful of waste and eat what you take as we serve more than 1,000 guests during each meal.

Dutchmen Den

The Dutchmen Den features various convenience store items, our "SuperSubz" (freshly prepared deli program), blended smoothies, and milkshakes. The "3 for Me" meal exchange program offers students hot and cold meal options to take on the go. Meal plans can be used during all hours of operation with one meal equivalency available to be used per each meal period.

Hours of Operation:

Monday–Friday | 9 a.m.- 8:30 p.m.

Saturday & Sunday | 2 p.m.- 8:30 p.m.

Meal Exchange Availability

Monday–Friday | 9 a.m.–11 a.m., 1-4:30 p.m.

Saturday & Sunday | 2-4:30 p.m.

Flex Dollars

Flex Dollars on the OneCard can be used as a debit card to make purchases in any of the Metz Culinary Management dining facilities. The Mund Dining Hall, Intermetzo, Dutchmen Den, Bishop Brews, and The Grove are all great venues for students to use flex dollars. Extra Flex Dollars can be added to your account in \$50 increments by contacting the dining service with a check or cash.

If using a credit card, you can visit our web site at www.metzlvc.com: on the top of the page (tap on Meal Plan > flex dollars > Purchase additional flex dollars). Your flex dollars will be added to your account within 24 hours. Unused Flex Dollars are carried over from the fall to the spring semester. Unused Flex Dollars that are not used by the end of the academic year (end of spring semester) are lost.

Green Take Out Program—LVC Sustainability Initiative

To improve our campus “Green” practices and support LVC’s Sustainability Initiative, we offer our Green Take Out Program. Green reusable take-out containers are provided for an initial fee of \$10. Students need to return the take-out container back for reuse when they wish to take out a meal from the dining hall. After bringing the container back, students will turn it in to the host, and they will give you a ticket to receive a clean one with their take-out meal. At the end of the semester, students can return the container for a \$10 flex reimbursement or keep the container for use in the future.

The Grove

The Grove Express offers a self-service kiosk with snacks, bottled beverages, frozen grocery items, and Chef Fresh-inspired sandwiches, salads, and more. This location also features Starbucks Serenade with numerous coffee and tea options.

Open 24/7

InterMetzo

The Intermetzo coffee bar features a daily variety of freshly brewed coffee, bakery items, homemade soups, bottled beverages, Chef Fresh-inspired sandwiches, salads, and more. The on-site menu board offers an extensive list of hot and cold specialty drinks that are made to order. The “3 for Me” meal exchange program offers students cold meal options to take on the go.

Hours of Operation:

Monday–Thursday | 7:30 a.m.–4 p.m. Friday | 7:30 p.m.–2 p.m.

Saturday & Sunday | Closed

Meal Plans

Platinum (285), Gold (220), Silver (190), Bronze (150), Independent Living (100), and Commuter (five meals per week) meal plans can be used in the Lehr and Phillips dining halls. Meals must be used in the semester they are purchased. They do not roll over from semester to semester. Meal plans can be used during all hours of operation in the Dutchmen Den, Intermetzo, and Bishop Brews this fall. One meal equivalency can be used per each meal period.

Metz Culinary Management

Dining services provide well-balanced and nutritional meals in a pleasant dining atmosphere where students can relax with friends. Resident students have several meal plan options. Flex dollars associated with each plan can be used at any Metz Culinary Management Dining facility (Mund Dining Hall, Intermetzo, Dutchmen Den, Bishop Brews, and The Grove). Additional flex dollars can be purchased from Metz in \$50 increments throughout the semester. If using a credit card, you may go online to metzlv.com. Go to the top and tap Meal Plans > Flex Dollars and fill in the information to purchase additional flex dollars.

All returning resident students must select a Platinum, Gold, Silver, or Bronze Meal Plan. New students are required to select a meal plan from the New Student—Platinum, Gold, or Silver Meal Plan Options for their first semester. Once a student selects a meal plan, any change in meal plans must be made by the second Friday of the start of the semester.

Resident students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester in the following manner: Students will not be permitted to change their flex dollar amount but will be permitted to change their base meal plan (Gold/Silver/Bronze). Within this same period during the first semester, first-year students can only change and choose from the New Student Gold or Silver level plans for their first semester and select any base meal for their second semester.

Commuter students can only purchase any of the Resident Meal Plan Options or one of the Commuter Plan Options.

Students are welcome to eat in the following dining facilities: Lehr and Phillips dining halls (Mund), Intermetzo, Dutchmen Den, Bishop Brews, and The Grove. Each offers various dining options.

Mund Dining Hall (Lehr and Phillips)

The Mund Dining Hall is comprised of several stations, each one dedicated to a style of cuisine. The Villa Toscana offers Brick oven pizza, pasta, sauces, and baked pasta entrees. The Main Plate offers signature entrees reflecting the current dining trends.

Guests will find two main entrees, two vegetable sides, and a starch to complete your meal. During the semester, themed meals and cultural fare will also be offered. J. Clark Grille gives the student the “fresh-off-the-grill” taste, indoors, from fresh ground beef hamburgers, craft sandwiches, and quesadillas. Chef-prepared composed salads and a topping bar are also available. Du Jour offers an array of homemade soups. For a healthy alternative, the Green Scene offers numerous fresh-from-the-garden ingredients to build your salad.

Mund Dining Hall Meal Periods (subject to change)

Mund Dining Hall is a staple of LVC dining. Here you'll find:

- Homestyle delights at Main Plate
- Grilled favorites at J. Clark's Grille
- Brick oven pizza and pasta at Villa Toscana, plus Fired Up specials.
- Fresh salad at Green Scene and house-made soups at DuJour.
- Baked Impressions' desserts and many local favorites
- Three for Me meal exchange
- Late Night grill menu available exclusively on Grubhub

Full breakfast: Monday–Friday, 7:30–9 a.m.

Continental Breakfast: Monday–Friday, 9–10:30 a.m.

Lunch: Monday–Friday, 10:45 a.m.–2 p.m.

Dinner: Daily, 4:30–7 p.m.

Brunch: Saturday–Sunday, 10:30 a.m.–2:30 p.m.

Special Diet Considerations

Students who follow a special diet, have severe allergies or special medical needs, should contact the operations manager at 717-867-6719 or the general manager of dining services at 717-867-6117. They will assist with your special diet needs.

All our menus are posted online at our website at metzlvc.com. With our new menu program, students can take a photo of the QR code of all food items in the dining hall to get nutritional information.

Student Feedback

The dining services staff welcomes student input and comments. It's always best to voice your concerns directly to a member of our management team for instant feedback and answers to your questions. Feel free to talk with a Student Government representative as well. Use the comment board located in the Lehr and Phillips dining hall.

MAIL SERVICES

Mail Delivery/Student Package Delivery

U.S. mail is distributed daily—except Saturdays, Sundays, and holidays—to students' residence hall mailboxes. Please see your RA for mail delivery.

Student package pick-up will occur in the Mund College Center, Tweedie Room. Pick-up hours are Monday, 1-4 p.m., Tuesday–Friday, 12-4 p.m. Please call 717-867-6331 or ext. 6331, or email urban@lvc.edu if you have questions.

Messenger Service

FedEx is available through the Mailroom in the Humanities Center, Room 001. Mail should be addressed as follows:

Student's Name

Name of Residence Hall, Room Number

(Students in College Houses/apts. will use the street address and zip code below): 101 N. College Ave.

Annville, Pa. 17003-xxxx

Each residence hall has a nine-digit zip code. Students should use the last four digits to ensure accurate mail delivery. Zip codes are:

73 E. Sheridan Avenue, Centre Hall	17003-1497
38 College Avenue Hall	17003-1439
44 College Avenue Hall	17003-1438
118 College Avenue Hall	17003-1437
136 College Avenue Hall	17003-1403
138 College Avenue Hall	17003-1403
Dellinger Hall	17003-1440
Derickson A Hall	17003-1434
Derickson B Hall	17003-1435
Funkhouser Hall	17003-1406
Hammond Hall	17003-1408
Keister Hall	17003-1409
Stanson Hall	17003-1470
219 E. Maple Street, East Hall	17003-1517
217 E. Maple Street, West Hall	17003-1517
Marquette Hall	17003-1498
Mary Green Hall	17003-1407
North College Hall	17003-1405
20 W. Sheridan Hall	17003-1241
22 W. Sheridan Hall	17003-1241
24 W. Sheridan Hall	17003-1241
104 College Avenue, Friendship Hall	17003-1431
79 E. Sheridan Avenue, Sheridan West Hall	17003-1416
81 E. Sheridan Avenue, Sheridan West Hall	17003-1426
Silver Hall	17003-1421
Vickroy Hall	17003-1422
144 College Avenue, Weimer Hall	17003-1430

Special/Accountable Mail

Accountable mail includes expressed, insured, and certified mail that requires a signature. All accountable mail needs to be secured by the student from the Annville Post Office. The Annville Post Office is two blocks from campus at 51 North Lancaster Street, Annville, Pa. 17003.

OFFICE OF MARKETING & COMMUNICATIONS

Lebanon Valley College uses MeritPages from readMedia to publicize your achievements and campus activities, such as studying abroad, making the dean's list, or winning a scholarship. It creates personalized stories regarding these accomplishments, publishes them online at MeritPages.com, and sends them to your hometown newspapers. This ensures that you receive credit for the good work you are doing on campus and in the community, which helps with summer jobs, internships, and even job interviews and references after graduation.

Claim your page at lvc.meritpages.com, then upload a photo and add additional activities and accomplishments!

OFFICE OF AUDIOVISUAL TECHNOLOGY

The Office of Audiovisual Technology is on the lower level of Humanities in Room 6. Students can borrow audiovisual equipment for class-related use. Additional services include instruction in the operation and use of audiovisual equipment, activation of classroom technology systems, and copies of past campus recitals for purchase.

OFFICE OF CAMPUS SAFETY

148 North College Avenue, Annville, Pa. 17003

717-867-6111 or ext. **6111** from any campus telephone

The Office of Campus Safety cares about the safety and security of individuals on campus. There are campus safety personnel on duty seven days a week, providing services such as campus patrol, incident reporting, traffic and parking control, escort assistance, lost items, identification, and prevention programs. Campus safety staff are certified in CPR and use of an automated external defibrillator (AED). AED units are conveniently located in many College facilities.

While the College is not responsible for the loss of or damage to personal property, students should report such losses or damage to College campus safety personnel. The College encourages students to insure personal belongings and will assist with security matters.

Emergency and Weather Alerts

Students who provide their cellular phone number to the College are enrolled in [Omnilert](#), LVC's Emergency Notification System. Once entered, the account remains active until graduation or separation from the College. Change of cellular information may be made in [MyLVC](#) through your "My Info" link. You can request two additional cell phone numbers or email addresses for your account. Requests to add additional contacts to the emergency system should be sent to solutions@lvc.edu.

Employees must self-register on the [Omnilert website](#) to receive emergency and weather-related alerts (delays, etc.). After registering, you can add two cell phone numbers and two email addresses to also receive alerts. Contact solutions@lvc.edu if you have questions.

Families: If you want to receive the College's emergency and weather alerts, ask your student to add your cell phone number or email address to their profile.

Lebanon Valley College Emergency Plan

The Critical Incident and Emergency Management Plan (CIEMP) is designed to a) inform the campus community about what to do in the event of a critical incident/emergency; b) assist the College in responding to critical incidents and emergent situations that may occur; and c) inform you about what to expect from campus and other officials responding to such an incident. [The CIEMP can be found here.](#)

On Campus Emergency

The campus siren will sound in case of any emergency. Emergency notifications will follow via the Omnilert notification system. Emails and text messages will direct campus community members on the steps to ensure personal safety.

Safety and Security Reporting

Dial 6111 from any campus extension or 717-867-6111 from an outside phone to reach Campus Safety. When calling, always be as specific as possible, providing your name and location.

Emergency telephones and blue lights are strategically placed on campus for safety and convenience. Most of these telephones have **blue lights** mounted for easy identification. These phones will function as a normal campus extension when the red call button is pushed. The telephone connects you with a campus safety officer. Even if you cannot speak into the phone, a campus safety officer will be dispatched to your location. Use these phones for security assistance, medical assistance, fire alert, emergency information, and reporting crimes or suspicious persons.

Motor Vehicles/Parking Regulations

Campus Parking Locations

Student Parking Locations TBD (dependent on the number of cohorts).

Off-Campus Vehicle Registration

Students who live off-campus during the 2023–24 academic year must register their vehicles with the Office of Campus Safety. Registration is \$50 for the year. Vehicles registered to students living off-campus will be treated as “commuter students” and must park accordingly when on campus. The [Annville Township](#) surrounding streets have restrictive parking regulations. Please familiarize yourself with these streets and regulations.

Detailed parking policies can be found on the Office of Campus Safety parking map and the campus safety web page. Students are responsible for knowing parking policies. Parking violations

will result in a \$50 fine payable in the Business Office for a first offense. Subsequent offenses will result in fines up to \$150. Fines and towing charges are the responsibility of the person named on the campus registration application. In the case of an unregistered vehicle, the owner or operator will be held responsible. Parking ticket appeals may be made to the Office of Campus Safety.

Lebanon Valley College shall not be held liable for any theft or damage to cars parked or driven on campus.

Parking Passes

Campus safety staff are responsible for campus vehicle registrations and enforcement of campus parking policies. All student motor vehicles must be registered and display an affixed permit sticker inside the rear window. All students must register their vehicles (via MyLVC) online only. Once registered, parking stickers can be picked up in the Office of Campus Safety. The annual charge to register a motor vehicle is \$50 for the entire academic year.

All students, whether living on or off-campus, must register their motor vehicles according to College policy. Students may park only in areas designated as "student parking." Parking is prohibited on walks, driveways, lawns, unlined spaces on parking lots, and all restricted areas.

STUDENT IDENTIFICATION CARDS (DUTCHMAN ONECARD)

Identification Information

A personal identification card (Dutchman OneCard) with a photograph is issued to all LVC students. The card identifies the student as a member of the College community and provides privileged admission to athletic events, the dining hall, library, Lebanon Valley College Sports Center, Rosemary Yuhas Commons, and access to their assigned residential facility. The card must be shown if requested by campus safety officers or other College personnel. Students must show their ID cards to charge to their student accounts in the College Store; receive College work-aid checks; use Bishop Library facilities and services; borrow Mund College Center equipment; and enter the dining halls, dances, and LVC Sports Center.

Used for identification, the ID card should always be carried. Failure to show an ID card in response to a request by a College official will result in a student conduct action.

Lost or mutilated cards will be replaced at a charge. Please protect your card from rubbing against items, as that may cause your swipe not to work properly. Also, do not punch a hole in your Dutchman OneCard ID or bend your card and keep it away from magnets, as that will immediately disable your proximity chip. For assistance with lost or damaged ID cards, contact the IT Solutions Center. On withdrawal from the College, the ID card must be returned to the Office of Student Affairs.

Your ID card is not transferable. The transfer or loan of your ID card to another person is a violation of College policy.

STUDY LOCATIONS

General Information

Study lounges are available in the Neidig-Garber Science Center, Bertha Brossman Blair Music Center, Frederic K. Miller Chapel, residence halls, the Allan W. Mund College Center, Rosemary Yuhas Commons, and Vernon and Doris Bishop Library.

THE SUZANNE H. ARNOLD GALLERY

General Information

Housing the Suzanne H. Arnold Art Gallery and the Zimmerman Recital Hall, the Gallery offers a rich array of art exhibitions and programs, while Zimmerman Recital Hall hosts musical performances, dance recitals, lectures, and art gallery events.

Gallery hours are Wednesday, 5–8 p.m.; Thursday and Friday, 1–4:30 p.m.; and Saturday and Sunday, 11 a.m.–5 p.m., during the academic year.

Student Support Services

The Office of Counseling Services assists students in learning to cope with personal and psychological issues through individual, group, or couples counseling. These free and confidential services help students become more effective, self-directed individuals with the skills to cope with personal problems that may impact their academic and social lives. Students can seek short-term therapy for issues ranging from homesickness and relationship problems to more complex concerns, such as depression, anxiety, and sexual assault. There are weekday drop-in times for urgent issues (11 a.m. to 12 p.m.), where students can meet briefly with a clinician in Shroyer Health Center. We also have a consulting psychiatric practitioner each week who may be able to prescribe medications when needed. Outreach/education programs are offered periodically throughout the academic year to educate the student body regarding common college issues such as eating disorders, relationships, and alcohol and drug use.

Licensed counseling staff are available for appointments Monday to Friday (8 a.m. to 4:30 p.m.) during the academic year only. Appointments can be arranged by contacting the Shroyer Health Center at 717-867-6232, emailing counselingservices@lvc.edu, or walking in to make an appointment. We are on the second floor of the Shroyer Health Center, on the corner of College and Sheridan avenues. Ongoing appointments are available only to currently enrolled full-time students. Please call 911 or the Campus Safety Office at 717-867-6111 for after-hours mental health emergencies.

Students can also speak to their academic advisors, the College Chaplain, the Center for Accessibility Resources, the Office of Student Affairs, the Office of Residential Life, Counseling Services, 5050 Peer Helpers and the associate dean of student affairs about personal and/or advising concerns.

FINANCIAL AID

The Financial Aid Office administers various scholarship, grant, loan, and employment programs for which students may apply. Staff members are available to counsel students and their families

regarding the financial aid application process, eligibility criteria, and the numerous types of awards funded by the institution, federal and state governments, and other outside sources. [Additional information can be found here.](#)

The following requirements are necessary to receive financial aid:

1. Students must complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov and Verification if selected by the FAFSA central processor.
2. Students must be enrolled full time (a minimum of 12 credits per semester) to be considered for LVC grants and scholarships, Supplemental Educational Opportunity Grant (SEOG), and Federal Work-Study. Students must be enrolled at least half-time (a minimum of six credits per semester) to be considered for PHEAA State Grant, TEACH Grant, Federal Direct Stafford and PLUS Loans (family and graduate students). Students who are enrolled less than half time may be considered for the Pell Grant and private alternative loans.
3. Students must maintain Satisfactory Academic Progress (SAP) toward a degree to maintain eligibility for federal and institutional financial aid. All students must earn a minimum of 67% of their total cumulative credits attempted. In addition, undergraduate students must maintain a cumulative grade point average of 1.800 (1–27 credits completed), 1.900 (28–55 credits completed), or 2.000 (56 or more credits completed). Graduate students must maintain a cumulative grade-point-average of 3.00. The [full SAP policy is available here.](#)
4. Recipients of the Pennsylvania State Grant are also required to maintain satisfactory academic progress that differs slightly from the federal and institutional policy described above. Full-time students (a minimum of 12 credits per semester) who are enrolled for both semesters, must earn 24 credits in an academic year. Academic progress for State Grant purposes is reviewed annually after the spring semester. There is no warning semester. The [full policy is available here](#) and in the Financial Aid Office.
5. LVC grants and scholarships are awarded for a maximum of eight semesters or until the first undergraduate degree is earned, whichever comes first.
6. Students receiving awards of more than \$100 from outside sources must report them to the Financial Aid Office. The College reserves the right to adjust the student's award package in accordance with federal, state, and institutional policies.

CENTER FOR GLOBAL EDUCATION

LVC offers several exciting semester-long and short-term study-abroad programs. All programs ensure a cultural immersion experience for students, with several programs offering a language-enhancement opportunity. LVC offers several short-term programs each year, and full - semester programs in England, Germany, Ireland, Italy, New Zealand, Northern Ireland, and Spain.

Students wanting to study off-campus but wishing to remain within the United States can choose internship programs in Boston, Mass., and Washington, D.C. With a few exceptions, students attending one of the LVC semester-long programs keep all financial aid and LVC scholarships. Further information is available in the Center for Global Education in the Breen Center for Career

and Professional Development, Lebegern Learning Commons, Mund. They also can call ext. 6076 or email Jill Russell at russell@lvc.edu.

CENTER FOR ACADEMIC SUCCESS AND EXPLORATORY MAJORS

An integral part of academic affairs, the Center for Academic Success and Exploratory Majors is a free service for all LVC undergraduates. In addition to peer tutoring, the Center for Academic Success offers one-time or recurring coaching sessions with an [Academic Success Specialist](#).

Peer tutors are successful students dedicated to helping students understand course material, study more effectively, identify problem areas, and explore solutions. Available in most subject areas, peer tutors assist students one-on-one. There are also writing tutors available in most subject areas to help students achieve success in writing. Writing tutors are available during drop-in hours, Monday through Thursday, 7–9 p.m., or by individual appointment.

Students in First-Year Experience classes also have an assigned writing mentor to help them navigate college-level writing. Writing mentors will contact new students during the first week of classes.

Organizational tutors assist students with organization and time management. Appointments outside of drop-in hours and scheduled group sessions must be made at least 48 hours in advance. You can make an appointment by filling out a [tutor request form](#) or contacting the director at findyoursuccess@lvc.edu.

Peer Tutors are committed to providing exceptional service in a professional and timely manner. Peer Tutors will contact the student within 48 hours. Weekend appointments are addressed on the subsequent weekday.

Students can apply to be a peer or writing tutor starting their second semester first year. They must meet a GPA requirement of 3.0 and provide two faculty references. Tutors participate in ongoing training sessions focusing on writing strategies, communication skills, and the tutoring process.

BREEN CENTER FOR CAREER and PROFESSIONAL DEVELOPMENT

The Edward and Lynn Breen Center for Career and Professional Development engages students to become active participants in developing and implementing their career plans and graduate or professional school pursuits. From first-year and sophomore students exploring majors or gathering information about potential careers to juniors and seniors seeking experience and planning to transition into work or graduate school, the Breen Center provides students with resources and guidance to prepare for life beyond Lebanon Valley College.

Our key programs, events, and resources help students to:

- Explore possibilities and gather information through various resources and programs to connect majors with careers.

- Connect with others through networking events and alumni mentoring programs.
- Build a professional profile within the LVC Handshake system to access jobs and internships, register for job fairs and career/graduate school events, schedule on-campus interviews, and store résumés, cover letters, and other important documents to aid the job search.
- Get a free professional headshot photo for your LinkedIn, LVC Handshake, and other online professional career accounts.
- Gain experience through work, internships, volunteer/community service, and by participating in campus organizations.
- Plan for graduate school and/or transition to the world of work by constructing strong résumés, convincing cover letters or personal statements, and demonstrating effective presentation skills for interviews.

The Breen Center offers individual career coaching appointments, drop-in hours, and quality resources and services to help students explore options and actively participate in their job search.

Located in the Lebegern Learning Commons on the lower level of Mund, the Breen Center team can be reached by calling 717-867-6560 or emailing breencenter@lvc.edu. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Internships

Students in most academic departments may spend one or more semesters in a practical field experience through an internship program. A faculty advisor will meet regularly with the student intern during the field experience to guide the transition from the classroom to the workplace. Supervisors in the sponsoring corporations, schools, or agencies will evaluate the interns and give feedback to the faculty advisor.

In most majors, for every 45 hours a student works at a site during the semester or summer period, one credit hour would be granted, e.g., three credits would equal 135 hours during the 15-week period, or a little fewer than 10 hours per week. Only 1–12 credit hours of internship may be taken during any one semester. A student may use a maximum of 12 credit hours of internship to meet graduation requirements. Most students must have junior or senior standing to be eligible for academic credit for internships. Applications are available in the Registrar’s Office, but students should also check with their department about additional procedures and application needs.

Breen Center staff regularly posts internship opportunities to the LVC Handshake system and maintains links to other internship resources through their office web page. Two area job and internship fairs (in November and February) and several on-campus recruiting events are conducted annually to acquaint students with opportunities for gaining experience. The office regularly assists students with securing job shadowing opportunities for exposure to work experiences across various industries, professions, and settings. In addition, students are invited to consult with the center staff on internship planning and making the most of that experience. Visit the Breen Center for information about these events and resources.

HEALTH SERVICES

The Office of Health Services staff are available to support the medical needs of all full-time undergraduate students, full-time graduate students, and to provide emergency medical care for the College community. The Shroyer Health Center is staffed during the fall and spring semesters with one part-time registered nurse.

For after-hours sickness or emergencies, you should contact your resident assistant (RA), area coordinator (AC), or campus safety (ext. 6111) for immediate assistance. For medical emergencies, call 911.

Health services are available to enrolled full-time undergraduate students and full-time graduate students. Health services are available on a case-by-case basis only for emergency situations to part-time undergraduate and part-time graduate students.

Medical Records

All students must have a health record completed by their family physician as a requirement to be officially registered for classes and to participate in intercollegiate athletics. All health records are confidential, and only health center staff can access them. New student health forms are due July 1 for the fall semester and January 1 for the spring semester.

Student-athletes must submit the basic health record and a separate athletic health record form (see athletics page).

Transfer students can transfer their prior institution health records or submit a new LVC health record report. The health center nurse will review all transfer records and inform students of any additional records needed. If transferring your health record, you must contact your prior institution to submit a records release form.

All health records should be turned in via the Student Admissions Portal.

General Health Care

Health services provide basic nursing care for common problems (e.g., colds, coughs, stomachaches, minor injuries, etc.). Routine diagnostic tests are also available (e.g., tests for strep throat, urinary tract infection, mononucleosis). If you need a service that the health center does not provide, the staff will assist you in coordinating health services specific to your needs in cooperation with your insurance company.

Immunizations

Immunization information must be completed and immunizations up to date for your health record to be considered complete. LVC requires the following immunizations:

- TDAP/Adacel/Boostrix (booster within last 10 years)
- Meningococcal (Menactra (A/C/Y/W-135))

The following immunizations are recommended, but not required:

- OPV (polio) series
- MMR (2 doses required)
- Varivax vaccine (2 doses required) or Varicella Disease (date/age of disease is required)
- Hepatitis A
- HPV
- Meningitis B
- Tuberculosis Testing (PPD skin test) within the past 12 months (IGRA/Quantiferon gold blood test is acceptable)
- Hepatitis B (series of three)
- Titers are acceptable for the following:
 - MMR
 - Varivax
 - Polio
 - Hepatitis B

Medications

Some over-the-counter medications are available at the health center at no extra charge. The health center is not financially responsible for medications prescribed by an off-campus physician, or for medication the student may have been taking before attending the College.

Students are responsible for the storage and maintenance of all prescription medications. Lockboxes may be purchased for use in resident rooms and are encouraged to ensure safety with all prescription medications and/or valuables.

Allergy Injections

We are unable to provide allergy injections. Please check with your doctor for other resources for this service or another plan of care for your allergies.

Class Excuses

Health center staff do not provide excuses for missed classes due to illness. Students must speak directly to their instructors.

Fees

There is no charge for visits to the health center. The only service fee charged will be for Tuberculosis skin testing (\$10 payable by cash or check only). Students are financially responsible for prescriptions (not available at the health center), x-rays, laboratory tests, and referrals to off-campus facilities or consultations that are not covered by insurance.

Shroyer Health Center staff recommends that students and families consult with their insurance plan provider before a medical need occurs to verify which local healthcare facilities are accepted within their plan. The health center is not responsible for verifying insurance participation or for charges incurred by visiting facilities not allowed by a student's health plan.

Student Responsibilities

- All students must submit new student health forms, including immunizations as described above, by the due date.
- The student is responsible for providing accurate information about their past medical history and present symptoms to allow proper evaluation and treatment.
- The student is responsible for asking questions if they do not understand the explanations of their diagnosis, treatment, prognosis, or any instructions.
- The student is responsible for any charges billed to them.
- The student is responsible for contacting the Health Center if their condition worsens or does not follow the expected course.
- The student is responsible for communicating with professors regarding missed classes due to illness.

Shroyer Health Center staff recommends students and families consult with their insurance plan provider before a medical need occurs to verify which local healthcare facilities are accepted within their plan. The health center is not responsible for verifying insurance participation or for charges incurred by visiting facilities not allowed by a student's health plan.

Health Insurance

All full-time students are responsible for carrying health insurance coverage and submitting a Medical History Form to health services. If you do not currently have health care coverage, you can [find several plans available for purchase here](#) or through the Affordable Care Act (ACA) Health Insurance Marketplace. Note that the College does not recommend any health insurance company or plan.

Student-athletes must have health insurance coverage that does not exclude intercollegiate sports to participate in intercollegiate sports.

All full-time and part-time international students are automatically enrolled in and required to purchase International Injury & Sickness Insurance unless adequate proof of personal health insurance is provided to the College.

Accident Insurance

All full-time students are responsible for obtaining health insurance and submitting proof of insurance via the Medical History Form to the Office of Health Services. If you do not have coverage, several well-known companies offer reasonably priced medical insurance plans for college students. Note: Under the provisions of the Affordable Care Act, the College is no longer able to offer the basic medical insurance plans previously available.

For accidental injuries that occur on campus, the College provides full-time undergraduate and full-time physical therapy students with a \$2,500 secondary/excess insurance plan to supplement their health insurance plan. Additional information about this accident insurance plan, including a claim form, is available [here](#). (The claim form is also available at the Shroyer Health Center.)

Transportation

For emergencies, the local ambulance service (911) will be called. Students are responsible for transportation to off-campus medical appointments and non-emergent trips to the hospital. To access this service, students should contact the health services staff at the Shroyer Health Center, Monday to Friday, 10 a.m.–3 p.m., when the College is in session. After hours and weekends, contact residential life or campus safety staff.

INFORMATION TECHNOLOGY

Campus Network and Servers

A high-speed data network connects all campus buildings, including the library, academic and administrative facilities, and residence halls. Wireless access to the campus network is also available in all buildings and residence halls, and many locations outdoors. The campus servers provide users with access to electronic mail, statistical analysis (SPSS), eLearning software (Canvas), quantitative software (Mathematica), administrative information, library and other databases, compilers, shared laser printers, and Internet resources.

Students may forward their LVC email to a non-LVC email service at their own risk. The College neither guarantees nor takes responsibility for the delivery, security, or privacy of email messages once they leave the LVC network or LVC-hosted services.

Student Technology Centers and Labs

Computer labs for general student use can be found in the following locations:

- Bishop Library: Computers throughout the building (Windows)
- Neidig-Garber Science Center: Physics Computer Lab (Windows)
- Lynch: Lynch Technology Center, Room 177 (Windows and Macintosh)
- Mund: Center for Writing and Tutoring Resources (Windows)
- Mund: Mund Technology Center (Windows and Macintosh)
- Yuhas Commons: Computer Kiosks (Windows)

Printers are provided in many of the locations above. Other computers are available for students in the Biology, Business, Chemistry, Education, Math, Music, Physics, and Psychology departments.

LVC Student Print Policy

LVC students are allotted 1,500 pages per semester for printing in computer labs and public areas. After the initial 1,500 pages, all pages will cost seven cents per page and can be purchased in increments of 500 for \$35. Additionally, unused pages from the fall semester can be carried over to the spring semester and summer terms. On August 15 of each year, the unused allotted pages are forfeited. There will be no refunds for any unused pages.

Personal Computer Software

The College has adopted Microsoft® Office as the campus standard for Windows and Macintosh. Students use Office365 for access to electronic mail and free downloads of Office software for personal computers and mobile devices.

Call the Information Technology Solutions Center during business hours at 717-867-6072 for help with this software.

Computer Support and Purchases

The Information Technology Solutions Center, in room 004 of Clyde A. Lynch '18 Memorial Hall, is available to report problems with College-owned computer equipment and to obtain assistance with supported software. During the academic year, the solutions center is staffed from 8 a.m. to 8 p.m., Monday through Thursday, and 8 a.m. to 4:30 p.m. Fridays. To reach the IT Solutions Center, walk-in, email solutions@lvc.edu, call 717-867-6072, or text 717-685-5820. Emails, calls, and texts received after hours will be responded to during the next business day.

Students are eligible to receive discounts on computers, printers, and software. [Visit here](#) or contact the IT Solutions Center for additional information.

CENTER FOR ACCESSIBILITY RESOURCES

The Center for Accessibility Resources provides persons with disabilities equal access to Lebanon Valley College programs, services, and activities. We have a welcoming environment that supports the understanding and acceptance of persons with disabilities throughout the College community and provides reasonable and appropriate accommodations. The Center for Accessibility Resources affirms the right of persons with disabilities to obtain access in a manner that promotes dignity and independence.

Procedure to Request Services

Students with documented disabilities who need accommodations initiate the process with the Center for Accessibility Resources by identifying as a student with a disability, providing appropriate documentation, and requesting the relevant accommodations.

- The student registers with the Center for Accessibility Resources. Students may complete a registration form in the center office or online [through the center's website](#).
- The student provides documentation of disability.
- The student schedules a collaborative intake with the director of accessibility resources to discuss and determine the need for academic accommodations.
- If the student is eligible for accommodations, an agreement is signed between the director of accessibility resources and the student.
- An accommodation letter is issued to the student for the semester.
- Students share the letter and discuss the accommodations with individual course professors.

Documentation Guidelines

Documentation of a disability may include: medical records; psycho-educational assessment reports; school records that specify the impact the disability has on physical, perceptual, cognitive, and behavioral activities; and/or past records of accommodations and services. A Disability Documentation Form is provided to assist students in obtaining appropriate documentation. Students may also present evaluation reports and other related documentation in

lieu of using the Disability Documentation Form; however, documentation other than the center form must be typed on the provider's letterhead.

Documentation must include the following:

- A diagnostic statement identifying the disability,
- A description of the current functional impact of the disability,
- Recommendations for accommodations and/or services currently in use or that were successful in the past,
- A description of the diagnostic criteria and assessments used to determine the disability,
- The credentials of the diagnosing professional(s), and
- The diagnosing professional's signature and date of evaluation.

The Center for Accessibility Resources Documentation Forms are available in the office and online.

Student Rights and Responsibilities

Students with disabilities have the right to:

- Expect all disability-related information to be treated confidentially,
- Receive appropriate accommodations in a timely manner, and
- Meet privately with faculty to discuss necessary accommodations.

Students with disabilities have the responsibility to:

- Provide appropriate documentation of the disability,
- Deliver accommodation letters and make an appointment with the instructor to facilitate accommodations,
- Initiate requests for specific accommodations in a timely manner,
- Follow procedures to receive appropriate accommodations,
- Notify the director of accessibility resources immediately when an accommodation is not being provided completely or correctly,
- Notify the director of accessibility resources when an accommodation is no longer needed, and
- Develop self-advocacy skills and communicate specific needs for accommodations.

Exam Procedures

Examination accommodations are provided to eligible students with disabilities. These accommodations will be noted on the student's letter of accommodation. Students who are eligible for exam accommodations must follow these procedures to utilize the testing facility:

Eligible students will:

- Have exam and testing accommodations listed as an approved accommodation.
- Schedule examinations online as soon as they have the exam dates, but no later than three days in advance via the online booking system/portal. This online booking system/portal is used to schedule students to complete exams in the testing facility and to request exams from faculty.

- List only the classes and exams that will be completed in the testing center.
- Schedule exams to be completed between 8 a.m. and 4 p.m., Monday through Friday.
- Update the online schedule with any date and/or time changes. Exam schedules **can only be changed** if the professor has changed the date and/or time of the exam for the class.
- Notify the Center of any changes to the scheduled exams.

Rules for Taking Exams in the Center for Accessibility Resources (CAR):

- Exams must be scheduled between 8 a.m. and 4 p.m., Monday through Friday.
- All examinations must conclude by 4 p.m. daily.
- Students cannot miss a class to take an exam for another class.
- Additional test time is permitted immediately before or after the regularly scheduled exam period. Students may only complete exams outside the regularly scheduled time if there is a scheduling conflict, such as back-to-back classes, the office is closed (evening/Saturday classes), or with the professor's permission due to extenuating circumstances.
- If students are taking an exam outside the normal class time for any reason, students **MUST** make arrangements with the professor and ask that the Center for Accessibility Resources be notified by the professor.
- If students are taking an exam outside the regular class period, professors have the right to administer a different test.
- Students cannot miss a class to take or complete an exam for a different class.
- Electronic devices, smart watches, purses, bags, and other personal items are not permitted in the testing center.
- Once students have begun an exam, they may not leave the testing area until finished.
- If students cannot take an exam that is scheduled, students must contact the professor AND the Center for Accessibility Resources as soon as possible.
- Test time allotment begins at the scheduled examination time. We will provide a 10-minute grace period in which you will retain your full allotment of time. However, if a student is more than 10 minutes late for their scheduled exam, they will forfeit any lost time, and the end time for the exam will not change.
- If a student is more than 60 minutes late for a scheduled examination time, the exam will not be given and will require professor approval for rescheduling.

Please note:

- The Center for Accessibility Resources testing facility is under video surveillance and monitored during all examinations.

All important information and correspondence from the Center for Accessibility Resources will be sent through your LVC email.

Note-Taker Procedures

Students eligible for course notes as a reasonable accommodation will have this designation on the accommodation letter. Students must request a note-taker using the online note-taker request form, which notifies CAR that a note-taker is being requested for a specific course. Once a

request is received, the Center for Accessibility Resources will email the faculty member asking them to seek a volunteer note-taker for the course.

Priority Registration

Priority registration occurs on the first day of the registration period. Eligibility for priority registration is determined on a case-by-case basis during the initial interview between a student with a documented disability and the director of disability resources and is based on the need for this accommodation.

Concussion Return-to-Learn Policy

The College currently offers “provisional or temporary” accommodations for individuals who have impairments that are short-term in nature—generally six months or fewer (such as a broken arm or concussion). Such accommodations are accessed by the Center for Accessibility Resources in collaboration with medical professionals (i.e., athletic trainers, physical therapists, and physicians) and are based on supporting documentation and recommendations.

The College’s Attendance Policy holds that regular attendance at all courses is essential to academic success, and it is the student’s responsibility to attend class and to be accountable for all work missed in the event of being absent from class. Individual faculty members determine specific class attendance policies.

When necessary, adjustments and accommodations are outlined in a letter from CAR as “Temporary Academic Accommodations.” Students are responsible to communicate the necessary accommodations to their professors. Temporary accommodations may be provided for physical and cognitive rest. The student is responsible for any work missed and arrangements for make-up work must be in cooperation with course professors. During this process, students are encouraged to speak with each professor to determine course-specific requirements that may be postponed or excused (i.e., postponed exams, extra time for project/assignment completion, reduced reading assignments). Students are also responsible for meeting with the director of accessibility resources weekly during the usage of temporary accommodations.

When the concussed student experiences prolonged cognitive difficulties and symptoms beyond the second-week post-injury, the student should consider implications that may hinder the successful completion of coursework. Students are encouraged to meet with their academic advisor and the assistant dean of academic success to consider options if missed coursework becomes too onerous to make up.

The Center for Accessibility Resources can be reached at 717-867-6028.

THE OFFICE OF DIVERSITY, EQUITY, INCLUSION, AND BELONGING

The Office of Diversity, Equity, Inclusion, and Belonging fosters institutional support for underrepresented populations by facilitating campus-wide programming and training for students, faculty, staff, and administrators in alignment with LVC’s mission and values. The programmatic thrust focuses on increasing diversity, promoting equity, and advocating social justice to nurture a climate that imbues a presence of diversity and inclusion in which all identities thrive.

More information about the Office of Diversity, Equity, Inclusion, and Belonging can be found on their [website](#).

Mosaic Mentor Program

The Mosaic Mentor Program is to provide direct and dedicated peer support to incoming and transfer BIPOC, LVEP, international, and LGBTQ+ identifying students.

The Brave Zone

The Brave Zone Network trains LVC students, faculty, and staff with the goal of creating an on-campus network of allies and members of the LGBTQ+ community. The program educates members regarding how to address issues involving the community and how to advocate for peers, family members, and other acquaintances.

MOCHA/WOCHA—Men and Women of Color, Honor, & Ambition

MOCHA and WOCHA offer students opportunities for academic, personal, and professional growth, leadership development, and mentoring. LVC staff advisors and students build positive environments and facilitate a sense of belonging in academic and social life at LVC.

LVC Kaleidoscope Scholars

LVC Kaleidoscope Scholars receive a \$20,000 scholarship affirming the intersectionality of the identities they hold, including historically underserved, underrepresented, and marginalized identities. They participate in programming related to diversity, equity, and inclusion; attend conferences; and conduct and present research to help cultivate Inclusive Excellence and gain leadership skills.

LVC Thrive Scholars

The LVC THRIVE Scholars Program brings together PELL Grant-eligible students who are BIPOC and/or first-generation and demonstrate talent, honor, resilience, and integrity through Valley engagement.

Summer Enrichment Program

The Summer Enrichment Program is a seven-day, pre-first-year experience geared at providing incoming ALANA (African American, Latino, Asian, and Native American) and multiracial students with a jump-start on college life. The program combines peer mentoring, residential living, academic success, and leadership development to assist students in making a successful transition to college and the LVC community.

ACADEMIC PROCEDURES

All Academic Procedures and information can be found in the [College Catalog](#).

Athletics and Athletic Facilities

LVC students have access to several athletic facilities and opportunities to participate in intercollegiate athletics.

The LVC intercollegiate [athletics](#) program encourages each student-athlete to develop their athletic abilities in an environment consistent with high standards of academic scholarship, sportsmanship, and institutional loyalty. A high priority is placed on integrating educational and athletic experiences. The LVC student-athlete receives the same privileges in the areas of admission, financial aid, academic advising, course selection, scheduling, and living and dining accommodations as do all other students.

LVC sponsors 26 intercollegiate sports for men and women. The intercollegiate athletic experience is an important part of student life. In recent years, approximately 30 percent of the student body participated in the College's athletic program. Our teams compete in the Middle Atlantic Conference, Eastern Collegiate Athletic Conference, and United Collegiate Hockey Conference at the NCAA Division III level and the National Association of Collegiate Esports. The College also sponsors club sport opportunities in equestrian, ultimate Frisbee, men's volleyball, and others.

Principles of fair play and sportsmanship are highly valued and encouraged. Service is an important element of the student-athlete experience, and all LVC intercollegiate teams are actively involved with a community service project of their choice. In recent years, our student-athletes participated in the Special Olympics, Make-a-Wish, Military Appreciation, Relay for Life, Learn to Dream, and the Quittie Watershed Project. They have raised money and donated their time to various other local charities.

Lebanon Valley College Sports Center

The LVC Sports Center features the Edward H. Arnold Sports Center and the Heilman Center. The Arnold Sports Center is a recreational facility with four full-length basketball courts convertible for volleyball and tennis. A 180-meter track encircles the arena. Also included are a six-lane, 25-meter swimming pool, three racquetball courts, and two dry heat saunas. Some courts can be used for volleyball. Adjacent to the Arnold Sports Center is the Heilman Center, home to a state-of-the-art fitness center with Nautilus and Body Masters strength-training equipment. Cardiovascular equipment includes treadmills, steppers, recumbent bikes, rowers, and elliptical trainers. Heilman also includes The Center for Speech, Language, and Hearing Disorders, classrooms, equipment, athlete training rooms, and home and visiting team locker rooms.

Intramurals and Recreation

The purpose of the Intramural/Recreation Department is to provide a comprehensive program of sports activities, fitness programs, and informal recreational activities for students, faculty, and staff of Lebanon Valley College. Approximately 40 percent of our student body participates in our intramural programs.

Louis A. Sorrentino Gymnasium

Sorrentino Gymnasium provides an impressive arena for intercollegiate competition with seating for 1,600 spectators. It is home to the men's and women's basketball and women's volleyball teams. At the entrance to the gymnasium, the Hall of Champions displays trophies, awards, and memorabilia from LVC's rich athletics history. In 2014, the facility was named in honor of Lou Sorrentino '54, one of LVC's all-time great student-athletes, coaches, and athletic directors.

LVC Athletic Complex

The 75-acre athletic field complex includes practice and competitive game facilities for 12 intercollegiate athletic programs. On the west side of the complex are the award-winning McGill Field (baseball) and Herbert Field (soccer), and two full-size practice soccer pitches. The central part of the complex, Henry and Gladys Arnold Field, home of football, field hockey, men's and women's lacrosse, and track & field, was upgraded in 2012 with a FieldTurf synthetic surface, a new state-of-the-art scoreboard, competition-quality lights, and new all-weather track. The Shankroff Tennis Center, built in 2016, is home to LVC's men's and women's teams and includes lit courts for nighttime play. The two-time regional field of the year LVC Softball Park sits on the complex's east end, along with dedicated practice fields for football, men's and women's lacrosse, and the 150-member marching band, The Pride of The Valley.

Student Engagement

Student life at LVC is largely student-driven, with more than 90 clubs, organizations, and initiatives entirely run by and made up of students. This means it's easy to get involved, take on a leadership position, and take a new idea and run with it. The student affairs staff will provide plenty of guidance and support along the way!

The Student Programming Board (SPB) plans many exciting events throughout the year. Top-notch performers such as comedians, hypnotists, illusionists, and more hit the stage nearly every weekend. They plan multiple nights of entertainment on campus and offer a Coffeehouse Series at Backstage Cafe in downtown Annville. A different performer, including some LVC students, appears at our regular Patio Jams. SPB also offers bus trips to nearby attractions and events throughout the semester.

The Center for Student Engagement in the Mund College Center assists all students and organizations interested in the arts, media, government, politics, religious life, service, academics, or other special interest areas. Their goals are to enhance students' overall learning experience through out-of-classroom activities and develop a community atmosphere among students, faculty, and staff.

Please see our [website](#) for a list of clubs, organizations, and student groups.

First-Year Mentor Program

First-Year Mentors ease the transition of new students to LVC throughout orientation weekend and the first few weeks of the fall semester.

What is a First-Year Mentor?

A First-Year Mentor (FYM), formerly a peer mentor, is an undergraduate student who leads and mentors a group of approximately 10–20 first-year or transfer students throughout orientation and their first year at LVC. The primary mission of the FYM program is to ease the transition of new students to Lebanon Valley College and encourage their personal, social, and academic success. Additionally, the program helps new students connect with other peers, support systems, and, ultimately, the institution.

LECTURES AND SERIES

Writing: A Life

The LVC English Department's ["Writing: A Life" series](#) brings accomplished writers to campus for workshops, readings, and book signings. This series offers students the opportunity to experience innovative and interactive programming.

Global Coffee Series

Held each Friday afternoon during the academic year, the Global Coffee Series covers numerous topics related to studying abroad, international travel, and our international students. Sessions may feature students, faculty, and staff sharing their experiences, guest speakers, or special activities.

Mathematical Sciences Colloquium Series

The Mathematical Sciences Colloquium Series welcomes alumni and other professionals to campus to discuss general topics related to Actuarial Science and Mathematics.

MUSIC, THEATER, AND ARTS

Lebanon Valley College has a strong tradition in the arts. With numerous campus performing and visual arts spaces, student organizations are encouraged to share their talents with the community.

Lebanon Valley College Guild of Organists, Student Chapter

The Guild Student Chapter is the American Guild of Organists campus chapter. Members attend recitals by nationally known organists, perform in campus recitals, and discuss issues that pertain to church organists.

MISA (Music Industry Student Association) NAFME

The Lebanon Valley College chapter of the National Association for Music Education (NAfME) offers workshops and resources to students majoring in Music Education to provide opportunities for professional development. Membership is open to any student majoring in Music Education.

Phi Mu Alpha Sinfonia

Phi Mu Alpha Sinfonia is a professional-acting social fraternity for men interested in music. A national fraternity, this organization has among its members some of the country's leading conductors, composers, and musical performers. Consideration for membership is open to any male student in good academic standing with an appreciation for music.

The Iota Kappa chapter, founded at the College in 1960, has received the Charles E. Lutton Award for the state's best chapter. Sinfonia sponsors the annual Reynaldo Rovers All-American Concert, a high school jazz festival, and the fall musical in cooperation with Sigma Alpha Iota and the Wig and Buckle Theater Company.

Sigma Alpha Iota

Sigma Alpha Iota, a nationally recognized professional women's music fraternity, strives to further the cause of music through the development of talent. The Delta Alpha chapter, established at the college in 1961, admits women with a 2.5 or higher grade point average and a strong interest in music. SAI sisters perform concerts throughout the academic year on campus and within the community. Each spring, SAI presents its annual Marcia Pickwell recital, a diverse public recital for the campus community.

VALE Music Group

[VALE Music Group](#) is an umbrella company comprising four sub brands: VALE Records, VALE Media Industries Conference, VALE Live, and VALE Publishing. These student-run organizations are available to anyone interested in gaining experience in the music industry, marketing, videography, event planning, public relations, music recording, production, finance, sales, and design. Each brand is expansive and allows students to use their talents in multiple ways in a fast-paced environment.

Valley Audio

Valley Audio is a student-run organization for anyone interested in audio engineering, live sound, etc. The group sponsors software and equipment demonstrations, visits by guest professionals, and provides live sound reinforcement for VALE Records and other events on campus.

The Wig and Buckle Theater Company

The [Wig and Buckle Theater Company](#) produces several productions each year—a combination of plays and musicals—in conjunction with the campus chapter of Phi Mu Alpha Sinfonia. Each production is student-directed and entirely student-run. Wig and Buckle also sponsors trips to area theaters and workshops for members. Membership is open to all students interested in dramatics and theater production.

MUSIC ENSEMBLES

Students interested in learning more about the music groups below are encouraged to visit the Music Department in the Bertha Brossman Blair Music Center.

Brass Quintet

The Brass Quintet is a chamber ensemble consisting of two trumpets, one horn, one trombone, and one tuba. It is devoted to the performance and study of a wide variety of literature specific to this medium. The repertoire ranges from early Renaissance to 20th-century styles. Brass Quintet is open to all qualified students by audition with the instructor's consent.

Chamber Choir

This small vocal chamber ensemble sings everything from Renaissance motets and madrigals to vocal jazz selections. It is open to any student by audition.

Clarinet Choir

The Clarinet Choir has received widespread acclaim for quality performances and has had several compositions written especially for it. Auditions are open to all students.

College Choir

The College Choir continues a student's choral development through a significant singing experience. The choir is a non-touring ensemble. Auditions are open to all students.

Concert Choir

The Concert Choir studies and presents high-quality choral music through campus concerts and a spring tour. Auditions are open to all students.

Flute Ensemble

This group rehearses once a week and is open to majors and non-majors by audition. It performs at least one campus concert a semester and at numerous campus events throughout the year.

Guitar Ensemble

This group rehearses once a week and is open to majors and non-majors by audition. It performs at least one campus concert a semester and at numerous campus events throughout the year. It is for acoustical and electric guitarists.

Handbell Choir

The Handbell Choir strives to refine ringing techniques and performance literature to an advanced level. Auditions and performances are held once each semester. The ability to read music is required.

Low Brass Ensemble

The Low Brass Ensemble is composed of students interested in continuing their musical experiences, no matter their major. High school band/orchestra level experience is advised. Auditions are open to all students.

LVC Jazz Band

The LVC Jazz Band is composed of members with varied musical backgrounds, many of whom play more than one instrument. All students may audition.

Percussion Ensemble

This ensemble is composed of students interested in performing music on anything struck, shaken, scraped, etc., to produce a musical sound. All students may audition. Concerts are given in the fall and spring semesters.

Pride of The Valley

Under the direction of Dr. Christopher J. Heffner, Lebanon Valley College's marching band performs at all home football games as well as appearances at various exhibitions throughout the fall semester.

Saxophone Ensemble

The saxophone ensemble is open to majors and non-majors by audition. The group rehearses once a week, performs at least one campus concert a semester, and occasionally performs for other events on and off campus.

Small Jazz Ensemble

The Small Jazz Ensemble provides an opportunity to study America's rich heritage of improvised music. Each year, the band tours throughout Pennsylvania and surrounding states, performing in high schools and offering free jazz clinics to music students. Participation is by invitation of the director.

String Ensemble

The String Ensemble meets one hour each week to study and perform a variety of literature from baroque to contemporary. Intermediate to advanced musical proficiency is required.

Symphonic Band

Membership in the Symphonic Band is open to anyone in the College community. During the spring semester, the Symphonic Band performs at a spring concert and Commencement.

Symphony Orchestra

The LVC Symphony Orchestra is open by audition to all qualified students, faculty, and community members. The orchestra meets twice weekly to study and perform music from the symphonic repertoire. The orchestra performs three times yearly: a fall concert, a concerto-aria concert in the early spring, and a spring concert.

Trumpet Ensemble

This group rehearses once a week and is open to majors and non-majors by audition. It performs at least one campus concert a semester and at numerous campus events throughout the year.

Woodwind Quintet

The Woodwind Quintet, consisting of flute, oboe/flute, clarinet, bassoon, and horn, meets and performs at regular recitals and off-campus concerts. The ensemble is open to any student.

STUDENT GOVERNMENT

One of Student Government's major responsibilities is to foster understanding, communication, and cooperation among students, faculty, and administrators. It serves as a channel for student recommendations for establishing or changing policy and communicates them to the appropriate administrative offices or faculty committees.

Student Government is composed of 36 full-time students. Twenty-seven upper-class students are elected from the student body each spring for a one-year term beginning in September. This includes four class officers, four class representatives, and a commuter representative from each returning class. In addition, nine first-year students are elected in September. Students must have a GPA of 2.5 or higher to be eligible for election.

Each spring, the budget finance committee conducts hearings to allocate funds from the student activities fee to approved clubs and organizations. The committee makes its allocation recommendations to Student Government for approval. All clubs and organizations receiving funds must submit a financial statement to Student Government each semester.

With the director of student engagement, Student Government coordinates and provides financing for student activities. They also plan major campus-wide events, including Homecoming and Winter Formal.

VALLEY AMBASSADORS

Lebanon Valley College offers a wonderful group of tour guides waiting to show you campus. The Valley Ambassadors will tour you through LVC, where you have the opportunity to see the academic quad, a typical classroom, a dorm room, and the athletic fields.

OFFICE OF SPIRITUAL LIFE

The mission of the Office of Spiritual Life is to support and nurture the faith development and ethical growth of all students, faculty, staff, alumni, and friends of Lebanon Valley College so that caring and concern for others is a core value within our community.

Explore the opportunities available on [our website](#). Consider yourself invited to any program you find listed here.

Let us know if you can't find what you are looking for. Perhaps you'll provide the inspiration and leadership for another meaningful group or program? You can email Chaplain Andrea "Chappy A" Haldeman at haldeman@lvc.edu.

Accessibility

Miller Chapel is wheelchair accessible via elevator. Drivers should be instructed to drop off and pick up passengers at the temporary parking cut-out directly north of Miller Chapel on the first block of East Sheridan Avenue.

ASL interpretation is available for selected events and can be arranged with at least four weeks advance notice.

COMMUNITY SERVICE

We empower students for a life of citizenship in our community and around the globe.

Dutchmen Serve

There are plenty of ways for Dutchmen to make a difference. As you review the suggestions below, please remember the following:

This list is certainly not all-inclusive. If you have ideas to add, please email them to Jen Liedtka at liedtka@lvc.edu.

Email pictures of yourself serving in these (and any other) ways to Jen at liedtka@lvc.edu so we can share your Dutchmen Serve spirit! You may also post your pictures directly to social media with #DutchmenServe.

As always, LVC students should be sure to report service hours on MyLVC (using the "Report Service Hours" link found in the "My Info for Students" section).

Preparing for a Life of Service to Others

At Lebanon Valley College, we are committed to service, sustainability, and civic engagement. We embrace intentionally the differences between human beings.

These institutional values serve as foundational tenants for the Community Service and Volunteerism Program. By providing hands-on service, unique experiential learning, and awareness-raising opportunities, the Office of Community Service and Volunteerism strives to prepare students for a life of informed and engaged citizenship locally and around the globe. Each year, LVC students report more than 22,000 hours of service.

Local and Campus Opportunities

Each week, the office coordinates a host of local and campus service initiatives that are open to all LVC students. Students are made aware of these happenings and other service-related speaker sessions and learning opportunities through our weekly Dutchmen Serve emails, the online campus calendar, Redbook, and our Facebook page. Students sign up to participate using Redbook or by emailing liedtka@lvc.edu.

Service Trips

At least two [service trips](#) are planned each academic year, most fulfilling one Immersive Experience requirement. Trips vary year to year so students can engage in domestic and international experiences that focus on different areas of service and learning.

Service-Focused Student Organizations

Students can join various clubs, organizations, fraternities, and sororities that focus primarily on service. Some of these groups include:

Alpha Phi Omega	Cause for Paws	Colleges Against Cancer
Gamma Sigma Sigma	Habitat for Humanity	Lebanon Valley Educational Partnership
Red Cross Club	Servants of Christ	Students Helping Seniors
Team FTK		

Beyond this list, all our athletic teams and many other organizations also participate in numerous community service projects.

Living and Learning in Service

This one-credit class was introduced in Spring 2019 and is taught by the coordinator of service and volunteerism. By participating in a once-weekly class meeting, attending speaker sessions, and engaging in service in the local community, students earn one credit and fulfill one Immersive Experience requirement.

Individual Service Initiatives

Based on their interests and schedules, students can coordinate their service efforts by accessing our list of local community agencies and opportunities. Whether passionate about serving with seniors or children, addressing issues of food and housing insecurity, preserving

the environment, helping animals...you name it...there's a way for everyone to make a difference. To learn more about these and other opportunities, stop by the Office of Community Service and Volunteerism on the main level of Miller Chapel and chat with our coordinator, Jen Liedtka, while you enjoy a cup of coffee or tea.

General College Regulations

Lebanon Valley College expects students at all times to conduct themselves in a mature, ethical, and honorable manner and to demonstrate a sincere consideration for other members of this community. One important component of the college experience is the expectation that students will exercise personal responsibility for their actions as members of this College community.

This handbook has been prepared primarily to assist students and student organizations in achieving their individual and organizational goals. Secondly, the information in the handbook is designed to enable students to positively meet their responsibilities as contributing members of the Lebanon Valley College community. The policies and procedures concerned with student life are generally a result of the input and contributions of students, faculty, and staff. Basic to the formulation of these policies and procedures is the belief that each member of the Lebanon Valley College community has a primary responsibility for the governance of their own affairs, and that those affairs must be managed in such a way as to safeguard and respect the rights of other community members. Coupled with the responsibility for the choices and decisions one makes is the expectation of accountability for the actions that result from the decisions made. Each student is strongly encouraged to familiarize themselves with the spirit of, and specific information in, this handbook.

Student conduct that violates Lebanon Valley College's regulations or community standards may result in the filing of student conduct charges with the vice president of student affairs and dean of students and/or their designee. The expectation of appropriate student conduct also applies to students in their roles as employees of the College. Students engaging in unethical, inappropriate, or illegal behaviors or actions in violation of established work standards set for the area or department in which they are employed may have their employment terminated and/or be referred to the College student conduct process.

Lebanon Valley College approaches student conduct as an educational experience, focused on student learning through self-reflection, personal responsibility, individual growth, and remediating harm. Our goal is to encourage students to be positive contributors to their current and future communities.

The College believes the process serves to promote positive development of the individual and group integrity while upholding the rules and regulations of the College.

Every effort has been made to ensure the accuracy of the information presented in this Catalog/Handbook. However, all courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader

and does not constitute or create a contract between prospective or current students and Lebanon Valley College. Students should consult the appropriate department for current information, as well as for any special or temporary rules or requirements imposed.

LVC reserves the right to make changes in the rules and regulations, as it deems advisable.

REGULATIONS

Alcoholic Beverages

The use, purchase, and possession of alcoholic beverages by Lebanon Valley College students are at all times subject to Pennsylvania State Law. For more information, see Lebanon Valley College's Alcohol Policy. **All students are responsible for knowing the College's Alcohol Policy detailed in this student handbook.**

Address

All students must report accurate college, home, or local addresses to the Registrar's Office at the beginning of each academic year or when changes occur.

Cell Numbers/Omnilert Emergency and Weather Alerts

Students who provide their cellular phone number to the College will be enrolled in [Omnilert](#), LVC's Emergency Notification System. Once entered, the account remains active until graduation or separation from the College. Change of cellular information can be made in [MyLVC](#) through your "My Info" link. You can request two additional cell phone numbers or email addresses to your account. Requests to add additional contacts to the emergency system should be sent to solutions@lvc.edu.

Employees must self-register on the [Omnilert website](#) to receive emergency and weather-related alerts (delays, etc.). After you register, you can add two cell phone numbers and email addresses to also receive alerts. Contact solutions@lvc.edu if you have questions.

Families: If you want to receive the College's emergency and weather alerts, ask your student to add your cell phone number or email address to their profile.

College Email

Students are expected to read their LVC email in a timely manner to stay current with College communications. Professors will email students with important information about classes and the administration will send messages with timely, sometimes critical, announcements.

Commuter Status

To be considered a commuter, a student must live within a **30-mile driving distance of campus and commute from their parent(s)/guardian's home or permanent residence daily.** The change of housing status form can be obtained from the Office of Residential Life. The form requires a parent or legal guardian's signature and must be received in the Office of Residential Life by July 1 for the fall semester and by November 1 for the spring semester. Students listed as commuters and later found living in off-campus quarters will be assigned a room and meal plan on campus and charged accordingly.

Criminal Investigations of College Policy Violations

Lebanon Valley College is not a haven from the law. The College will support all investigations of alleged criminal activity. In the case of violent felony, the College reserves the right to take such action as necessary for campus safety and College function. The vice president of student affairs and dean of students or their designee will collaborate with community police agencies or other external constituencies as allowed under current law. In addition to any investigations or charges undertaken on the part of law enforcement, the College reserves the right to conduct its own investigation and take appropriate action under its student conduct system. The vice president of student affairs and dean of students or their designee will meet with local police agencies to ensure a positive working relationship.

Drugs and Narcotics

Lebanon Valley College does not permit or condone the possession, use, consumption, sale, or distribution of narcotics or dangerous or illegal drugs. Their possession and non-medically supervised use is in violation of the law and Lebanon Valley College regulations. Lebanon Valley College cannot and will not protect students from prosecution under federal or state laws. In addition to the student being subject to possible prosecution under federal or state laws, the College may take appropriate student conduct action under its own policies and procedures. For more information, see the College Policies on Drugs and Alcohol.

Early Arrival

Students who wish to move in early (before their stated arrival date preceding the fall or spring semester) to any residential facility must submit their request in writing to the Office of Residential Life no later than August 1 for the fall semester and by January 1 for the spring semester. The request must list the reason for requesting the early arrival, the date of the arrival desired, and an email address for reply or confirmation.

Students returning early to campus due to a College request, such as athletic practice or training, do not need to contact the Office of Residential Life as College staff has made the necessary arrangements.

Any violation of College policy during the early arrival period will subject the student to immediate removal from College housing until the start of the semester.

Firearms, Ammunition, Fireworks, and Chemicals

It is a violation of Lebanon Valley College regulations to possess, transport, or use dangerous weapons, instruments, or substances on the College campus or on property owned, leased, or rented by the College, except by law enforcement officers or as specifically authorized in writing by the president of the College. The College reserves the right to determine whether a specific object jeopardizes the health and/or safety of students. This prohibition includes, but is not limited to:

- Firearms and ammunition, including rifles, BB guns, Taser guns, pellet guns, shotguns, paint ball guns; any knife that could be deemed dangerous, regardless of size,

including butterfly, switchblade, gravity, hunting, lock back blade, ballistic, Billy clubs, swords, bows, arrows, throwing stars, slingshots, etc.

- Fireworks, firecrackers, explosives, any and all chemicals that possess or can be made to possess volatile explosive or dangerous properties, except for use in College laboratories under faculty or staff supervision.

Violations of this policy will be considered as immediate and serious threats to the safety and welfare of the Lebanon Valley College community and its members, and may result in temporary removal of the alleged violator from campus pending a student conduct hearing. Violations may be referred to criminal justice authorities and/or deemed within the jurisdiction of the vice president of student affairs and dean of students or designee and subject to student conduct action up to and including expulsion from the College.

Meal-Plan Policy

All resident students must participate in a meal plan.

1. Meal plans and ID cards are non-transferable.
2. ID required for entrance into the dining hall.
3. The Platinum (285), Gold (220), Silver (190), Bronze (150), Independent Living (100), and Commuter (5 meals per week) meal plans can be used in the Lehr and Phillip dining halls and only one entrance is allowed per meal period.
4. Meals not used during the semester do not carry over to the next semester.
5. All returning resident students must select a Platinum, Gold, Silver, Bronze, or Independent Living Meal Plan. New students are required to select a meal plan from the New Student Platinum, Gold, or Silver Meal Plan Options for their first year. A change in a student's meal plan option must be made by second Friday of the start of the semester.

Resident students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount but will be permitted to change their base meal plan (Platinum/Gold/Silver/Bronze). Within this same period, first-year students can only change and choose from the New Student Platinum, Gold, or Silver level plans. New students can only change and choose from these same New Student level plan options for their second semester as well.

Commuter students can also purchase any of the Resident Meal Plan Options or one of the Commuter Plan Options. Once a student selects a meal plan, a change in meal plans for the fall semester must be made by the second Friday of the semester.

Commuter students who come to the Office of Student Affairs to inquire about changes after the deadline each semester will be handled on a case-by-case basis until the second Friday of the semester, in the following manner: Students will not be permitted to change their flex dollar amount but will be permitted to change their base meal plan level (Platinum/Gold/Silver/Bronze/Commuter).

Students are welcome to eat in any of the dining facilities: Lehr and Phillips dining halls, InterMetzo, Dutchmen Den, The Grove Express and Bishop Brews. Each offers various dining options.

1. Flex Dollars on the OneCard can be used as a debit card to make purchases in any of Metz Culinary Management dining facilities. Additional Flex Dollars [can be purchased from Metz here](#). If you have questions, please contact Metz at 717-867-6856. Unused Flex Dollars are carried over from fall to spring semester. Unused Flex Dollars are lost if not used by the end of the spring semester.
2. Exemptions from the meal plan are approved by the vice president of student affairs and dean of students in conjunction with dining services, accessibility resources, health services, or other appropriate College departments.

There are students, particularly student teachers and individuals with off-campus internships, who must miss meals because of their schedules. In these cases, the following conditions apply:

1. All students who must be off campus may sign up with dining services for a takeout green box meal or use meal exchange during meal exchange hours. Cost of the green container is a one-time fee of \$10 and can be traded in for a clean container each entry into the dining hall. Limit 1 container per swipe.
2. Hours of operation and meal exchange hours for all sites [can be found here](#).

THERE IS NO REIMBURSEMENT FOR A MISSED MEAL WHERE THERE IS NO ACADEMIC REQUIREMENT INVOLVED.

Mental Health Intervention Policy

Lebanon Valley College recognizes that in some cases a student's ability to function on the campus may be impaired because of serious mental and/or emotional health issues. In instances where a student may be a danger to self or others, unable to meet basic expectations, or is extremely disruptive to the normal operation of the College, the College reserves the right to take immediate action to protect the individual and to ensure the campus is not adversely affected.

Issues to be considered under this policy include, but are not limited to:

- Suicidal ideation/attempt
- Homicidal ideation/attempt
- Self-abusive behavior (cutting, burning, etc.)
- Chronic abuse of alcohol or other drugs/controlled substances
- Misuse or abuse of prescription medications
- Eating disorder
- Serious disruptive or dangerous behavior towards self or others
- Inability to care for self or meet basic responsibilities.

In situations where serious mental and/or emotional health issues arise, the vice president of student affairs and dean of students or their designee may convene all relevant parties (counseling, residential life, faculty, campus safety, etc.) to document the seriousness of the

situation. Family contact may be initiated if believed it would be in the best interest of the student. Once the situation has been reviewed and documented, one or more of the following courses of action may be taken:

Mandated Off-Campus Assessment

The student may be required to complete a comprehensive assessment with an off-campus treatment provider within 72 hours. The purpose of the assessment is to determine the student's competency to function safely and effectively in the College environment. As a condition of continued enrollment, the student will be required to comply with all recommendations of the assessment. The student will be responsible for all costs associated with the assessment and recommendations. A student required to complete an assessment and recommendations may, at the discretion of the College, be prohibited from being on campus, in College housing, and/or attending classes/other functions until such time that the assessment and recommendations are completed. Results of the assessment must be provided to the vice president of student affairs and dean of students or their designee and the director of counseling services, and should include information pertaining to diagnosis, treatment, and prognosis.

Removal from College Housing

In situations where it is believed that the student's level of functioning is extremely impaired, the student may be removed from College housing. This action can be short term (e.g. until a formal assessment is completed) or for a longer duration, depending on individual circumstances. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Emergency Withdrawal or Medical Leave of Absence

Depending on the circumstances, the College reserves the right to immediately withdraw a student from the College. Such action will be taken only when a student demonstrates the inability to continue as a student or presents an immediate danger to self or others. Such action will be the responsibility of the vice president of student affairs and dean of students or their designee in consultation with other members of the College professional staff. After an emergency withdrawal or medical leave of absence, an evaluation supporting return is required and must be submitted to the vice president of student affairs and dean of students or their designee. Such clearance includes full written documentation from the attending psychologist or psychiatrist to the vice president of student affairs and dean of students substantiating competency to return to the rigorous demands of the College environment. This documentation should include information pertaining to diagnosis, treatment, and prognosis. The student may not return to campus without this documentation. Due to the possible severity of issues and complexity of symptoms, the student's treatment provider cannot automatically expect follow up care to occur on campus without consultation with the director of counseling. Additionally, the student is required to meet with the vice president of student affairs and dean of students or their designee prior to finalizing re-enrollment responsibilities and to ensure a proper ongoing supportive treatment plan is in place.

A withdrawn student or student on medical leave of absence is no longer considered an enrolled student, may not remain on campus, may not receive any continued treatment on campus, and may not participate in College activities.

Students who are hospitalized for suicide attempts may not return to campus without proper documentation from the student's off campus treatment team, and the permission of the vice president of student affairs and dean of students or their designee and the director of the counseling.

Appeal of Involuntary Withdrawal

A decision to involuntarily withdraw a student may be appealed by the student to the vice president of student affairs and dean of students within five (5) calendar days of the decision. Such appeals should be in writing and include specific points the student wishes the vice president of student affairs and dean of students to consider.

The vice president of student affairs and dean of students has five (5) calendar days to review the information presented and inform the student of their decision in writing. The vice president of student affairs and dean of students may (1) uphold the decision, (2) adjust the finding, (3) refer the matter back for further proceedings, or (4) reverse the decision and reinstate the student. The decision of the vice president of student affairs and dean of students is final.

Student Conduct Action

Although the primary purpose of this policy is to address and support the mental and emotional health needs of students, often the behaviors exhibited may also be violations of College policy. The College reserves the right to adjudicate such violations through the normal student conduct bodies of the College. Determination will be made by the vice president of student affairs and dean of students or their designee.

Written appeals of such student conduct action stating the reason for a request of the above courses of action must be reviewed by the vice president of student affairs and dean of students within five (5) business days of the receipt of the original decision. The student is entitled to only one appeal.

If, in a student conduct case, the vice president of student affairs and dean of students becomes involved in the case such that they feel their impartiality may be compromised, the vice president of student affairs and dean of students may defer appellate responsibilities for the case in question to the president of the College or their designee.

Parental Notification Policy

Federal law protects the confidentiality of student records and specifies those limited situations in which information from educational records may be released without a student's prior consent. The law permits the College, in its sole discretion, to disclose information without a student's prior consent to parents or guardians of a financially dependent student (as defined by the Internal Revenue Service). If a student is not a financially dependent student and that student has not provided prior consent, the College is not permitted to disclose information, even to their parents. However, if the College has knowledge of any student experiencing (1) a life-threatening situation or serious illness including one that requires hospitalization, or (2) an act of violence toward self or others or significant abuse of self or others, the vice president of student affairs and

dean of students or members of the student affairs staff are legally permitted to and may contact that student's parent or guardian, with or without the student's prior consent, and whether or not the student is financially dependent. Parents or guardians of **any student under 21 years of age** may be notified of the following situations with or without the student's prior consent:

- Hospital visits related to substance/alcohol abuse and other emergency situations
- Arrest
- Violation of the College's Alcohol Policy
- Regardless of age, parents or guardian may be notified if sanctions result in College probation, suspension, or expulsion.

Whenever possible the student affairs staff discusses the implications of notification with the student before contacting the parent or guardian. Ideally, the student is encouraged to make the call and the student affairs staff is available to assist with explanation of circumstances or to elaborate on pertinent college policy or practice.

Personal Record (Office of Student Affairs)

The Office of Student Affairs maintains personal records for all currently enrolled students. A typical student file includes correspondence, housing information, records of formal student conduct action, and limited information related to financial aid and academic affairs. These files are the working records of the professional student affairs staff, and their use is restricted to authorized personnel. The policies outlined in this section of the handbook provide safeguards for student privacy and are prudently and objectively administered. These records are not available for inspection by other College offices, faculty, students, parents, investigators, or other individuals except when authorized by the vice president of student affairs and dean of students under the following conditions:

- Information is needed to handle an emergency; or
- Person needing information is in position for counseling and/or assisting the student; or
- When a student is sanctioned with removal from College housing, residence hall probation, disciplinary probation, suspension, or expulsion, or when a student violates the College's alcohol and other drug policy, information may be shared with parents, guardians, and/or appropriate law enforcement personnel.

A student may review their record in conference with the vice president of student affairs and dean of students or a member of their staff. If an apparent mistake is found, adjustment of the record may be conducted informally. A student has the right to place in their file a written explanation of any information contained in the file that the student believes to be misleading, inaccurate, or inappropriate.

To serve the needs of the students and the College, the following policies govern the release of information in student personal records and the maintenance of these records:

- I. The following information will be released without student consent to appropriate Lebanon Valley College offices to be used only within Lebanon Valley College: place of birth, date

- of birth, date of attendance, academic standing, class, local address, home address, parents' names, and address(es).
- II. The following information will be released without student consent in response to any reasonable inquiry from any source: confirmation of date of birth, confirmation of dates of attendance, class, estimated date of graduation, local address (only for currently enrolled students), and degree granted (if any).
 3. No other information is disclosed without the written permission of the student. Students seeking transfer admission to another institution, admission to graduate programs, or who expect reference requests from prospective employers to be received by the Office of Student Affairs may wish to authorize the release of specific information.
 4. Record of disciplinary probation is not disclosed to any source outside the College, without written consent of the student, except to parents and guardians. When the sanction of disciplinary expulsion (permanent dismissal) is rendered, Permanent Disciplinary Dismissal is recorded on the student's transcript. The circumstances surrounding student conduct action are not released without a student's written permission except to parents and guardians, and except to the complainant in cases of violence, sexual assault, sexual misconduct, and sexual harassment.
 5. After a student graduates, their personnel record is purged of all reports, correspondence, and forms, and these are destroyed.
 6. If a student leaves Lebanon Valley College prior to graduation, their personal records are retained for seven (7) years, at which time the record is purged. During this
 7. seven-year period, the above policies concerning the use and release of information in these files continue to apply.

Residency Policy

Lebanon Valley College is a residential college and believes that an LVC education is the result of distinctively curricular and co-curricular experiences in class, on campus, and in the residences. As such, **all first-year students, sophomores, juniors, and seniors are required to live on campus, unless they are enrolled as a commuting student.** All resident students must have a residential meal plan.

The College will provide housing to currently enrolled full-time undergraduate students who have not completed an undergraduate degree. Ninth-semester seniors who have not completed an undergraduate degree may appeal to the director of residential life for on-campus housing.

Room Deposit Policy

Students returning for the following year must pay a \$100 room deposit prior to room sign up to be eligible to secure a room within a residential facility. The \$100 room deposit is not refunded if the student withdraws or does not return due to academic or disciplinary suspension.

The \$100 room deposit is credited toward the next year's tuition and fees if the student returns for the fall semester. The \$100 credit will appear on the student's bill in July of the appropriate year.

The \$100 room deposit may be refunded under compelling circumstances (e.g., medical leave). The director of residential life will initiate a recommendation for a refund under these circumstances.

Special Housing Accommodations and Housing Exemption Policy

We understand that situations may develop that may require the College to take steps to alter or relax this policy in special or unique circumstances. To meet best the needs of students, protocols have been established to review individual requests for either special on-campus accommodations (e.g., single rooms) or exemption to the on-campus requirement for otherwise ineligible students. The following is an outline of potential reasons for the review, resources available, and steps necessary to have a situation reviewed. It should be noted that all reasonable efforts will be made to accommodate requests based upon supporting documentation. All processes related to this policy will be initiated through the Office of Student Affairs.

The following are possible reasons for requesting housing exemption or special accommodations:

Financial

In extreme circumstances, a student's financial status may necessitate an approval for special consideration. Any request of this nature must have appropriate supporting documentation.

Personal

Student health issues can exist that may warrant a review related to this policy. In order to warrant action, the Health Services Staff Nurse must have notice of the relevant conditions and receive comprehensive physicians' reports documenting those conditions. The student must have an ongoing relationship with health services and have exhausted other relevant avenues. A student's mental health and overall success may be supported by special accommodation related to housing. In this case, the student must submit a request to the director of counseling services. Counseling services staff must have up-to-date information and correspondence with any off-campus treatment providers, and all other alternatives should have been exhausted.

Age/Family

In certain circumstances, it may be deemed appropriate to provide an exemption of the residency requirement based on whether a student is 23 years of age by Sept. 1 of the fall semester or family circumstances of an enrolled student. In the second case, if a student is married or is a parent, the College cannot likely accommodate them in housing.

- Procedure for submitting a special accommodations request or housing exemption request:
- Students must have a 2.8 GPA to apply for the housing exemption request.
- Obtain and complete the request form from the Office of Student Affairs and bring the form with all pertinent documentation and rationale to your meeting with the associate dean of student affairs.
- The associate dean of student affairs and/or other appropriate College personnel reviews

the request and then shares the final decision with the student. **The decision of the Associate Dean of Student Affairs is FINAL.**

Please note: Submitting a request does not in any way guarantee approval. No plans for off-campus housing (securing your own apartment) should be made before a decision has been made about your housing exemption request. As a condition of an approved housing exemption, a student must provide the required information (to include a copy of the executed rental/lease agreement) to the Office of Student Affairs no later than August 1st following the documented approval. Should behavioral concerns arise while a student is living off-campus, the privilege of housing exemption may be revoked at the discretion of the Office of Student Affairs.

Safety and Security

Dial 6111 from any campus extension, or dial 867-6111 from any outside phone, to reach a campus safety officer. When calling the campus safety staff, always be as specific as possible and identify yourself by name and location. **Emergency telephones** have been strategically placed on campus for your safety and convenience. Most of these telephones have **blue lights** mounted for easy identification. By pushing the red button, these phones will function as a normal campus extension. The telephone connects you with a campus safety officer. Even if you cannot speak into the phone, a campus safety officer will be dispatched to your location.

Use these phones for security assistance, medical assistance, fire alert, emergency information, and the reporting of crimes or suspicious persons.

Members of the campus safety staff are certified in CPR and use of an automated external defibrillator (AED). AED units are conveniently located in many College facilities.

Smoking Policy

For health and safety reasons, smoking tobacco and vaping electronic cigarettes are prohibited in all College buildings, including residential and academic facilities. All tobacco substances, synthetic tobacco substances, electronic cigarettes, and use of hookahs are prohibited in all classrooms and College buildings.

Persons choosing to smoke/vape should do so at least 25 feet from doorways and building entrances so that passers-by are not affected by secondhand smoke.

Solicitation/Fundraising

Solicitations, sales, and promoting for personal gain or profit are prohibited on the campus of Lebanon Valley College, other than in instances where the solicitation, sale, or promotion is made by an organization with which the College has entered into a written contract governing such activities. Fundraising activities for charitable purposes or for recognized College groups must secure approval from the Center for Student Engagement. Student or student organization violators of this policy are subject to student conduct action; persons from outside the Lebanon Valley College community are subject to civil and/or criminal action by local authorities.

Residential Life

Residential life at Lebanon Valley College is seen as an integral part of the College learning experience. Working in partnership with students and collaboratively with other members of the College community, the residential life staff strives to provide a safe and supportive residential environment that compliments and extends the student's learning experience.

The College desires to create strong, positive learning communities where the students accept personal and collective responsibility within their communities. Emphasis is placed on helping students understand how their actions impact those around them and their responsibilities to their communities. Students share the responsibility for maintaining a residential community that supports the academic mission of the College and respects the individual rights and freedoms of fellow students.

Residential Life Staff

Director of Residential Life

The director of residential life is responsible for the operation of all residential facilities and/or administering all residential life policies. In addition, the director supervises the student and professional residential life staff and develops programs designed to enhance student learning within residence halls.

Associate Director of Residential Life

The associate director of residential life (AD) is a professional residence life staff member who lives on campus and supervises residential facilities and the student residential life staff (RAs). In addition, they are responsible for overseeing educational programming and assessment for the department as well as RA Selection.

Area Coordinators

The area coordinator (AC) is a professional residential life staff member who lives on campus and supervises residential facilities and the student residential life staff (RAs). In addition, the AC is responsible for developing positive residential communities, and programs within the residence halls that will enhance the educational opportunities for students.

Resident Assistants

Resident assistants (RAs) are undergraduate students who receive training and are employed by the College to help promote and enhance a positive academic and social environment. Resident students are encouraged to get to know their RA. These undergraduate students live on each floor of the residence hall and are well informed about the College. They can answer questions about College services, activities, and programs.

Additionally, the RAs help to manage and maintain physical facilities and resident student behavior in support of the rights of all residents to live, sleep and study in their rooms. RAs assist residents with roommate problems, and in planning and carrying out special floor or residence hall activities. Other major responsibilities include getting to know each person in their area; facilitating interactions between students and between students and faculty/staff; assisting in the development of social and educational programs; and familiarizing new students with residence

hall policies, College policies, and the rationale behind such policies. RAs hope to form positive floor communities, which have a significant impact on student life. Lifelong friendships are frequently mentioned as one of the significant outcomes of residential living.

Interference with or harassment in any form directed to any member of the residential life staff will result in student conduct action and could lead to loss of residency.

Residential Life Housing Options

Please see [our website](#) for the most up-to-date housing options at LVC.

Residential Life Policies

Alcohol

For regulations regarding the possession and use of alcohol in residential facilities, please refer to the College's Alcohol Policy. **Students are responsible for knowing the College's Alcohol Policy, which is detailed in this Student Handbook.**

Appliances

Cooking in student rooms or hallways is prohibited. **The use of electrical appliances is restricted to those with self-contained, thermostatically controlled heating elements.** Such appliances must be used with extreme care. Appliances with open coils or burners (such as toaster ovens, hot plates, grills, and immersion coils) as well as non-thermostatically controlled devices are not permitted and are subject to confiscation.

Halogen lamps, ceiling fans, window, and non-window air-conditioners may not be used in students' rooms. All cooking must be confined to designated cooking areas. One microwave oven (maximum of 700 watts), one refrigerator (maximum of 4.5 cubic feet or must draw no more than 1.5 amps), and coffeemakers with automatic shut-off are permitted per room. If the use of an extension cord is necessary, either a surge protector or cord of a minimum of 14-gauge is required. Standard household extension cords (14- and/or 16-gauge) are not permitted. It is recommended that all electronics and appliances be plugged into a surge protector.

Bunk Beds

Individuals who wish to bunk their beds must obtain the necessary bunk bed pins from the residential life staff or the Office of Student Affairs in the Mund College Center.

Campus and Residence Hall Security

For safety purposes, campus safety personnel regularly patrol campus grounds and periodically walk through residential facilities. Exterior telephones are placed at specific locations on the exterior of traditional residence halls, and the patrolling campus safety officer may be called by using these phones or by calling 867-6111. College officials may authorize campus safety personnel to make regular visits to residence halls where chronic behavioral problems occur.

Proper security within the residence halls is the responsibility of each resident. All residents are encouraged to lock their doors when not in their rooms and at night. All residence hall exterior

doors are to be locked at all times and all students are asked to assist with making sure these doors remain locked. All residence hall keys or access cards open specified doors of the students' residence hall.

Exterior doors to residence halls should never be propped open because this creates a serious risk to the health and safety of all residents of the building. Any time of the day, a non-resident of a residence hall must be escorted by a resident of that hall from the entrance door to a room or lounge and from that area to the exit door. The presence of any suspicious individual must be reported to the residential life staff and to the Office of Campus Safety. Losses or thefts should be reported immediately to campus safety and residential life staff.

Candles and Incense

Candles and incense pose an extreme safety hazard and are prohibited on campus. Candles will be confiscated by the residential life staff.

Change to Housing Accommodations

Housing Accommodations can be requested using the Housing Accommodation request form. The Housing Accommodations Committee evaluates documented requests and will make reasonable housing accommodations as appropriate, consistent with our policies and the law. Housing accommodations will be made only in situations where the documentation clearly indicates that reasonable accommodation is medically necessary. Returning students should contact the Office of Residential Life regarding Housing Accommodations prior to room selection in the spring semester and new students should contact the office in early June. All students requesting Housing Accommodations must fully complete the Housing Accommodation Request Form, which is available on the [Residential Life website](#).

Check-In/Damage/Room Condition Report

On arrival, resident students will be given a Room Condition Report (RCR) form that was completed by the RA. Students should carefully complete this form and make appropriate notes of damaged items. The RA will review this form with the residential student. Students will be held responsible for all damages to their rooms during the school year. If in the event that damages cannot be attributed to a roommate, roommates will be held jointly responsible. **Students are subject to being billed for damages not accounted for on the Room Condition Report form.** Damages and losses will be determined through comparative inspections conducted when a student checks out of a room. Students will be assessed for damage such as defaced plaster or woodwork, broken windows, lights, furniture, or the deterioration of property due to misuse.

Check-Out/Damage/Room Condition Report

Whether checking out of the residence halls or changing rooms, students must follow proper check-out procedures. The staff will assess damage and cleanliness, using the Room Condition Report form completed earlier in the year, and will collect keys. The student's signature on the Room Condition Report form will verify the condition of the room. **Please note that residential life staff will check rooms in detail after you have completed check-out procedures and may assess additional charges at that time.**

Clean Air Residence Halls

For health and safety reasons, **all residential facilities have been designated as clean-air residence halls.** Students living in College-owned residential facilities may not burn candles, tobacco, electronic cigarettes, incense, or any other substance in their living area.

Early Arrival Requests and Housing during Holiday/Semester Breaks.

The College recognizes that there may be some students who require housing, request to stay late, or request to return early during vacation periods. Examples of exceptions which may be granted may include:

- Athletic teams training within NCAA regulations
- Students employed on campus by an academic or administrative department
- Students committed to student teaching, academic internships, academic reason, etc.
- International students
- Students who have to travel long distances to their home

Any student who needs housing during a scheduled break must complete a written request in the Office of Residential Life at least one week before the beginning of the break. Students who do not obtain authorization but arrive early or stay late will be charged a daily fee and disciplinary action will be taken.

When the College is not in session, the policy for campus emergency services is as follows: during the semester break, summer break, holiday breaks, or other times when the College is not in session, no medical or counseling emergency services are provided; no residential life, counseling, or health services staff are on duty outside of normal office hours.

Early Student Arrivals

Due to limited time between the end of the summer conference schedule and the start of the academic year, the residential life staff restricts the number of students permitted on campus prior to the official opening day. This period is utilized by the facilities services and residential life staff to prepare the residential facilities for student arrival. The intensive training program of the residential life staff limits the **availability** to provide needed services to the students who arrive early.

The College recognizes the need for some students to return to campus during the week preceding the arrival of first-year students for training, orientation, or assisting in preparing a department for opening day.

Violation of College policy during this time will subject the student to removal from College housing until the start of classes.

Fire Alarms, Drills, and Equipment

For the protection of students living in the residence halls, periodic fire drills are conducted by the residential life and campus safety staff. **All students are expected to evacuate the building when the fire alarms are sounded. Some drills may involve room checks to ensure the building**

has been vacated. Students who tamper with fire alarm systems or other safety devices may be subject to the penalties imposed by the Annville Fire Department and the Commonwealth of Pennsylvania for violation of local and state ordinances. Heavy fines are imposed for the misuse of fire prevention devices. The College imposes student conduct action and a \$300 fine plus the cost of resultant damage and possible removal from the residence hall or College Suspension.

Fabric may not be hung from ceilings or draped on walls. Fabric is extremely flammable.

Furnishings

Each student assigned to a room in a residential facility is furnished with a dresser, bed frame, mattress, desk, desk chair, and window treatment. **No furniture may be removed from a room.** Students must provide their own bedding and other room furnishings. **Waterbeds, any type of air conditioners, and ceiling fans are not permitted in residence hall rooms.** Beds in residence halls require extra-long sheets, except Vickroy Hall. No upholstered furniture is permitted outside any residential facility. Only furniture designed for outdoor use is permitted outside.

Grills

For safety reasons, students and student organizations are not allowed to possess or use charcoal or gas grills on campus unless the event has been approved by the student affairs or conference services staff.

Housekeeping Services

Housekeeping personnel clean residence hall lounges, bathrooms, hallways, and all public areas. Students are responsible for cleaning their own rooms and they are expected to keep their rooms, apartments, or suites in a clean and orderly condition at all times. Vacuums are available in each of the residence halls for student use. Students are also responsible for cleaning public areas after group use. Fines and/or student conduct action may be imposed when conditions warrant such action.

Housing Agreement

To live in a College residential facility, a student must be a full-time student (carrying 12 credit hours). All resident students must sign a housing agreement prior to their first year on campus and renew their agreement on-line for each academic year. In doing so, the agreement reserves space for the student and the student accepts the conditions and terms set forth in the agreement, and the rules and regulations established by the Board of Trustees and the administration as explained in the Student Handbook. The housing agreement is binding for the entire academic year unless a student withdraws from the College, loses housing privileges, or is dismissed from the College. Any consideration of monetary refund is subject to the College's Title IV refund policy. The change of housing status or the withdrawal/leave of absence of a student during the term of the housing agreement does not entitle the student to claim a refund of room charges or remove liability for payment of the full amount due for the semester. Students rooming in College residential facilities may not sublet their rooms, suites, or apartments, or change electric wiring, electric devices, or walls. The College reserves the right to void a housing agreement if the student course load falls below the full-time credit hour requirement.

Key/Access Cards

Students receive a room key to access their bedroom and either an exterior door key to access their house or their Dutchman OneCard ID is programmed to permit them access to the exterior doors of their assigned residential facility. It is the student's responsibility to carry keys and Dutchman OneCard ID at all times and to lock their room. Loss of a Dutchman OneCard ID should be immediately reported to the Office of Information Technology. Loss of a room key or residence hall key must be immediately reported to the RA. When a student reports the loss of a residence hall key, the College will issue a new key to that student and their roommate(s). Students must pay a \$50 replacement fee for their room key, and a \$50 replacement fee for each roommate's key. If keys are not returned by the end of the period or residency, students will be billed for the cost of changing locks and keys.

Because of the risk to property and personal security, students are not permitted to allow another individual to use their keys or Dutchman OneCard ID. A student who allows another individual to use their keys or Dutchman OneCard ID may be subject to student conduct action. In the event students lose their access card, a new card will be issued at the Office of Information Technology. Students must pay a replacement fee.

Laundry

Laundry facilities are provided in all campus residence halls. There are no daily use charges for these facilities. Any malfunctioning machines should be reported to the resident assistant and/or facility services. All washing machines require the use of high efficiency detergents.

Lockout Procedures

Students locked out of their rooms should first try to contact the residential life staff to request entry into their room. If the student is unable to contact a residential life staff member, then the request should be made to campus safety personnel. The response by residential life and campus safety personnel will be subject to other responsibilities that they may have at that time. Students must give their name and show their College ID when their rooms are being unlocked.

Main Lounges

Main lounges are available in all residence halls but capacity is limited during the 20-21 academic year. Furniture in these lounges is for the use of all students in the building and cannot be removed from the lounge. Students who take lounge furniture to their rooms are subject to student conduct action and fines and will be billed for the cost of removal. All furniture not accounted for at the end of the school year will be replaced at the expense of the residents.

Noxious Odors

Activities producing odors considered offensive to members of the residence hall community must be curtailed on request. In the event that such odors are present, the residence hall staff may check common areas and residence hall rooms for the source.

Official Closing of Residence Halls

Unauthorized entry into residential facilities during a break period will result in student conduct

action, a fine, and potential loss of housing privileges. The College reserves the right to adjust dates and times of residential hall openings and closings as necessary. The residence halls will normally close for vacation at 5 p.m. on the day classes end or according to adjusted date and time as necessary. Residence halls will reopen at noon the day before classes resume or according to adjusted date and time as necessary.

Before leaving for vacation, residents should unplug all electrical devices, remove trash from their room, and lock all windows and doors.

At the end of each semester, rooms must be vacated within 24 hours after the student's last final examination (unless the examination is on the day of the official ending of the semester) or according to adjusted date and time as necessary. In this case, the final ending hour is the exit time for all students. Students may leave their personal items in their rooms during the first and second-semester vacations and between semesters unless otherwise instructed, but the College will not assume legal responsibility for lost, stolen, or damaged property.

At the end of the year, a student's room must be completely vacated and left clean. A fee will be assessed for any damage to rooms and for unusual cleaning of a room.

Personal items may not be stored in residence halls during the summer. Special arrangements will be made for students traveling a great distance.

Part-Time Students

A student carrying fewer than 12 credit hours during any academic semester must have permission from the student affairs staff to live or continue to live in a residence hall.

Pets

For health and safety reasons, dogs, cats, and all other pets are prohibited in any residence hall, except for approved emotional support and service animals. Fish are permitted in a 10- gallon tank. Individuals in violation of this policy will be subject to student conduct action. Requests for approval of emotional support and service animals may be submitted via our Housing Accommodation request form, which is available on the Residential Life website, in accordance with our Pet Policy. Returning students should contact the Office of Residential Life regarding Housing Accommodations prior to room selection in the spring semester and new students should contact the office in early June.

Policy for Use of Telecommunications

The use of telecommunication equipment and services is a privilege granted to students. Misuse is subject to student conduct action including the denial of access to any or all of the College's telecommunications services including cable services. Examples of misuse include making unauthorized calls; tampering with, or abusing telecommunications equipment including cable services; using another person's authorization code without that person's consent; and possession of equipment not assigned to that student's room.

Public Areas/Damage

Students are responsible for the public areas in their residence halls. **Public area damages that cannot be attributed to specific individuals will be billed on a prorated basis to the residents of that wing, floor, or building.** The residential life staff makes every effort to determine which individuals are responsible for the damage. All residents have a responsibility to prevent damage and vandalism to College and personal property. Report all incidents of damage to the Associate Director of Residential Life, the AC, RA, or to the Office of Residential Life.

Residence Hall Network and Cable TV Services

The College provides cable television and network services in each residence hall. Typically, there is one cable television outlet per room and one network connection for each student in a room. Students must supply the television and/or computer(s) needed to make use of these services.

Students are responsible and will be charged for any damage to the cable television or network outlets while they are living in the room.

Note: Use of the campus network is governed by various policies and procedures including the Acceptable Use Policy for Computing and Communications.

Comcast Cable services are included in the room fee. This allows students access to high definition cable services on their television, phone, tablet or laptop.

If you have any questions related to these services, please see your RA, check the Office of Information Technology website, or call the Information Technology Solutions Center during business hours at ext. 6072.

Residence Hall Windows

For safety and security reasons, residence hall windows or screens may not be removed at any time. Failure to adhere to this policy will result in student conduct action and/or a fine. Students are not permitted to enter or exit through windows, or throw objects from windows. Occupants will be held responsible for any object thrown or dropped from the window of the room, or for any inappropriate, unacceptable verbal comments coming from the room windows. Occupants and their guests are not permitted to sit on windowsill(s), lean out room window(s), or pass through a window in order to gain access to campus roofs or overhangs. Stereo speakers may not be placed on windowsills and/or directed outside.

Window air conditioners are not permitted in residential facilities.

Room Change

The experience of sharing living space with another student is part of the educational nature of residential living. Students are encouraged to develop skills for living with a roommate and to actively seek to mediate any conflict that may arise. The area coordinator and resident assistants will work with roommates who are having difficulty.

Room assignment changes can only be made with approval and authorization from the residential

life staff. Failure of the student to obtain such authorization will constitute a violation of the housing agreement and student conduct action and/or a fine may be imposed. **Room changes may not be made during the first or last 14 days of any semester.** Students involved in a room change must return their original keys to the residential life staff, check out of their room with their RA, and update a new Room Condition Report form.

Students in rooms with vacancies should expect to be assigned a roommate at any time. The room must be maintained in a manner that would make it possible for another student to feel comfortable moving in. A student who has a vacancy and discourages a student from moving in will be moved or will be assessed for a single-double room.

Room Consolidation

At the end of the fall semester, in the event that a vacancy in a double room cannot be filled, students in a double without a roommate may be consolidated and relocated to another room at the discretion of Residential Life personnel.

Room Entry

The College reserves the right to enter a residence hall room in order to ensure proper maintenance; to provide for the protection, safety, and welfare of students and the College; and/or to investigate when reasonable belief exists that a violation of residential life policy or College policies, procedures, rules or regulations, or health and safety concerns has occurred or is occurring.

When students request routine maintenance repairs, authorized personnel will enter rooms during normal working hours.

Searches by Civil Authorities Pursuant with a Search Warrant: In the event a search warrant is issued by civil authorities for a residence hall or part thereof, student affairs personnel will accompany the authorities executing the search warrant solely to facilitate entry in areas.

Inspections of Student Rooms to Investigate Suspected Violations: If there is reasonable cause to believe that College policies, procedures, rules, or regulations are being violated, the vice president of student affairs and dean of students or their designee may authorize entry into a student's room. This may be done either verbally or in writing. Such inspections are considered a reasonable exercise of the College's responsibility to maintain discipline and an educational atmosphere. When practical, the inspection will be conducted in the presence of the occupants of the room. At least two members of the College staff will conduct the inspection and a full written report of the inspection will be given to the vice president of student affairs and dean of students. College officials with probable cause may search a residence without approval by the vice president of student affairs and dean of students, particularly when there is reason to believe that illegal drugs are being used, sold, bought, or given away in that residence or if other potentially dangerous situations are present.

Confiscation of Items or Property: During the course of any inspection, if any property is observed which is unlawful or in violation of College policies, procedures, rules, or regulations, the property

may be confiscated. The decision to confiscate property is made on the basis of common sense, property value, and the likelihood of rapid disposal. All confiscated property will be given immediately to student affairs or campus safety staff, and the staff member will send a full report to the vice president of student affairs and dean of students. Confiscated property will not be returned if it is deemed in violation of College policies, procedures, rules, or regulations.

Room Health and Safety Inspections

Student rooms are inspected for health and safety policy compliance once each semester. These inspections are conducted to check for fire and safety hazards and to evaluate the condition of the room and furnishings. These inspections will be announced in advance.

When the College is in recess, these inspections will be conducted by a member of the College staff. Areas that are found to be substandard will be documented and residents will be given a designated time period to rectify the problems. If the problems are not resolved, the situation will be handled as a student conduct matter involving fines and other sanctions. Violations of College and residence hall policies that may be observed during the inspection are also addressed through the student conduct process.

Room Occupancy

When a vacancy occurs in a room, suite, or apartment the remaining student(s) have the opportunity to identify a student to fill the vacancy. Should the student(s) not be successful in identifying a student, staff will fill the vacancy. **The residential life staff may also consolidate vacancies and relocate students to other rooms on campus.**

Room Repairs

Request for room repairs should be directed to the resident assistant on the floor. Repairs resulting from normal wear will be fixed without charge. Repair resulting from other than normal wear will be billed to the student. Students are not permitted to replace or repair any damaged item.

Room Responsibilities

Whether present or not, occupants of a room, suite, or apartment are held responsible for any unacceptable behavior, unacceptable conditions, etc. **It is therefore the responsibility of residents to maintain a secure house, room, suite, or apartment, preventing unauthorized use and to be present in their room, suite, or apartment when visitors are present.**

Room Selection

Returning students select their rooms for the next academic year in the spring semester. Each year before room selection, resident assistant staff rooms are reserved by the director of residential life. Requests for roommates and halls are honored when possible. Housing assignments are made without regard to race, color, national origin, ancestry, religion/creed, sex, sexual orientation, gender identity or expression, age, disability, genetic information, or veteran status. In order for returning students to participate in the room selection process or be assigned room space, the student must be registered for classes for the next semester, pay a non-refundable \$100 room deposit, and have a housing agreement on file in the Office of Residential Life.

New students receive their room assignments and the name(s) of their roommate(s) electronically in mid-July.

Smoking Policy

For health and safety reasons, smoking tobacco, vaping electronic cigarettes, and use of hookahs are prohibited in all areas of the residence halls, including rooms, public areas, rest rooms, lounges, hallways, and stairwells. All tobacco substances, synthetic tobacco substances, electronic cigarettes, and use of hookahs are prohibited in all classrooms and College buildings. Failure to follow this policy will result in student conduct action. Students who choose to smoke/vape should do so at least 25 feet from doorways and residential facility entrances so that passers-by are not affected by second-hand smoke.

Sports

Due to consideration for the health and safety of residents, sport activities are not permitted in common areas of the residence halls.

Stereos, Radios, Televisions

Stereos, radios, and televisions are permitted but may not be used in a manner that is annoying to others. Residents may be ordered to remove such equipment if, after complaint(s) by residents or hall staff, its use continues to disturb study and/or living conditions or is judged to be hazardous. Antennas and other articles are not permitted on the exterior of any residence hall. Splicing into existing television cables is prohibited and constitutes a violation of the College Policy.

Storage

Summer storage areas are not available. All personal items left in any residential facility, storage rooms, or public areas after the end of spring semester will be discarded. Students will be billed for the removal of personal items.

Student Rights

A student has the right to use their assigned room for sleep, study, and recreation; the right to sleep and study takes precedence. Roommates and hall residents are expected to cooperate in the use of their room, corridor, and public areas such as lounges. A student has the right not to be affronted in their room and corridor by noise or odors originating there or elsewhere or by behavior that impedes their pursuit of education. No student shall be subjected to conditions that might involve a violation of the law in their room or common areas.

Students who feel that their rights are being infringed on are urged to discuss the matter with the student(s) involved and to consult with their resident assistant or professional residential life staff in an effort to resolve the situation.

Study and Quiet Hours

Conduct and noise interfering with study and sleep of residents is unacceptable.

The College has established the following study and quiet hours for all residence halls: Sunday

through Thursday, 10 p.m.–8 a.m., Friday and Saturday, midnight–8 a.m. Each floor may lengthen the time of the study and quiet hours but the established hours must include the above noted times.

At times other than study and quiet hours, courtesy hours are in effect. During courtesy hours, students are expected to respond positively to requests from other residents or the residential life staff for increased quiet. Students returning to the residence hall after midnight on the weekends are expected to show consideration for other residents of the hall.

Noise that disturbs others, regardless of the time of day, violates the rights of others. Individual residents are expected to request quiet from floor mates. Study and quiet/courtesy hours are a shared responsibility, with each resident responsible for their own conduct and for letting others know when they are infringing on the right to a quiet living environment. Failure to observe study and quiet hours or courtesy hours may result in removal of the student from their floor or hall and student conduct action will result.

Noise heard outside of a student's room or within a student's room from the corridor will be considered excessive. Playing a musical instrument in the residence is prohibited. During final exams, 24-hour quiet hours are in effect.

Trash/Recycling

Students are responsible for placing personal trash and recycling items directly in the appropriate containers identified for their residence hall. Personal trash and recycling items may not be placed in hallways or public areas. Failure to follow this policy will result in student conduct action.

Valuables/Personal Property

The College is not responsible for students' personal property that is lost, stolen, or damaged.

Students are responsible for the care and safety of their own personal property. Students' personal belongings are not insured by the College against theft or damage. The College cannot be held liable directly or indirectly for loss of, theft of, or damage to the personal property of individuals. In some instances, homeowners' insurance companies will cover possessions of students while they are at college. Students are urged to confirm whether their personal property is covered under their parents' homeowners' insurance policy and to arrange for additional insurance coverage, if necessary. All students are encouraged to lock their doors when absent from their rooms and report all theft to campus safety staff. **Students' property is the responsibility of each individual student and no reimbursement from the College can be expected for lost, stolen, or damaged property.**

College Policies

ACCEPTABLE USE POLICY FOR COLLEGE COMPUTING AND COMMUNICATIONS

In general, the College's computing facilities and services are meant for College-related, non-commercial use. These facilities and services include the central systems and network used for academic and administrative computing, along with their associated software and files; communications facilities and network access; other College-owned computers including

those in departments, classrooms and labs; and College-provided supplies and other materials.

The use of the College's computing facilities and services is a privilege, not a right, granted by the College to its users. By using the facilities to store information, the user acknowledges the College's right to access any file (including electronic mail files) on its systems as a part of responsible system management.

Most of the software provided by the College for use in its facilities and on its computer systems is governed by licensing agreements. By using such software, the user agrees to abide by the terms of those agreements as well as applicable local, state, and federal laws. Unauthorized copying or removal of such College-supplied software is specifically prohibited.

Furthermore, users may not use or attempt to use the College's computing facilities and services in any way that deliberately interferes with the reasonable and private use of these facilities and services by others. The College reserves the right to revoke a user's privilege to use any or all of the College's computing facilities and services. Further action may be taken by the College should the user violate any of these policies. Such violations may also result in legal action should they involve such things as copyright laws and licensing agreements.

ANTI-HAZING POLICY

In accordance with the 1987 Commonwealth of Pennsylvania House Bill #749, the College is unequivocally opposed to any activity that does not contribute to the positive development and welfare of its students. Activities detrimental to the physical, emotional, educational, or moral welfare of students cannot be tolerated. Therefore, hazing is strictly prohibited.

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into an organization recognized by an institution of higher education.

Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substance, or any other forced physical activity that could adversely affect the physical health and safety of the individual. Hazing shall additionally include any activity that would subject the individual to extreme mental stress, such as sleep deprivation, exclusion from social contact, conduct that could result in embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described above that may be required for affiliation with or continued membership in an organization is presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Prohibited activities and behaviors are also identified in Lebanon Valley College Pledging/New Member Program Practices and Regulations.

In Pennsylvania, any person who causes or participates in hazing commits a misdemeanor of the third degree.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records. More information about the Family Educational Rights and Privacy Act (FERPA) [is available here](#).

STUDENT CONSUMER INFORMATION

LVC makes available a wealth of consumer information to current and prospective students and their families in accordance with the 2008 Higher Education Opportunity Act (HEOA) and the Student Right-to-Know Act. Visit our student consumer information website for a list of the materials available, including graduation rates and outcomes, financial and loan information, health and safety information, and more on the [Consumer Information](#) page.

Detailed information on student retention and graduation rates is available in the Office of the Registrar.

STUDENT SOCIAL MEDIA POLICY

The College will not tolerate social media content that is in violation of College policies and procedures, or of any applicable state, federal, or local laws or regulations. The College reserves the right to deactivate social media sites and/or remove content at its discretion. While College representatives monitor College-approved sites that they manage to ensure that posts are properly moderated, conform to College policies and procedures, and do not contain inappropriate content, the College cannot and does not monitor sites that are not College-approved. However, if the College is made aware of content on such sites that violate College policies and procedures, or of any applicable state, federal, or local laws or regulations, it will take appropriate action.

Social media communication is public and visible, and posting inappropriate texts, statements, pictures, videos, or images could provoke institutional or legal ramifications for the student or student group/organization. Students are responsible for the content, activity, and subject matter they post publicly. References to individuals, groups, or any other entity, whether in jest or not, reflect on the College. Accountability and responsibility come with any social media activities. Good judgment and character are values expected of the College and its community members, whether in person or online via social media outlets.

The following list, while not exhaustive, demonstrates the type of content and social media activity that is prohibited. The College will not tolerate:

- Content that contains copyrighted information used without consent (including College name, logo, trademarks, etc.)

- Content or activity that is in violation of any College policies, procedures, and guidelines
- Content or activity that may be considered profane, obscene, or pornographic
- Content or activity that is reasonably likely to harass, intimidate, threaten, embarrass, humiliate, or degrade other individuals
- Content or activity that targets an individual or groups of individuals for purposes of harassing, intimidating, threatening, embarrassing, humiliating, degrading, or discriminating on basis of race, color, national origin, ancestry, religion/creed, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, or other protected trait
- Content or activity that contains defamatory or disparaging references or depictions of other groups, organizations, institutions, or individuals
- Content or activity that is malicious or meant to harm intentionally someone’s reputation
- Content or activity that could compromise public safety
- Content or activity that compromises or violates the confidentiality of College or student records

College representatives will take appropriate action in dealing with student misuse/misconduct related to/emanating from social media sites whether College-owned or otherwise. Such action may include student conduct action, as well as involvement of appropriate law enforcement personnel. While the College does not monitor non-College related sites, the College will respond appropriately when it determines that content/activity violates this policy.

TITLE IX SEXUAL HARASSMENT POLICY

October 13, 2021

**IF YOU BELIEVE YOU OR ANYONE ELSE IS IMMEDIATE DANGER,
CALL 911 or LVC Campus Safety 717-867-6111**

Annville Police Department	717-867-2711
Confidential College Resources	Phone
Health Center	717-867-6232
Counseling Services	717-867-6232
Student Services (Chaplain)	717-867-6135
Campus Conduct Hotline	866-943-5787
Off Campus Resources	
Sexual Assault Resource Center	717-272-5308
Domestic Violence Hotline	717-273-7190
Pennsylvania Coalition Against Rape	717-238-7273
Local Hospital Services	

Hershey Medical Center, Hershey	717-531-8521
WellSpan Good Samaritan Hospital (Lebanon)	717-270-7500

I. Notice of Non-Discrimination

Lebanon Valley College is committed to providing an educational and work environment in which all members of the campus community can participate without being subjected to discrimination on the basis of sex, sexual orientation, or gender identity. Where Lebanon Valley College learns that any such discrimination occurs, the College is committed to remedying the discrimination and its effects.

II. Statement of Policy Against Title IX Sexual Harassment

In compliance with Title IX, a federal law, Lebanon Valley College does not discriminate on the basis of sex in the education programs or activities that it operates. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*) and its implementing regulations (34 C.F.R. Part 106) prohibit discrimination on the basis of sex in education programs and activities.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any Education Program or Activity receiving Federal financial assistance.

Title IX requires that colleges and universities maintain an environment free from sex discrimination for all faculty, staff, and students. Under Title IX, discrimination on the basis of sex includes Title IX Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Sexual harassment is also prohibited by Title VII of the Civil Rights Act of 1964 and by the state law.

Inquiries about the application of Title IX and its regulations may be referred to:

Title IX Coordinator

Ann C. Hayes, senior director of human resources Office of Human Resources - Humanities 108

Email: hayes@lvc.edu Phone: 717-867-6416

[Title IX web page](#)

Title IX Deputy Coordinators

Laura Eldred, associate provost of undergraduate education Office of Academic Affairs – Humanities 207

Email: eldred@lvc.edu Phone: 717-867-6242

Stacey Hollinger, associate director of athletics, senior women’s administrator Office of Athletics – Arnold Sports Center

Email: sholling@lvc.edu Phone: 717-867-6891

Jeremy Munson, associate dean of student affairs operations Office of Student Affairs – Mund College Center

Email: munson@lvc.edu Phone: 717-867-6165

Sarah Shupp, associate dean of student affairs Office of Student Affairs – Mund College Center
Email: shupp@lvc.edu Phone: 717-867-6238

OR

Assistant Secretary for Civil Rights
U.S. Department of Education, Office for Civil Rights ocr@ed.gov
1-800-421-3481

III. Scope of this Policy

This Policy on Title IX Sexual Harassment Discrimination (Policy) applies to all Employees (faculty, staff, all other non-student employees), and all students. This Policy addresses only Title IX Sexual Harassment, as defined in this Policy. Allegations of discrimination based upon other protected traits and allegations of sex discrimination that do not fit within this Policy's definition of Title IX Sexual Harassment will be address under other Lebanon Valley College policies, including other applicable discrimination policies and procedures, such as the Student Handbook and Code of Conduct, Faculty Policy Manual, and Employee Handbook.

Title IX Sexual Harassment is defined as conduct:

1. On the basis of sex,
2. That occurs within Lebanon Valley College's Education Program or Activity,
3. Within the United States, and
4. Involves
 - (a) a Lebanon Valley College Employee conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
 - (b) unwelcome conduct that is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Lebanon Valley College's Education Program or Activity;
 - (c) Sexual Assault;
 - (d) Dating Violence;
 - (e) Domestic Violence; or
 - (f) Stalking.

All allegations of Title IX Sexual Harassment will be addressed according to this Policy. Lebanon Valley College may act against third Parties who engage in conduct prohibited by this Policy in connection with a Lebanon Valley College Education Program or Activity. In such circumstances, the College will determine whether to apply this Policy or another policy or procedure.

This Policy applies when any Employee of the College is alleged to have engaged in Title IX Sexual Harassment as defined by this Policy. To the extent this Policy is inconsistent with any provisions of any faculty or Employee handbook, policy, or procedure, because this Policy on Title IX Sexual Harassment is mandated by federal law, this Policy shall prevail. Federal law requires Lebanon Valley College to use the same Standard of Evidence in all matters alleging Title IX Sexual

Harassment, which, therefore, fall within this Policy. The College has no discretion to do otherwise.

All Employees who have experienced Title IX Sexual Harassment, who have provided a Report alleging Title IX Sexual Harassment, or have been alleged to have engaged in Title IX Sexual Harassment can seek confidential assistance through the College's Employee Assistance Program (EAP): [WellSpan Employee Assistance Program](#) (800-673-2514).

IV. Defined Terms

This Policy uses many defined terms, indicated by the capitalization of the first letter(s) in the term. All defined terms are included in a Glossary at the end of the Policy. The definitions in the Glossary are important to a complete understanding of this Policy.

V. Responsibilities of the Title IX Coordinator and Deputy Title IX Coordinator

The Title IX Coordinator coordinates Lebanon Valley College's efforts to comply with Title IX, including overseeing this Policy and the publication and dissemination of information required by Title IX. The Title IX Coordinator's responsibilities include: (1) receiving and responding to Reports of conduct that may constitute a violation of this Policy; (2) coordinating the effective implementation of Supportive Measures; (3) designating Investigators, Facilitators, and Decision-makers to act pursuant to the Grievance Process; (4) ensuring that the technology needed to conduct and record hearings is available; (5) implementing effectively any Remedies or discipline imposed by a Decision-maker upon a finding of a violation of this Policy; and, (6) complying with the record-keeping requirements of this Policy.

The Deputy Title IX Coordinators support the Title IX Coordinator in fulfilling their role and responsibilities and may serve as the Title IX Coordinator's designee to carry out any response, action, initiative, project, or other responsibility outlined in this Policy. **An individual requiring emergency support should call 911 or the Office of Campus Safety at 717-867-6111.** An individual requiring support should reach out to campus or community resources provided on the first page of this Policy.

VI. Reports of Potential Violations of this Policy

Lebanon Valley College strongly encourages anyone who has information about a potential violation of this Policy to provide a Report to the Title Coordinator or another Campus Official. Any person may provide a Report of a potential violation to the Title IX Coordinator in person, by mail, by telephone or by electronic mail. Reports by mail, telephone or electronic mail made be made at any time, including outside of regular office hours.

A Report does not constitute a Formal Complaint. The procedure for filing a Formal Complaint is described in this Policy.

Any Campus Official who receives information or who otherwise has information about a potential violation of this Policy is required to provide the information received, in full, to the Title IX Coordinator.

VII. Response to Potential Violations of this Policy

When the Title IX Coordinator or a Campus Official receives a Report, the College will respond by: (A) equitably offering Supportive Measures to the Complainant and Respondent, whether or not a Formal Complaint is filed; and (B) imposing disciplinary sanctions or other actions that are not Supportive Measures upon the Respondent only when the Respondent is found responsible for a violation of this Policy through a completed Grievance Process. Notwithstanding the foregoing, the College may impose an emergency removal or administrative leave as provided in this Policy.

VIII. Initial Assessment

A. Purpose

When the Title IX Coordinator receives a Report of alleged Title IX Sexual Harassment or a Formal Complaint alleging Title IX Sexual Harassment, the Title IX Coordinator will seek to gather information to undertake an initial assessment of any risk of harm to individuals or to the campus community and the description of the alleged misconduct in order to evaluate the appropriate response.

B. Addressing Risk of Harm

The Title IX Coordinator will take any action necessary to address any risk of harm identified by the Title IX Coordinator, including implementation of Supportive Measures, initiation of actions designed to protect the larger campus community, or Emergency Removal of a Respondent. A decision to remove a Respondent from campus pending the Grievance Process will follow the Emergency Removal of a Respondent Process described in this Policy. At the Title IX Coordinator's discretion, one or more Campus Officials may be included in the initial assessment or in evaluating information gathered in the initial assessment.

C. First Step in the Assessment

The first step of the assessment is a discussion between the Title IX Coordinator and the Complainant. The purposes of the discussion are to:

- assess the nature and circumstances of the allegations;
- address the immediate physical safety and emotional well-being of the Complainant;
- notify the Complainant of the right to contact law enforcement (or not) and seek medical treatment;
- provide the Complainant with information about on- and off-campus resources;
- discuss the range and implementation of Supportive Measures;
- enter the Report into the College's daily crime log;
- assess the Reported conduct for the need for a timely warning under the Clery Act; and,
- explain the College's policy prohibiting retaliation.

D. Determination After Initial Assessment

After the initial assessment of the information gathered, the Title IX Coordinator will take one of the following steps regarding the Grievance Process:

1. Initiate Grievance Process

If the Title IX Coordinator determines that the alleged misconduct falls within this Policy and a Formal Complaint has already been submitted, the Title IX Coordinator will proceed to initiate the

Grievance Process, unless the Formal Complaint proceeds to Informal Resolution. If a Formal Complaint has not yet been submitted, the Title IX Coordinator will advise the Complainant that a Formal Complaint is required to initiate an investigation. The Title IX Coordinator will provide the Complainant a Formal Complaint form (or link to a website where the form is available) for the Complainant's completion and signature. Once a signed Formal Complaint is submitted, the Title IX Coordinator will proceed to initiate the Grievance Process, unless the Formal Complaint proceeds to Informal Resolution.

If the Complainant determines not to file a Formal Complaint, and the Title IX Coordinator determines, in their discretion, that the allegations must be investigated, the Title IX Coordinator may initiate the Grievance Process by completing and signing a Formal Complaint.

2. Refer for Action Pursuant to Different Policy

With or without a Formal Complaint, when the initial assessment concludes with a determination that the alleged misconduct does not fall within the scope of this Policy but involves conduct that, if found to have occurred, violates another College policy, the matter will be referred for further action under the applicable policy. The determination regarding next steps will be communicated to the Parties in writing.

If a Formal Complaint has been filed, the Title IX Coordinator shall follow the procedures for Dismissal of a Formal Complaint set forth in Grievance Process.

IX. Supportive Measures

Promptly after receipt of a Report, the Title IX Coordinator will contact the Complainant and Respondent (if identified or identifiable based upon the Report) to discuss the availability of Supportive Measures. Supportive Measures are available with or without the filing of a Formal Complaint. In determining the Supportive Measures to be provided, the Title IX Coordinator will make an individualized determination, considering Complainant's wishes and other relevant factors, of the non-disciplinary, non-punitive measures that will be provided to the Complainant and Respondent to restore or preserve equal access to Lebanon Valley College's Education programs or Activities, to protect the safety of the Parties, and/or to deter Title IX Sexual Harassment.

All Supportive Measures will be provided without fee or charge and without unreasonably burdening the other Party. Supportive Measures will be maintained as confidential by the College to the extent that confidentiality will not impair the ability to provide the Supportive Measures.

Examples of Supportive Measures that may be implemented by Lebanon Valley College include:

- Academic extensions or adjustments
- Campus escort services
- Changes in housing
- Counseling
- Increased security or monitoring of certain areas of the campus
- Changes in work schedules or locations
- Modifications of class or activity schedules
- Mutual restrictions on contact between the Parties

X. Emergency Removal of a Respondent

Lebanon Valley College may implement emergency removal of a Respondent, whether or not a Formal Complaint has been submitted, if there is an immediate threat to the physical health or safety of any student or other individual that arises from allegations of conduct that could constitute a violation of this Policy.

Prior to implementing an emergency removal, the College will first gather information to undertake an individualized safety and risk analysis. The analysis will be conducted by an individual who is free from bias or conflict of interest, who has relevant knowledge and experience, and who will not be involved in any later Grievance Process related to the student who is being evaluated for potential removal.

A. Factors to be Considered

The analysis of whether an immediate threat to the physical health and safety risk exists will focus on the specific Respondent and consider the specific circumstances arising from the allegations of Title IX Sexual Harassment that potentially pose an immediate threat to a person's physical health or safety. If a person expresses a subjective fear, that the College will consider it and will also apply an objective reasonable person standard. The College will consider the Respondent's propensity, opportunity, and ability to carry out a stated or potential threat. The analysis will evaluate whether Supportive Measures or other less restrictive means can negate or sufficiently minimize the threat. As part of its analysis, the College may rely on objective evidence and current medical knowledge and may consult with a licensed evaluator to analyze the information gathered. The College shall also consider Respondent's rights, if any, under applicable federal and/or state disability laws.

The relationship between a threat and the physical health or physical safety of any student or other individual will also be carefully evaluated. In some but not all cases, threatening speech or virtual interactions without an associated action may rise to the level of a threat to physical health or physical safety. If the threat posed is potential emotional impact only, the College will instead focus on identifying appropriate Supportive Measures.

The College will also closely examine whether the threat arises from allegations of conduct that could constitute Title IX Sexual Harassment under this Policy. As an example, an immediate threat to physical safety is likely present when a Respondent threatens physical violence against the Complainant in response to the Complainant's allegations of verbal harassment by the Respondent. Threats of self-harm will be addressed under other applicable policies. If the individualized safety and risk analysis results in a determination that a Respondent's actions pose an immediate and identified threat, but do not arise from allegations of Title IX Sexual Harassment, the College will respond pursuant to other applicable policies and/or procedures. The College's assessment of the appropriateness of emergency removal will account for its multiple potential impacts, including: whether providing Supportive Measures will be sufficient to ensure equal educational access; the adverse impacts of separating a Respondent from educational opportunities and benefits; the protection of the health and safety of the Lebanon Valley College community; and, the anticipated timeline of an investigation and hearing.

Because these evaluations are necessarily fact specific, in some cases the College may determine

that restricting a Respondent's participation in specific programs or activities will adequately address the situation.

B. Emergency Removal is Not Discipline nor a Determination of Responsibility

At all stages of the process, the College will ensure that the emergency removal will not impose a premature sanction on the Respondent or circumvent the Grievance Process. An emergency removal does not equate to a determination that a Respondent has engaged in a violation of this Policy and will not result in a presumption of responsibility in any subsequent Grievance Process.

C. Notice of Emergency Removal and Appeal

In the event the College determines that emergency removal of a Respondent is appropriate, the Respondent will be notified immediately in writing. The written notice will include details about the specifically identified emergency threat of physical safety or harm underlying the decision, as well as information about the Respondent's immediate opportunity to challenge the removal decision by filing an Appeal.

XI. Placement of Employee on Administrative Leave

In the event a Formal Complaint alleges conduct that could constitute Title IX Sexual Harassment Discrimination and identifies an Employee as Respondent, The College may decide to place the Respondent on administrative leave, in emergency and non-emergency situations. The purpose of such an administrative leave is to allow a temporary separation of the Employee while the Grievance Process is ongoing. The College will determine the terms and conditions of the leave on a case-by-case basis. The decision process for placing an Employee-Respondent on leave will respect their rights under Title VII, Americans with Disabilities Act, and all other applicable employment laws.

XII. Grievance Process for Formal Complaints

A. Overview

All entitlements established in this section apply equally to the Parties. The Grievance Process applies when a Formal Complaint is signed and submitted, whether by a Complainant or by the Title IX Coordinator on behalf of the College. This process is grounded in a presumption that a Respondent is not responsible unless and until a Determination of Responsibility at the conclusion of this process. The standard of review for determinations regarding responsibility is Preponderance of Evidence. The preponderance of evidence standard of proof is met when the evidence shows that it is more likely than not that an allegation is true.

B. Filing of Formal Complaint

The Grievance Process begins with the filing of a Formal Complaint which alleges that a Respondent has engaged in Title IX Sexual Harassment, is signed by the Complainant or the Title IX Coordinator, and requests that the College investigate the allegation of Title IX Sexual Harassment. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail.

C. Dismissal or Withdrawal of Formal Complaint

If, at any time during the Grievance Process, the Title IX Coordinator determines that the alleged

misconduct does not fall within this Policy because the conduct did not occur within Lebanon Valley College's Education Program or Activity, or the conduct did not occur within the United States, the Title IX Coordinator will dismiss the Formal Complaint by issuing a Notice of Dismissal. If, at any time during the Grievance Process, the respondent is no longer enrolled or employed by the College or the Title IX Coordinator determines that specific circumstances prevent the College from gathering evidence sufficient to reach a determination of the allegations of the Formal Complaint, the College may dismiss the Formal Complaint by issuing a Notice of Dismissal. The Notice of Dismissal, which will be issued to the Complainant within five (5) Business Days of the Title IX Coordinator's determination, will include the reasons for the dismissal. A dismissal of a Formal Complaint from the Grievance Process shall not prevent the College from addressing the allegations in the Formal Complaint under another applicable College Policy. Any Party has the right to submit an Appeal from dismissal of a Formal Complaint.

If, at any time during the Grievance Process, the Complainant notifies the Title IX Coordinator in writing that they wish to withdraw the Formal Complaint or any allegations in the Formal Complaint, the Title IX Coordinator may dismiss the Formal Complaint. Alternatively, the Title IX Coordinator may decide that proceeding with the Grievance Process is necessary. In making that determination, the Title IX Coordinator must weigh the Complainant's wishes and the College's obligations to eliminate Title IX Sexual Harassment, prevent its recurrence, and remedy its effects.

D. Length of Process

Lebanon Valley College seeks to resolve all Reports of Title IX Sexual Harassment promptly, thoroughly, fairly, and equitably. The timeframes which the College strives to meet are set forth in this Policy. The College will inform the Parties regularly of the status of the Grievance Process, including the status of investigation and other steps in the process. Circumstances may arise that require the extension of anticipated time frames. Such circumstances may include the complexity of the allegations, the number of Witnesses involved, the availability of the Parties, Witnesses, or others involved, the effect of a concurrent criminal investigation, breaks or other closures of campus, concurrent law enforcement activity, the need for language assistance or accommodation of disabilities, or unforeseen circumstances. In the event timelines are modified, the College will provide written notification to the Parties.

E. Privacy of Process

Lebanon Valley College will keep confidential the identity of any individual who has made a Report or Formal Complaint, and the identity of any Complainant, Respondent, and Witness except as permitted by FERPA, required by law, or as necessary for the Institution to take action under this Policy.

F. Participation in Grievance Process is Voluntary

Parties and Witnesses are not required to participate in the Grievance Process, but without their live testimony at the hearing, the Hearing Board cannot rely upon their Statements. The College may not threaten, coerce, or intimidate a Party or Witness into participating, nor may the College retaliate against a Party or Witness for declining to participate in any part of the Grievance Process.

G. Right to an Advisor

Each Party has the right to choose an Advisor to assist and advise them (at the Party's own expense if the Advisor is paid). Each Party has the right to be accompanied by their Advisor throughout the Grievance Process, including during all related meetings and hearings. Parties are encouraged to identify an Advisor as soon as practical, as Advisors play an important role in supporting Parties. Each Party must notify the Title IX Coordinator promptly of the name, title, and contact information for their Advisor and any change in their Advisor. If a Party does not select an Advisor and the matter proceeds to a Live Hearing, an Advisor will be appointed by the College, at no fee to the Party, to ask Cross-examination Questions on that Party's behalf.

H. Request to Remove an Investigator, Hearing Board Member, or Title IX Coordinator

Parties have the right to request that the Title IX Coordinator remove an Investigator or member of the Hearing Board based on reasonable and articulated grounds of bias, conflict of interest or an inability to be fair and impartial.

1. Challenge to an Investigator

A challenge to an Investigator must be raised in writing within five (5) Business Days of receipt of the Notice of Investigation. The Title IX Coordinator will determine whether to remove the Investigator. If the Investigator is not removed, the Title IX Coordinator will notify the requesting Party of the decision. If an Investigator is removed and replaced, the Title IX Coordinator will send written notification to the Parties of the name of the new Investigator.

2. Request to Remove a Hearing Board Member

Following receipt of the Notice of Live Hearing, Parties have the right to request that the Title IX Coordinator remove a member of the Hearing Board based on reasonable and articulated grounds of bias, conflict of interest, or an inability to be fair and impartial. This request must be raised in writing within two (2) Business Days of receipt of the Notice of Live Hearing. The Title IX Coordinator will determine whether to remove the Hearing Board member. If the Hearing Board member is not removed, the Title IX Coordinator will notify the requesting Party of the decision. If a Hearing Board member is removed and replaced, the Title IX Coordinator will send written notification to the Parties of the name of the new Hearing Board member.

3. Request to Remove the Title IX Coordinator

A Party may request that someone other than the Title IX Coordinator oversee the Grievance Process based on reasonable and articulated grounds of bias, conflict of interest, or an inability to be fair and impartial. Any such request must be submitted in writing to the person to whom the Title IX Coordinator reports, which is the President of the College, as soon as a Party becomes aware of any such grounds for removal. The President of the College will determine whether to designate another person perform the Title IX Coordinator's duties for the specific matter, and if necessary, will identify the person to undertake those duties.

I. Procedures Following a Formal Complaint

1. Initiate an Investigation

The Title IX Coordinator will initiate an investigation unless the Formal Complaint is proceeding through the Informal Resolution Process. The Title IX Coordinator will issue a Notice of Investigation to known Parties sufficiently in advance of any request to meet with the Investigator.

This Notice of Investigation will include:

- a. Notice of these grievance procedures, including the Informal Resolution process, and a copy of this Policy.
- b. The conduct alleged to violate this Policy, and the date and location of the alleged incident, if known.
- c. Known Parties involved in the alleged incident
- d. A statement that the Respondent is presumed not responsible for the alleged misconduct and that a Determination of Responsibility will be made at the conclusion of the process.
- e. Notice of the Parties' right to an Advisor of choice, who will be permitted to accompany them to investigation meetings, interviews, and any hearing and to review materials provided to their advisee throughout the process.
- f. Notice of and citation to the College's prohibition on knowingly making false Statements or submitting false information during a College process.

If during an investigation, new or additional allegations arise that require investigation, The College will send the Parties an updated Notice of Investigation revising the scope of the investigation.

2. Option of Informal Resolution

If the Parties voluntarily agree to proceed with the Informal Resolution Process, the Title IX Coordinator may refrain from initiating the Grievance Process or may pause an ongoing Grievance Process.

3. Concurrent Law Enforcement Activity

When the College receives a Report of Title IX Sexual Harassment to which it has determined it must respond through its Grievance Process, the College's process continues regardless of whether a Complainant has made or decides to make a report to law enforcement. The filing of a report with law enforcement, or an ongoing law enforcement investigation or proceeding does not relieve the College of its obligation to address the Complaint through its Grievance Process. At the College's discretion, the College may temporarily pause its investigation at the request of law enforcement. In that circumstance, the Title IX Coordinator will send written notice to the Parties explaining the reason for pausing the investigation.

J. Consolidation of Certain Formal Complaints

If there are multiple Complainants and one Respondent, the College may consolidate Formal Complaints where the allegations of Title IX Sexual Harassment arise out of the same facts or circumstances. All Parties will be notified in writing of a decision to consolidate Formal Complaints.

K. Investigation

The College's investigation process is designed to allow for the thorough, impartial, and reliable gathering of information and to result in a comprehensive investigation report summarizing relevant, admissible evidence. The College's strives to complete its investigation within thirty (30) Business Days, understanding that numerous issues arise during investigations that may justify a good cause extension of the timeline.

1. Assignment of Investigator

The Title IX Coordinator will supervise the investigation, starting with determining who will serve as Investigator. The Investigator may be a Lebanon Valley College Employee or Employees, an external Investigator or Investigators, or a team of Investigators that pairs an external Investigator with a Lebanon Valley College Employee. All Investigators will conduct the investigation with a presumption that the Respondent is not responsible and will act without bias or conflict of interest.

2. Process Overview

The Investigator will conduct the investigation in a manner appropriate considering the circumstances of the case, which will typically include interviews with the Complainant, the Respondent, and any Witnesses. The Investigator will provide advance written notice to Parties of the date, time, location, participants, and purpose of any requested meeting(s). Investigation interviews will be conducted in a thorough, impartial, and fair manner; all involved individuals will be treated with appropriate sensitivity and respect.

Interviews will be supplemented by the gathering of any physical, documentary, and other evidence, as appropriate and available. The burden of gathering relevant, admissible information sufficient for the College to reach a determination of whether a violation of this Policy has occurred rests on the College. The Parties will have an equal opportunity to submit evidence and suggest Witnesses (including fact and expert Witnesses).

The Investigator will decide which individuals to interview based on the information the Investigator gathers as part of the investigation and, with respect to Witnesses offered by a Party, the Investigator may ask the Witnesses to describe the information the Party expects the Witness to provide. The Title IX Coordinator may direct that additional interviews be conducted. The Investigator will not ask questions or gather information or documents protected by a legally recognized privilege, including treatment records of a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, without written consent to use such documents in the Grievance Process from the person protected by the privilege. The Investigator will not seek information about a Complainant's sexual predisposition and will only allow submission of or pursue information about a Complainant's prior sexual behavior if such questions and evidence: (1) are offered to prove that someone other than the Respondent committed the alleged misconduct; or, (2) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to establish Consent.

The investigation will be conducted in a manner that is respectful of individual privacy concerns. To be clear, however, confidentiality cannot be promised during an investigation because, for example, the Investigator may need to speak with Witnesses and others to gather evidence. The Parties are not restricted from discussing the allegations under investigation or from gathering and presenting relevant evidence. However, where the investigation reveals intentional efforts by a Party to fabricate or alter information they submit or to influence the information a Witness provides to the Investigator, conduct charges may result.

3. Parties' Review of and Response to Information Gathered as Part of Investigation

At the conclusion of the investigation, the Investigator will assemble all inculpatory and exculpatory information gathered during the investigation that is directly related to the allegations of the Formal Complaint, including information upon which the College does not intend to rely in reaching a determination regarding responsibility. The Investigator will redact information that is unrelated to the allegations of the Formal Complaint or otherwise not admissible in the Grievance Process (i.e., because it is subject to an unwaived legally recognized privilege or constitutes prior sexual history not offered to establish Consent or that Respondent did not engage in the alleged misconduct). The Investigator will create a list describing information it has redacted or removed as irrelevant, inadmissible, or not directly related to the allegations of the Formal Complaint, which it may allow the Parties to inspect.

The assembled information will then be shared with the Parties and their Advisors in hard copy or an electronic format. Depending on the nature of the information shared, the College may require Parties and their Advisors to agree to restrictions or sign a non-disclosure agreement prohibiting dissemination of any of the information provided for inspection and review or use of such evidence for any purpose unrelated to this Grievance Process. The Parties will have at least ten (10) Business Days to review the assembled information and submit a written response to it. The Investigator will review the Parties' responses to evaluate whether further investigation may be required to ensure the investigation is thorough and complete. In consultation with the Title IX Coordinator, the Investigator will determine any further action indicated by the Parties' responses and develop a plan to complete the investigation.

4. Investigation Report

After considering the Parties' responses and conducting any additional investigation indicated by those responses, the Investigator will prepare a report summarizing all the relevant, admissible information obtained during the investigation, including Inculpatory Evidence and Exculpatory Evidence. The Investigator will incorporate the Parties' responses to the report, as well as an explanation of any additional steps taken after receipt of Party responses and include any related materials. These written submissions and all information gathered during the investigation will collectively be considered the investigation report.

To the extent that the investigation report includes an assessment of Party and Witness Credibility, Credibility determinations may not be based upon a person's status as a Complainant, Respondent or Witness.

5. Parties' Review of and Response to Investigation Report

When the investigation report is complete, the College will provide a copy of it to the Parties and their Advisors in electronic format or hard copy for their review and written response. The Parties shall have five (5) Business Days to respond to the investigation report. The investigation report and all evidence will be available at any hearing to give each party equal opportunity to refer to the evidence. Any hearing on the allegations investigated will not be held sooner than ten (10) Business Days after the investigation report is provided to the Parties and their Advisors.

L. Determination After Investigation

At the conclusion of the investigation, the Title IX Coordinator will review the investigation report to determine whether the conduct, if proved, falls within this Policy. When the alleged conduct, if proved, falls within this Policy, the Title IX Coordinator will prepare a Notice of Charge based on information contained in the investigation report.

If the conduct, even if proved, does not fall within this Policy because it would not constitute Title IX Sexual Harassment, because it did not occur within Lebanon Valley College's Education Program or Activity, or because it did not occur within the United States, the College must dismiss the Formal Complaint. The College may dismiss a Formal Complaint if the Title IX Coordinator determines: that there is not sufficient cause to believe the alleged conduct may have occurred; the Respondent is no longer enrolled or employed by the College; or specific circumstances prevent the College from gathering sufficient evidence to reach a Determination of Responsibility or No Responsibility.

In either instance, the Title IX Coordinator will issue a Notice of Dismissal, including the reasons for the dismissal, to the Parties simultaneously within five (5) Business Days of the Title IX Coordinator's determination. If the alleged conduct would potentially violate a different College Policy, the Notice of Dismissal will direct the Parties to that policy. The Parties have a right to submit an Appeal from a dismissal of a Formal Complaint.

M. Notice of Charge

If the Formal Complaint is not dismissed, the Title IX Coordinator will issue a Notice of Charge simultaneously to the Parties. The Notice of Charge shall not issue before the Parties have had five (5) Business Days to review and respond to the investigation report and will be sent to the Parties within ten (10) Business Days of the conclusion of the investigation. The hearing shall not be scheduled sooner than ten (10) Business Days after the Notice of Charge is issued. The Notice of Charge will include the following information:

- a brief factual summary of the conduct alleged to have violated the Policy, including date, time and location;
- the specific Policy provision(s) at issue; and
- possible sanctions associated with a finding of responsibility for the alleged Policy violation(s).

The Notice of Charge will attach a copy of this Policy or include the website where this Policy is available.

XIII. Live Hearings

Following the issuance of the Notice of Charge, if Informal Resolution is not being conducted, the Grievance Process proceeds to a Live Hearing.

A. Notice of Live Hearing

The Notice of Live Hearing will be sent to the Parties simultaneously within ten (10) Business Days of the delivery of the Notice of Charge and at least five (5) Business Days before the scheduled hearing date. The Notice of Live Hearing may be, but need not be, sent with the Notice of Charge. The Notice of Live Hearing will include the following information:

- the date, time, and location of the Live Hearing;
- whether the Live Hearing will be recorded via an audio recording, an audiovisual recording, or a transcript;
- the composition of the Hearing Board designated by the Title IX Coordinator; and,
- a statement that there is a presumption of No Responsibility on the part of the Respondent until a determination regarding responsibility is made at the conclusion of the Grievance Process.

In addition, the Notice of Charge will attach a copy of this Policy or include a reference to the website where this Policy is published.

B. Title IX Coordinator as Hearing Board Chair

Hearings are convened by the Title IX Coordinator. The Title IX Coordinator oversees all hearings. In rare circumstances when the Title IX Coordinator is unavailable or ineligible to do so, the Title IX Coordinator will designate the person to convene and oversee the Hearing Board process. The Title IX Coordinator will be the non-voting chair of the Hearing Board during Live Hearings, serving as a process and policy advisor to the Hearing Board. In this role, the Title IX Coordinator may be referred to as the Hearing Officer.

The Title IX Coordinator is never a Decision-maker, whether in connection with a Live Hearing or an Appeal but may be an Investigator.

C. Hearing Board

Prior to the Live Hearing, the Hearing Board will have read all the information in the investigation report. The Parties will have the same information as the Hearing Board.

1. Gathering Information

The Hearing Board will focus its questions on those areas where it needs clarification or more information. The Hearing Board will not necessarily need the Parties or Witnesses to repeat everything they shared during the investigation, but as the Decision-maker(s), the Hearing Board is obligated to come to its own Findings of Fact.

The Hearing Board has the right and responsibility to ask questions and elicit information from Parties and Witnesses on the Hearing Board's own initiative to aid the Hearing Board in obtaining relevant information, both inculpatory and exculpatory.

Only members of the Hearing Board may ask questions of any person testifying, except in connection with Cross-examination Questions asked by Advisors. The Hearing Board is responsible for ensuring that it has sought and probed all information necessary to make an informed decision. At times, the Hearing Board will need to ask difficult or sensitive questions to understand the allegations and related information and to gain a full understanding of the context. If at any time a Party does not understand a question or why the Hearing Board is asking a question, the Party should let the Hearing Board know. The Hearing Board will explain and modify its question at its discretion.

The Parties have equal rights to present information in front of the Hearing Board, which ensures that the Hearing Board has the benefit of each Party's perspectives about the evidence. This right includes calling Witnesses. Parties have no right to self-representation and may not ask questions directly of the other Party or Witnesses.

2. Evaluating Information

The Hearing Board must objectively evaluate all admissible, relevant evidence for weight or Credibility, including both Inculpatory Evidence and Exculpatory Evidence. The Hearing Board must focus on evidence pertinent to proving whether facts material to the allegations under investigation are likely to be true. Credibility determinations may not be based upon a person's status as a Complainant, Respondent or Witness. Determinations of Credibility must be based on objective evaluation of relevant evidence, not on inferences based on Party or Witness status. Credibility determinations are based on a number of factors, including demeanor (but never only demeanor); opportunity and capacity to observe the event; contradiction or consistency with other evidence; availability of corroboration (where it should logically exist, noting that corroborating evidence is not required); level of detail in Statement or testimony; motive to be untruthful; and inherent plausibility or implausibility.¹ The evaluation of Credibility also takes into account the normal fallibility of human memory.

A Party's answers to Cross-examination Questions will be evaluated by the Hearing Board in context, considering that a Party may experience stress while answering Cross-examination Questions. Parties will not be unfairly judged if they are unable to recount every specific detail in sequence, whether such inability is due to trauma, the effects of drugs or alcohol or simple fallibility of human memory.

¹ U.S. Equal Employment Opportunity Commission: Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors (June 18, 1999).
<https://www.eeoc.gov/laws/guidance/enforcement-guidance-vicarious-liability-unlawful-harassment-supervisors>.

D. Role and Obligations of Advisors During Hearings

1. The Advisor is present to provide support to the Party and not to serve as a proxy voice for the Party.
2. Advisors may not speak during the hearing process, except where permitted to present Cross-examination Questions. Therefore, in all instances other than Cross-examination Questions, Advisors may not speak to the Hearing Board, make statements or arguments, or answer questions.
3. Advisors conducting Cross-examination must be capable of understanding the purpose or scope of Cross-examination. Equal competency between the Parties' Advisors is not required.
4. When conducting Cross-examination, Advisors need not be advocates for Parties, but simply may be individuals who ask questions.
5. Advisors can confer quietly with their advisee as needed, but if there is a need for an extended discussion, the Party should ask for a break in the Live Hearing.
6. Advisors cannot direct the Party how to answer a question.

7. Advisors should conduct themselves quietly and professionally, must not disrupt the proceedings and must comply with any rules of decorum imposed by the College. An Advisor who does not do so may be removed from the Live Hearing. In that instance, the Party may select another Advisor, or the College will appoint a substitute Advisor.

E. Location of the Live Hearing

Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the College's discretion, any or all Parties, Witnesses, and other participants may appear at the Live Hearing virtually, with the Parties being able to see and hear each other and Witnesses live.

At the request of either Party, the College will provide for the entire Live Hearing (including Cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other. Unlike Parties, Witnesses do not have the right to demand to testify in a separate room, but the College, in its discretion, may permit any participant to appear remotely.

F. Recording of Live Hearing

The College will create an audio or audiovisual recording or transcript of the entire Live Hearing. The recording or transcript will be available to the Parties for inspection and review.

G. Scope of the Live Hearing

The Live Hearing will relate solely to charges set forth in the Notice of Charges issued to the Parties. If the Parties or any Witnesses share information that goes beyond these charges, the Hearing Board will redirect the speaker to the charges at hand.

Parties may be accountable for additional violations discovered through the Grievance Process even if they do not appear in the Notice of Charge/Notice of Live Hearing. In this instance, a separate Grievance Process under this Policy, or under other applicable policies, may be commenced.

H. Attendance at the Hearing

The Live Hearing is closed, meaning it is not open to the public. Witnesses may be present only for their individual meeting with the Hearing Board. Advisors and Parties may be present throughout the proceeding. If a Party, after having been given notice, does not appear at the Live Hearing, the Live Hearing will be conducted in their absence, and the Party's Advisor may appear and conduct Cross-examination. In the event neither a Party nor their Advisor appear at the hearing, The College will provide an Advisor to appear on behalf of the non-appearing Party.

I. Expectation of Honesty

Parties and other individuals who offer information at a Live Hearing are expected to respond honestly and to the best of their knowledge. The Hearing Board may recall any Party or Witness for further questions and to seek additional information as it deems necessary. A Party or Witness who intentionally provides false or misleading information may be subject to discipline under this Policy or other applicable policies.

J. Cross-examination Questions and Effect of Failure to Submit to Cross-examination

1. Advisors Conduct Cross-examination

Advisors are allowed, on behalf of the Party they are advising, to cross-examine the other Party and Witnesses by asking relevant questions and follow-up questions, including questions challenging Credibility.

2. Relevance Determination Before Answering

Before a Party or Witness answers a Cross-examination Question, the Hearing Board will determine if the question is relevant. If a question is deemed irrelevant, the Hearing Board will explain why. The requirement of Relevance applies throughout the hearing, including during Cross-examination, and will be determined by the Hearing Board. Parties should understand that the process of Cross-examination may be difficult and may feel uncomfortable because its purpose is to promote the perspective of the other Party. Cross-examination Questions may not be submitted in writing in advance of the Live Hearing or during the Live Hearing for purposes of seeking an evaluation of Relevance.

3. Effect of Not Submitting to Cross-examination

If a Party or Witness does not submit to Cross-examination by Advisors at the Live Hearing, the Hearing Board must not rely on any Statement of that Party or Witness in reaching a determination regarding responsibility. This rule does not apply if a Party or Witness refuses to answer questions posed by the Hearing Board.

- a. "Submit to Cross-examination" means answering those Cross-examination Questions that are relevant, as determined by the Hearing Board in real time during the Live Hearing. If a Party or Witness disagrees with the Hearing Board's Relevance determination, they may either (a) abide by the Hearing Board's determination and answer the question or (b) refuse to answer the question. In the event the Party or Witness refuses to answer the question, unless the Hearing Board reconsiders the Relevance determination, the Hearing Board cannot rely on any Statement of that Party or Witness.
- b. "Statement" has its ordinary meaning but does not include evidence (such as videos) that do not constitute a person's intent to make factual assertions, or to the extent that such evidence does not contain a person's Statements. Thus, Documents and records that contain Statements may not be relied on in making a final determination after the completion of the hearing if the Party or Witness who made the Statements has not submitted to Cross-examination. Probing the Credibility and reliability of Statements contained in such documents requires the Parties to have the opportunity to cross-examine the individual(s) making the Statements.
- c. Examples
 - This rule applies to law enforcement report, SANE reports, medical reports, and any other documents and records that contain the Statements of a Party or Witness who has not submitted to Cross-examination.
 - If one Party to a text message or email exchange submits to Cross-examination and the other does not, only the messages of the individual who submits to

Cross-examination may be considered.

- Where a Party refuses to answer Cross-examination Questions, but video evidence exists showing the underlying incident, the Hearing Board may still consider the available evidence and make a determination.
- If the matter does not depend upon a Party's or Witness's Statements, but on other evidence (e.g., video evidence that does not consist of "Statements" or to the extent the video contains non-Statement evidence), the Hearing Board can still consider this other evidence and reach a determination, but without drawing any inference based upon lack of Party or Witness testimony.

K. Breaks

The Hearing Board may need to take breaks during testimony to ensure that it can confer regarding the information that has been offered and can determine whether further questions are necessary. At any time, a Party may request a break to talk with their Advisor or for another reason. In almost all instances, a break will be allowed.

L. Rape Shield Protections

All questions and evidence about Complainant's sexual predisposition or prior sexual behavior are irrelevant unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove Consent.

M. Order of the Live Hearing

1. The Chair will call the Live Hearing to order and will explain the hearing process, which will include a reading of the charge(s) at issue and will provide an opportunity for all Parties to ask procedural questions prior to opening statements.
2. The Parties shall be informed that the hearing is being recorded. The recording is the sole official verbatim record of the Live Hearing and is the property of the College.
3. The Complainant may present an opening statement related to the charges.
4. The Respondent may present an opening statement related to the charges.
5. The Hearing Board will ask the Complainant questions relevant to the charges.
6. The Respondent's Advisor may ask Complainant relevant questions and follow-up questions, including those challenging Credibility (Cross-examination Questions).
7. The Hearing Board will ask the Respondent questions relevant to the charges.
8. The Complainant's Advisor may ask Respondent relevant questions and follow up questions, including those challenging Credibility (Cross-examination Questions).
9. The Hearing Board may call Witnesses to provide relevant information to the Hearing Board.
10. At the conclusion of each Witness, Complainant and Respondent's Advisors may ask each Witness relevant questions and follow up questions, including those challenging Credibility (Cross-examination Questions).
11. At the conclusion of the testimony of the Parties and the Witnesses, the Parties will be able to make a closing statement, with the Complainant going first and the Respondent going next.
12. The Chair will announce that the Live Hearing is concluded.

N. Hearing Board Deliberations and Written Determination

When the Live hearing concludes, the Hearing Board will deliberate and make its decision in accordance with the preponderance of the evidence Standard of Evidence. The Hearing Board will issue a Written Determination, which will be sent to the Parties simultaneously within fifteen (15) Business Days of the conclusion of the Live Hearing. The Written Determination will include:

- a. Procedural History
- b. Summary of allegations in Notice of Charge/Notice of Live Hearing
- c. Policy provisions at issue
- d. Findings of Fact related to each allegation potentially constituting Title IX Sexual Harassment, made by the applicable standard of evidence
- e. Rationale (or evidentiary basis) for the Findings of Fact related to each allegation, which should include an evaluation of the weight or Credibility of admissible, relevant evidence
- f. A determination of whether the conduct found to have occurred violates this Policy (Determination of Responsibility) or not (Determination of No Responsibility)
- g. Rationale (or evidentiary basis) for the Determination of Responsibility or No Responsibility
- h. A statement of any disciplinary sanctions imposed on the Respondent and the rationale for the sanctions
- i. A statement of whether Remedies will be provided to the Complainant, using the phrase: "Remedies designed to restore or preserve equal access to Lebanon Valley College's Education Program or Activity will be provided by the College to the Complainant." The nature of such Remedies will not appear in the Written Determination. Remedies that do not directly affect the Respondent will not be disclosed to the Respondent.
- j. Information about how to file an Appeal and how to access the transcript or recording before the time to file an Appeal lapses.

The Title IX Coordinator is responsible for the effective implementation of any Sanctions or Remedies.

O. Sanctions

1. Possible Sanctions

The following sanctions and/or conditions may be imposed following a Determination of Responsibility for a violation of this Policy. The described range of sanctions is required by Federal law under Title IX and that the published range is purely for purposes of notice as to the possibility of a range of Remedies and disciplinary sanctions and does not reflect the probability that any particular outcome will occur.

a. Students

- Expulsion (permanent separation)
- Suspension
- Deferred suspension
- Disciplinary Probation
- Disciplinary probation with deferred removal from the residence halls

- Loss of housing contract
- Residence hall probation
- Conduct warning
- Title IX Sexual Harassment education or other relevant education
- Parent or guardian notification (subject to privacy restrictions)
- Financial restitution
- Fine
- Community restoration and/or community service
- Loss of campus privileges
- Loss of campus employment and/or opportunities for campus employment
- Withholding records or degree
- Revocation of admission and/or degree
- Bar against registration
- Discretionary action
- Substance abuse education and/or evaluation

b. Employees

- Termination of employment
- Revocation or denial of tenure
- Suspension
- Demotion
- Progressive discipline
- Warning
- Loss of pay or other pay adjustments
- Job transfer
- Change or restrictions in work location and/or job responsibilities
- Title IX Sexual Harassment education
- Restrictions on the Employee's communications
- Limitations on the Employee's movement in or on campus, including programs, and activities

2. Factors in Determining Sanctions

In considering the appropriate sanction within the recommended outcomes, the Hearing Board may consider the following factors:

- Respondent's prior disciplinary history;
- how the College has sanctioned similar incidents in the past;
- the nature of the conduct at issue, including whether there was violence;
- the impact of the conduct on the Complainant;
- the impact of the conduct on the Lebanon Valley College community, its members or College property;
- whether the Respondent accepted responsibility;
- whether the Respondent is reasonably likely to engage in the conduct in the future;
- any other mitigating or aggravating circumstances, including the College's values and policies

- the College’s obligation to eliminate Title IX Sexual Harassment, prevent its recurrence, remedy its effects, and to maintain an environment free from Title IX Sexual Harassment.

A Respondent’s lack of comprehension that personal conduct constituting Title IX Sexual Harassment violates the bodily or emotional autonomy and dignity of a victim does not excuse the misconduct, though genuine lack of understanding may, in the College’s discretion, factor into the sanction decision.

3. Remedial Action

The Hearing Board may consider other remedial actions that may be taken to address and resolve any incident of Title IX Sexual Harassment and to prevent its recurrence, including: strategies to protect the Complainant and any Witnesses from retaliation; provide counseling for the Complainant; other steps to address any impact on the Complainant, any Witnesses, and the broader campus community, and any other necessary steps reasonably calculated to prevent future occurrences of harassment.

4. Failure to Comply with Sanctions.

Failure to comply with the sanctions or conditions imposed by the Hearing Board will result in action under Lebanon Valley College’s Student Code of Conduct or Faculty Policy Manual or Employee (Staff) Handbook, as applicable.

P. Effective Date of the Written Determination and Possible Notice to Parents

The Written Determination becomes final only after the period to file an Appeal has expired or after the Appeal decision has been sent to the Parties. The Written Determination will identify to whom any Appeal must be addressed.

The College reserves the right to notify parents of dependent students when student conduct has resulted in serious disciplinary sanctions.

XIV. Appeals

A. Filing an Appeal

The Parties have equal rights to file an Appeal. Appeals will be submitted to the Title IX Coordinator. Appeals must be submitted within five (5) Business Days of the issuance of the Notice of Dismissal or Written Determination that the Party seeks to appeal.

B. Grounds for Appeal

An Appeal is not intended to be a rehearing of the information presented at the Live Hearing. An Appeal may only be based upon one or more of the following grounds:

1. Procedural Irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
3. Conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; and/or,

4. The sanction imposed is substantially disproportionate to policy violation.

C. Actions upon Receipt of Appeal

1. The Title Coordinator shall designate a Decision-maker (the "Appeal Decision-maker") to consider and decide any Appeal.
2. Within five (5) Business Days of the receipt of the Appeal by the Title IX Coordinator, the Title IX Coordinator will give notice to the Parties of the appeal and of the identity of the Appeal Decision-maker.
3. The Parties will have two (2) Business Days after notice of receipt of the Appeal to request that the Title IX Coordinator remove the Appeal Decision-maker based on reasonable and articulated grounds of bias, conflict of interest or an inability to be fair and impartial. The Title IX Coordinator will determine whether to remove the Appeal Decision-maker. If the Appeal Decision-maker is not removed, the Title IX Coordinator will notify the requesting Party of the decision. If the Appeal Decision-maker is removed and replaced, the Parties will be sent simultaneous written notification of the name of the new Appeal Decision-maker.
4. When the time to request removal of the Appeal Decision-maker has run, the Appeal Decision-maker will be provided with the entire file provided to the Hearing Board, together with the Written Determination.
5. The Appeal Decision-maker will first determine whether the Appeal will be accepted, based upon whether one or more of the Appeal Grounds set forth above has been properly alleged by the Appellant. Within five (5) Business Days of the receipt of the Appeal, the Appeal Decision-maker will send written notice to the Parties simultaneously that either (a) the Appeal has been rejected due to insufficient grounds, with the Appeal Decision-maker's rationale, or (b) the Appeal has been accepted.
5. The non-appealing Party/ies will be entitled to submit a response to the Appeal, which must be sent to the Title IX Coordinator within five (5) Business Days of receipt that the Appeal was accepted.
6. The Appeal Decision-maker will then analyze all the materials related to the Appeal and will take one of the following actions:
 - a. Uphold the original decision
 - b. Send the matter back to the Hearing Board for further consideration
 - c. Refer the matter to the Title IX Coordinator for further investigation or a new hearing with a new Hearing Board
7. The Appeal Decision-maker will issue its written decision on Appeal within ten (10) Business Days after the receipt of the non-appealing Party/ies response. If no response is submitted by the non-appealing Party/ies, then the written decision shall be issued within ten (10) Business Days after the date the response was due to be submitted.
8. The written Appeal decision, which will include the Appeal Decision-maker's rationale, will be sent to the Parties simultaneously.

D. Appeal Decisions are Final

A decision denying the entitlement to an Appeal and all decisions made by the Appeal Decision-maker are final.

E. When an Appeal is not Filed

The Parties will be notified if the time to file an Appeal has expired without any Appeal having been submitted.

XV. Grievance Process Timeframes

Measured from the conclusion of the investigation, the College strives to meet the following timeframes for the Grievance Process. All days are measured in Business Days.

- A. A Notice of Charge or Notice of Dismissal: The Notice of Charge or Notice of Dismissal will be sent to the Parties simultaneously within ten (10) Business Days of the conclusion of the investigation.
- B. Notice of Live Hearing: As applicable, a Notice of Live Hearing will be sent the Parties simultaneously within ten (10) Business Days of the delivery of the Notice of Charge.
- C. Challenge to Hearing Board Member: Within two (2) Business Days of receipt of the Notice of Live Hearing, Parties have the right to make a written request that the Title IX Coordinator remove a member of the Hearing Board based on reasonable and articulated grounds of bias, conflict of interest or an inability to be fair and impartial.
- D. Live Hearing: The Live Hearing will begin no sooner than ten (10) Business Days after the Notice of Charge is issued, no sooner than five (5) Business Days after the Notice of Live Hearing, and no later than twenty (20) Business Days after the Notice of Live Hearing is issued.
- E. Written Determination following a Live Hearing: Following a Live Hearing, the Written Determination will be sent to the Parties simultaneously within fifteen (15) Business Days of the conclusion of the Live Hearing.
- F. Appeals:
 1. Parties must file an Appeal within five (5) Business Days of receipt of the Written Determination.
 2. Within five (5) Business Days of the receipt of the Appeal by the Title IX Coordinator, the Appellant and non-appealing Party/ies will receive written notice that an Appeal has been submitted and the identity of the Appeal Decision-maker.
 3. The Parties will have two (2) Business Days after notice of receipt of the Appeal to request that the Title IX Coordinator remove a member of the Appeal Decision-maker based on reasonable and articulated grounds of bias, conflict of interest or an inability to be fair and impartial.
 4. Within five (5) Business Days of the receipt of the Appeal, the Appeal Decision-maker will send written notice to the Parties either accepting or rejecting the Appeal.
 5. The Appeal Decision-maker will issue its written decision on Appeal within ten (10) Business Days after the receipt of the non-appealing Party/ies response to the Appeal.

XVI. Informal Resolution

A. Option for Voluntary Informal Resolution

Lebanon Valley College offers a voluntary process for Formal Complaints to be addressed through Informal Resolution. During the Informal Resolution process, a Facilitator will attempt to help the Parties come to an agreement about how to resolve a Formal Complaint. The Informal Resolution process is available to the Parties only after a Formal Complaint is filed and before a Determination

of Responsibility or No Responsibility is issued. The Informal Resolution process is never available where a Formal Complaint alleges that a College Employee engaged in Title IX Sexual Harassment toward a student.

All Parties' participation in the Informal Resolution process must be voluntary. To initiate the Informal Resolution process, each Party must sign the "Consent to Informal Resolution Process" form and submit it to the Title IX Coordinator. When all Parties to a Formal Complaint have submitted the consent forms, the College will pause the Grievance Process, including any ongoing investigation or hearing, for a period of fifteen (15) Business Days (unless a shorter or longer time is set by the Title IX Coordinator), to allow the Parties to proceed with the Informal Resolution Process. The period during which the Grievance Process is paused for the Informal Resolution Process shall not count toward the time periods set forth to conclude the Grievance Process.

B. Notice Prior to Informal Resolution.

Prior to the beginning the Informal Resolution process, the College will provide notice of the allegations of the Formal Complaint and will direct the Parties' attention to the Informal Resolution provisions of this Policy.

C. Role of the Facilitator

The Facilitator will decide the process and procedures to be used in the Informal Resolution process but shall not take actions inconsistent with this Policy. The Facilitator will treat the Parties fairly and equitably. Each Party may be accompanied by their Advisor during any portion of the Informal Resolution process. The Facilitator may meet with the Parties separately, may share information obtained during the course of any investigation with the Parties, may make suggestions about the terms of an Informal Resolution, and may take other reasonable steps to assist the Parties in determining if they can reach an Informal Resolution. The Facilitator shall not require the Parties to meet, in-person, unless the Parties agree to do so.

If the Parties reach an agreement to resolve a Formal Complaint informally, the Facilitator shall create a written agreement that lists the terms of the Informal Resolution for the Parties to sign. A Party may withdraw from the Informal Resolution process at any time before they sign a written document agreeing to an Informal Resolution and within 48 hours after the Party signs the written agreement. If a Party timely withdraws from the information resolution process, then the College shall resume the Grievance Process.

Under no circumstances may the Facilitator be called as a Witness in the Grievance Process.

D. Approval of Informal Resolution By Title IX Coordinator

If no Party withdraws from the written agreement within 48 hours, the agreement shall be presented to the Title IX Coordinator for final approval and implementation. The Title IX Coordinator shall give deference to the Parties' agreement but shall not approve an agreement that the Title IX Coordinator determines to be impractical, unduly burdensome, or inconsistent with the College's obligations under this Policy, Title IX, or another applicable law or policy. If the Title IX Coordinator disapproves the Parties' written agreement, the Facilitator and the Parties may agree to modify and resubmit the agreement. If they do not agree to do so and/or do not submit a modified written agreement, then the College shall resume the Grievance Process.

XVII. Prohibition Against Retaliation

Neither the College nor any other person may retaliate against an individual who has participated or refused to participate in any matter addressed under this Policy. Retaliation includes any action to intimidate, threaten, coerce, or discriminate against an individual (a) for the propose of interfering with any right or privilege secured by Title IX or its implementing regulations; or (b) because the individual has made a Report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding, or hearing under this Policy. Retaliation is also prohibited against individuals involved in matters that do not arise under this policy but arise out of the same facts or circumstances as a Report or Formal Complaint of sex discrimination or sexual harassment.

XVIII. Recordkeeping

The College will maintain the records identified in this section of this Policy for a period of seven (7) years. The records maintained shall be kept confidential and not disclosed, except as permitted or required by law. The records may be maintained in paper or digital files.

In connection with each Report and each Formal Complaint, the College will maintain the following records, to the extent they exist:

- documentation of any Report of alleged Title IX Sexual Harassment;
- documentation of any Supportive Measures or if no Supportive Measures are provided, the reasons why and an explanation of how the College's response was not clearly unreasonable;
- the Formal Complaint;
- documentary evidence gathered in the course of an investigation and photographs or descriptions of nondocumentary evidence gathered in the course of an investigation;
- written responses of the parties provided prior the finalization of the investigation report;
- the Investigation Report;
- the audio recording, audiovisual recording, or transcript of any Live Hearing;
- the Written Determination;
- any Appeal and Written Appeal Decision;
- records of the sanctions and/or remedies;
- records of any other steps taken to restore or preserve equal access to Lebanon Valley College's Education Program or Activity,
- any written agreement of an informal resolution; and
- a statement documenting the basis for the College's conclusion that its response to a report or formal complaint was not deliberately indifferent.

Lebanon Valley College shall also maintain all materials used to train its Title IX Coordinators, Investigators, Decision-makers, and Facilitators and a copy of each version of its Title IX Policy on Sex Discrimination.

XIX. Modifications to this Policy

This Policy may be modified from time-to-time, during an academic year or otherwise, in the

College's discretion and as may be required by law. Lebanon Valley College Employees and Students will be notified whenever this Policy is modified.

GLOSSARY OF DEFINED TERMS

- **Advisor:** A person selected by a Complainant or Respondent or appointed by the College to support Complainant or Respondent or a person appointed by the College to ask Cross- examination Questions if the Party has not selected another Advisor.
- **Administrative Leave:** Temporary separation from a person's job, with or without pay and benefits intact, as determined by the College and any relevant obligations binding the College.
- **Appeal:** An objective review of the prior process and outcome unless new evidence must be considered.
- **Appeal Decision-maker:** An individual or a group of people that decides an Appeal. An Appeal Decision-maker cannot be the Investigator, the Title IX Coordinator, or members of the Hearing Board.
- **Appellant:** A person who files an Appeal.
- **Business Days:** Any day, excluding Saturday, Sunday, and federal and state holidays.
- **Campus Official:** An Employee of Lebanon Valley College who has authority to institute corrective measures on behalf of the College.
- **Complainant:** An individual who is alleged to have been the target of conduct that could constitute Title IX Sexual Harassment under this Policy, whether or not the individual has filed a Formal Complaint.
- **Consent:** Affirmative Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, if those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate Consent. The definition of Consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
 - Consent to any sexual act or prior consensual sexual activity between or with any Party does not necessarily constitute Consent to any other sexual act.
 - Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
 - Consent may be initially given but withdrawn at any time.
 - Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot Consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to Consent.
 - Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
 - When Consent is withdrawn or can no longer be given, sexual activity

must stop.

- **Credibility:** The worthiness of belief of information shared by a Party or a Witness.
- **Cross-examination Questions:** Relevant questions and follow-up questions, including questions challenging Credibility. Cross-examination Questions are intended to give the Parties equal opportunity to meaningfully challenge the plausibility, reliability, Credibility, and consistency of the information provided by the other Party and Witnesses so that the outcome of each individual case is more likely to be factually accurate.
- **Dating Violence:** Violence committed by a person: (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and, (b) where the existence of such a relationship shall be determined by (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Title IX requires that Lebanon Valley College use this definition, of Dating Violence.
- **Decision-maker:** A person or persons designated to conduct Live Hearings, to decide whether or not a violation of this Policy has or has not occurred, to determine disciplinary sanctions and Remedies when a violation has occurred, and/or to decide Appeals. Decision-makers may or may not be Employees of Lebanon Valley College. Decision-makers are trained on the definition of Title IX Sexual Harassment, the scope of the College's program or activity, the Grievance Process, Relevance, the technology to be used at a hearing, how to conduct hearings and Appeals, and how to serve impartially.
- **Determination of Responsibility or No Responsibility:** A determination by the Hearing Board regarding whether the conduct of Respondent found to have occurred (the Findings of Fact) violates this Policy.
- **Domestic Violence:** Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state. Title IX requires that Lebanon Valley College use this definition of Domestic Violence.
- **Education Program or Activity:** Locations, events, or circumstances over which the College exercised substantial control over the Respondent and the context in which the conduct allegedly constituting Title IX Sexual Harassment occurred. Education program or Activity includes any building owned or controlled by the College and/or by a student organization that is officially recognized by Lebanon Valley College.
- **Employee:** Faculty, staff, administrator, and any other individual employed by Lebanon Valley College in any capacity or role, except not including a person who is also enrolled as a full-time student at the College.
- **Exculpatory Evidence:** Evidence, such as a Statement, tending to excuse, justify, or absolve the alleged fault or responsibility of a Respondent.
- **Facilitator:** A person or persons designated to facilitate an Informal Resolution of a Formal Complaint. Facilitators may or may not be Employees of Lebanon Valley

College. Facilitators are trained on the definition of Title IX Sexual Harassment, the scope of the College's program or activity, how to conduct an Informal Resolution process, and how to serve impartially.

- Formal Complaint: A document signed by a Complainant or a Title IX Coordinator alleging Title IX Sexual Harassment against a Respondent and requesting that the allegation(s) be investigated.
- Findings of Fact: A Hearing Board's decision regarding what occurred.
- Grievance Process: The process for investigating and resolving a Formal Complaint.
- Hearing Board: A single Decision-maker or group of Decision-makers who conduct the Live Hearing. The Hearing Board cannot be the same person(s) as the Title IX Coordinator or the Investigator.
- Inculpatory Evidence: Evidence that shows or suggests that a Respondent engaged in the alleged Title IX Sexual Harassment.
- Informal Resolution: A voluntary process that allows the Parties to engage in discussions in an attempt to come to an agreement, subject to approval by the College to resolve a Formal Complaint that does not involve a full investigation, hearing, and/or determination.
- Investigator: A person or persons, internal or external to the College, designated by the Title IX Coordinator to investigate the allegations of a Formal Complaint. An Investigator may also be the Title IX Coordinator but may not be a member of the Hearing Board or the Appeal Decision-maker. Investigators are trained on the definition of Title IX Sexual Harassment, the scope of the College's program or activity, the Grievance Process, Relevance, how to conduct an investigation, how to create an investigation report, and how to serve impartially.
- Live Hearing: A hearing where all parties can see and hear each other at all times, whether in the same location or connected via technology.
- Notice of Charge: A notice sent to the Parties detailing the allegations potentially constituting Title IX Sexual Harassment (the charges) and indicating that charges and information gathered during an investigation will proceed to the Grievance Process for evaluation.
- Notice of Dismissal: written notice of the Title IX Coordinator's decision to dismiss a Formal Complaint, including the basis of the decision.
- Notice of Investigation: A written notice to the Parties commencing the Grievance Process.
- Notice of Live Hearing: The letter sent to the Parties providing notice that allegations falling within the scope of this Policy will proceed to a Live Hearing.
- Party or Parties: Individuals who are Complainants and Respondents in a Grievance Process. When referencing the Complainant, the Respondent may be referred to as the "other Party" and when referencing the Respondent, the Complainant may be referred to as the "other Party."
- Procedural History: A section of the Written Determination describing the procedural steps taken from the receipt of the Formal Complaint through the determination, including notifications to the Parties; the date Respondent received notice of the allegation; the investigation process; and hearings held.
 - Regarding the description of the investigation process, the

Procedural History section should include: which Parties and Witnesses were interviewed and when; site visits; methods used to gather evidence; what type of evidence was reviewed; and the process undertaken to inspect and review the evidence and to disseminate the investigation report, including timelines. The Written Determination should include any actual or perceived procedural issues. For example, if a process was delayed for good cause, that delay should be explained in the Written Determination. Likewise, if the Parties requested that the Investigator follow certain “leads” that the Investigator was not reasonably able to pursue based on a lack of time, resources, or the unavailability of Witnesses, that should be addressed in the timeline.

- Procedural Irregularity: A failure to follow the College’s own procedures.
- Rape Shield Protections: Rules that protect Complainants from questions about or submission of evidence regarding the Complainant’s sexual predisposition or prior sexual behavior except in very limited circumstances.
- Relevance: Information that is relevant directly relates to the allegations in dispute, and, therefore, is probative of a material fact concerning the allegations. Information that is not relevant includes information protected by a legally recognized privilege; evidence about a Complainant’s prior sexual predisposition or prior sexual behavior unless offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant or offered to prove Consent, where Consent is at issue (and it concerns specific instances of sexual behavior with Respondent); any Party’s medical, psychological, and similar records unless the Party has given voluntary, written consent; Party or Witness Statements that have not been subjected to Cross-examination at a Live Hearing; and evidence duplicative of other evidence.
- Remedies: Measures taken by the College following a Determination of Responsibility on the part of Respondent designed to restore or preserve equal access to Lebanon Valley College’s Education Program or Activity. Remedies may be disciplinary or punitive and may burden the Respondent.
- Report: The submission of information to the Title IX Coordinator or a Campus Official regarding a potential violation of this Policy. A Report is not a Formal Complaint and, therefore, will not be investigated and does not trigger the Grievance Process.
- Respondent: Any individual who has been alleged to have engaged in conduct that could violate this Policy.
- Sexual Assault: Any conduct that would constitute a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual Assault includes the following prohibited conduct:
 1. Rape (Except Statutory Rape) - the carnal knowledge of a person, without the Consent of the person, including instances where the person is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity. “Carnal knowledge” means contact between the penis and the vulva

or the penis and the anus, including penetration of any sort, however slight.

2. Sodomy - oral or anal sexual intercourse with another person, without the Consent of the person, including instances where the person is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
3. Sexual Assault with An Object - to use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the person, including instances where the person is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
4. Fondling - touching of the private body parts of another person for the purpose of sexual gratification without the Consent of the person, including instances where the person is incapable of giving Consent because of their age or because of their temporary or permanent mental or physical incapacity.
5. Incest - nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
6. Statutory Rape - nonforcible sexual intercourse with a person who is under the statutory age of consent.

Title IX requires that Lebanon Valley College use this definition of Sexual Assault.

- **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer emotional distress. Title IX requires that Lebanon Valley College use this definition of Stalking.
- **Standard of Evidence:** The Standard of Evidence reflects the degree of confidence that a Decision-maker has in the correctness of the factual conclusions reach. The College will apply the Preponderance of Evidence Standard of Evidence to matters within the scope of this Policy.
- **Statement:** Evidence that constitutes a person's intent to make factual assertions.
- **Supportive Measures:** Non-disciplinary and non-punitive services that are offered, without fee or charge, by the College on an individualized basis to a Complainant or Respondent that are designed to restore or preserve equal access to Lebanon Valley College's Education Program or Activity without unreasonably burdening the other Party.
- **Title IX Coordinator:** The person or persons designated by Lebanon Valley College as a Title IX Coordinator, including any persons designated as an "acting," "deputy" or "interim" Title IX Coordinator. If special circumstances require the Title IX Coordinator to designate another person to address their responsibilities, the term also includes the Title IX Coordinator's designee.
- **Title IX Sexual Harassment:** Conduct, on the basis of sex, that occurs within Lebanon Valley College's Education Program or Activity within the United States, and that

involves:

1. an employee of the College conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
 2. unwelcome conduct that is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Lebanon Valley College's Education Program or Activity;
 3. Sexual Assault;
 4. Dating Violence;
 5. Domestic Violence; or,
 6. Stalking.
- Witness: A person who has seen, heard or otherwise has knowledge or information relevant to an alleged violation of this Policy, but not including the Investigator. The Investigator and Hearing Board meet with Witnesses at their request and at the suggestion of the Parties.
 - Written Determination: A letter delivered simultaneously to the Parties that describes the Hearing Board's decision regarding responsibility, which must be supported by evidence.

Last updated March 24, 2021/ ach

POLICY AND GUIDELINES ON PUBLIC EXPRESSION ACTIVITIES

Freedom of Public Expression

Lebanon Valley College affords all members of the College community (defined as currently enrolled students, currently employed members of the faculty, administration, and staff, and officially recognized student, faculty, administrative, or staff organizations) substantial privileges with respect to freedom of speech and expression. This freedom, however, is subject to reasonable restrictions of time, place, and manner so that the activities do not intrude on or interfere with mission and operations of the College, or with other rights of members of the College community as defined under College policy and local, state, and federal laws.

Notwithstanding the College's commitment to free public expression, the College may impose reasonable restrictions on the time, place, and manner of public expression. Furthermore, the College may impose restrictions that it deems necessary to comply with fire codes, safety codes, or other applicable law and/or protect against a threat of significant harm to persons or property.

To provide an atmosphere in which public expression can occur without disrupting the mission or operations of the College, this policy which shall govern all forms of public expression of ideas and information, including campus demonstrations, speakers, and the distribution and/ or posting of written materials. In keeping with its educational mission, the College encourages participants to consider the different points of view that may exist on a topic, and the College may offer or support programming designed to present such views. The College encourages collegial and open dialogue in alignment with its mission and institutional values.

Basic Principles of Free Public Expression

Anyone choosing to engage in any form of public expression at the College must adhere to and observe these basic principles of freedom of expression:

1. Groups or individuals engaged in public expression activities must maintain reasonable conduct that does not interfere with College operations. The following actions are prohibited:
 - Obstructing entrances or exits of College buildings or parking lots or otherwise interfering with the free flow of vehicular and/or pedestrian traffic within the College's campus or into or out of campus;
 - Construction of permanent or temporary structures without prior approval;
 - Camping, lodging, or sleeping as a public expression (except in authorized facilities or locations);
 - Conduct that constitutes harassment, disturbance of the peace, libel, slander, defamation, or unlawful assembly
 - Theft, damage, misuse, or destruction of College property;
 - Sound amplification exceeding reasonable levels or sound amplification that interferes with classes or creates an unlawful nuisance.
2. Public expression activities cannot be unlawful and must not violate or conflict with local, state, or federal laws. Such activities must not violate the College's Harassment Policy, Student Code of Conduct, or any other College policy.
3. Damage or destruction of property is prohibited.
4. Public expression activity cannot jeopardize public or individual safety.
5. Public expression must not prevent, impede, unduly obstruct, disturb, or interfere with the following:
 - Regular academic activities conducted in classrooms, laboratories, study facilities, libraries, or other facilities
 - Regular business activities of the College
 - The regular functioning of the College's residence hall communities
 - Official College ceremonies and traditions including, but not limited to, Commencement, Convocation, and Homecoming.
6. Audiences shall be allowed to ask questions of speakers unless considerations of time, format, or the like indicate otherwise.
7. The speaker's ability to speak and the audience's right to see and to hear a speaker may not be unreasonably impeded.
8. Events will be presumed to be open to those wishing to attend unless publicity indicates that the event is restricted or limited.
9. Non-members of the College community, as defined below, are not permitted to be involved in public expression on College property unless they are invited and sponsored by an academic/administrative department or a recognized student or faculty organization.

Guidelines for Free Public Expression Activity on Campus

Examples of "Public Expression Activities"

Assemblies, demonstrations, debates, forums, rallies, protests, picketing, speakers, sidewalk chalk messaging, erecting signs, posting flyers, distributing leaflets, or the like that are held on College property.

Definition of Members and Non-Members of the College Community

Currently enrolled students, currently employed members of the faculty, administration, and staff, and officially recognized student, faculty, administrative, or staff organizations are within the definition of “members of the College community” as used in this policy and guidelines. In addition to individuals who do not belong to any of these identified groups, any group or organization that includes one or more persons who are not members of the College community as active participants in the planned speech/demonstration is considered a “non-members of the College community.”

Definition of “Sponsor”

A sponsor is a recognized student or faculty organization or an academic or administrative department that invites a non-member of the College community to speak or otherwise engage in public expression on campus. Individual members of the College community can serve as sponsors only through the support of their department or recognized organization.

Responsibilities of a Sponsor

The sponsor must agree to take on the following responsibilities for the on-campus activities of a non-College individual, group, or organization:

1. The sponsor is responsible for assuring that the activities of the sponsored individual or group are carried out in accordance with the expectations delineated in the College Policy on Freedom of Public Expression and these Guidelines.
2. The sponsor must be clearly identified in all publicity materials and at the event’s beginning.
3. If the College determines that additional security measures are necessary to assure compliance with the Policy on Freedom of Public Expression, the sponsor must agree to such additional security and shall be responsible for the cost of these additional security measures.

Time, Place, & Manner Considerations

Notice of Time of Public Expression

Public expression activities may be restricted while classes are in session, Monday through Friday, 8 a.m. to 6 p.m.

Members of the College community are encouraged to give prior notice of their plans to the vice president of student affairs and dean of students at least 24 business hours prior to the event. This prior notice will help assure that the policy and guidelines are followed.

For public expression by individuals or groups that are not members of the College community—the sponsor (as defined herein) of public expression activity by non-members of the College community must give prior notice of its plans to the vice president of student affairs and dean of students at least 48 working hours prior to the event. This prior notice will help assure that this policy and these guidelines are followed.

Location/Place of Public Expression Activities

For public expression by members of the College community—The College reserves the right to designate the location of these events to help assure that this policy and these guidelines are followed.

The following area has been designated for public expression activities:

- The plaza of the Rosemary Yuhás Commons meets the basic principles described in this policy and in these guidelines. Groups will use the plaza of the Yuhás Commons as a primary location for public expression activities on campus.

For public expression by non-members of the College community—The College will designate the location for these events, to help assure that this policy and these guidelines are followed.

Manner of Public Expression on Campus

Principles of Free Expression: The Principles of Free Expression as set forth in the College's Policy on Freedom of Public Expression must be followed.

Printed Materials: Papers, pamphlets, and similar materials may be distributed in person by members of the College community or by sponsored non-members of the College community (as defined in this policy/guidelines); however, distribution by means that is aggressive or combative is prohibited.

Restoration of Property: Any person or group who engages in public expression (other than chalking) is required to return College property to the condition it was in prior to the public expression activity, including, for example, cleaning up litter, removing signs, and returning furniture or property to its location.

Guidelines for the Public Posting of Written Materials:

General Requirement: The posting of written materials in public areas of campus must satisfy the Basic Principles of Free Public Expression set forth in this policy.

General Prohibition: Except as permitted herein, no poster, notice, handbill, or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural feature of the campus such as the sides of doors or buildings, windows, the surface of walkways or roads, fountains, posts, waste receptacles, or trees.

Buildings: Postings within Campus buildings are permitted only on bulletin boards designated as "general purpose" bulletin boards.

No Other Locations: No postings may be made in any location other than those designated in these Guidelines without prior approval from the vice president of student affairs and dean of students.

Identification: Any postings must clearly and prominently identify the organization/individual responsible for the posting.

Time period for posting: All postings must be posted and removed within a two-week period. The College will remove any out-of-date postings.

Chalking: Chalking is permitted on sidewalks and plazas. It is not permitted on buildings or on any brick surfaces.

Failure to comply with these guidelines may result in removal of the posting in question and subsequent disciplinary action under this policy and any other College policies.

Violation of Policy and Guidelines

The vice president of student affairs and dean of students or his/her designee will be responsible for administering this policy and the related guidelines. Violations of this policy and the related guidelines are subject to disciplinary sanctions. Charges against students will be resolved through the disciplinary process in the Student Code of Conduct. Faculty and staff discipline will be processed according to the applicable Human Resources policies. Non-members of the College community acting in violation of this policy and/or the related guidelines will be required to leave campus and may be referred to the Annville Township Police Department in the event of criminal conduct.

COLLEGE POLICY ON ALCOHOL

Purpose & Applicability

Lebanon Valley College is committed to the education of students when it comes to the legal and responsible use of alcohol. The misuse, abuse, or illegal use of alcohol- on or off campus- including behaviors that allow underage drinking or promote excessive consumption of alcohol, are prohibited, and will be addressed through the Office of Student Affairs and the Student Code of Conduct process if brought to the attention of College officials. As outlined in the Student Code of Conduct, students may be accountable in criminal, civil, and College proceedings for acts that constitute violations of the law and the Student Code of Conduct.

The College, by this policy, assumes no culpability for the behavior of any individual student with respect to their use or non-use of alcoholic beverages or for the results or consequences of their conduct and hereby denies such responsibility. In accordance with the intentions of the Higher Education Amendments of 1998, Lebanon Valley College reserves the right to inform the parents or legal guardians of students under 21 who have violated laws on the use or possession of alcohol or drugs.

Alcohol Policy: Prohibited Conduct

- Purchasing, possessing, consuming, or being under the influence of alcoholic beverages under 21 years of age.
- Being under 21 years of age and being present where alcohol is being consumed except when consumption occurs in their residence hall room/living space and is by their roommate(s) who is 21 years of age or older.
- Serving, distributing, furnishing or otherwise providing alcohol or a space to consume alcohol to individuals under 21 years of age.

- Possessing or displaying empty alcohol containers in residence hall rooms under the age of 21.
- Possession of an excessive amount of alcohol (as defined in this policy) by a person 21 years of age or older.
- Serving alcohol to intoxicated individuals.
- Hosting, facilitating or otherwise participating in drinking games.
- Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g., funnels, beer bong, beer pong tables). These devices will be confiscated by the College.
- Serving or consuming alcohol from common-source containers (e.g., kegs, barrels, pails, punch bowls), except when expressly authorized by the College.
- Possessing alcoholic beverages in areas on campus other than where expressly permitted by College policy and/or College-sponsored events, including in the room of an underage student, in the public or similar shared areas of residence halls and other College buildings, and outdoors on campus.
- Hosting, facilitating or otherwise participating in on-campus events or parties involving alcohol that have not received required College authorization.
- Level of intoxication requiring an intervention or representing a danger to personal health or safety, regardless of a student's age.
- Public drunkenness.
- Open alcohol containers in public areas.
- Possessing or consuming beverages containing grain alcohol.
- Operating a vehicle or machinery while under the influence of alcohol.

Alcohol Policy: Guidelines for Students 21 Years of Age or Older

- Resident students 21 years of age or older may possess alcohol for their personal use in their own residence hall room/living space. The maximum quantity allowed per student 21 years of age or older is limited to:
 - One 12-pack of 12 oz. beer/malted beverage/wine coolers or,
 - Two 750ml bottles of wine or,
 - One 750ml bottle of liquor.

Any amount of alcohol beyond the above stated quantity will be considered an excessive amount of alcohol and is prohibited.

Alcoholic beverage containers must be sealed and concealed from view when transported on campus to a student's living space.

- During sanctioned, expressly authorized College-sponsored events, students 21 years of age and older may be permitted to consume alcoholic beverages in shared areas and/or outdoors on campus. College-sponsored events will outline any permitted use of alcohol before and during such events. These events may include Homecoming Tailgate, Senior Party, Baccalaureate, President's Champagne Toast, etc.

Guidelines for Enforcement

Student Affairs and Campus Safety personnel have responsibilities for enforcing the College's rules and regulations concerning the possession and consumption of alcoholic beverages on campus. These rules and regulations have been developed to comply with the laws of the Commonwealth of Pennsylvania and to maintain a standard of conduct consistent with the mission of Lebanon Valley College.

Violation of College policy will be addressed directly through the College's student conduct process. If a student is charged with a violation of state or local law by enforcement officials, the student may also be processed through the College's student conduct system, in addition to penalties under Pennsylvania law.

Outcomes, also called sanctions, from violation of this policy will be determined through the student conduct process and by the nature and severity of the violation. Outcomes may include any appropriate sanction as determined by the College, including and up to expulsion. The following is a guide of what typical outcomes occur from violations of this policy. Please note, this is just an example of outcomes; the College reserves the right to adjust these outcomes based on the nature and severity of the violation.

First-time alcohol policy violation:

- \$25 fine
- Alcohol education activity
- Disciplinary Warning

Second-time alcohol policy violation:

- \$50 fine
- Referral for alcohol use assessment
- Disciplinary Reprimand or Disciplinary Probation

Third-time alcohol policy violation:

- \$100 fine
- Referral for alcohol use assessment and/or treatment
- Disciplinary Probation or Disciplinary Suspension
- Removal from campus housing

College Amnesty Protocol for Alcohol and/or Drug Violations

Student health and safety is a primary concern for the College community. Sometimes, students are hesitant to seek medical assistance for fear that they may get themselves or others in trouble (for example, a student who has been drinking underage might hesitate to seek help for another student who is incapacitated due to alcohol or drug use, or who has been the victim of sexual misconduct). Lebanon Valley College will not pursue disciplinary action (i.e. will provide amnesty) for violations of the College's alcohol or drug policies when a student's violation of the alcohol or drug policies is discovered because a student has called for emergency assistance. In order for amnesty to apply, Lebanon Valley College students are expected to

- Contact College staff (e.g., Campus Safety, RA or other Residential Life staff) or dial 911 for emergency services,

- Give correct and complete information, including names and locations of individuals involved, and
- Stay with the individual of concern when it is believed they need attention due to the use of alcohol or other drugs.

The Amnesty Protocol is designed to provide education rather than discipline when a student voluntarily contacts College staff (e.g., Campus Safety, RA) or outside emergency services for assistance related to alcohol or other drugs. Amnesty is not provided for violations of other college policies, such as harassment, assault, or property damage.

Individuals covered by the Amnesty Protocol are

- persons who make a good faith call for assistance, and
- the person in need of assistance.

The College cannot grant amnesty or immunity from citation or arrest by legal authorities i.e., Annville Township Police Department or Pennsylvania State Police officers.

The Amnesty Protocol is for isolated incidents and will not be applied where students repeatedly violate the college's alcohol and drug policies. Involved students will be asked to attend a meeting with the Associate Dean of Student Affairs or designee. While the result of this meeting will not be any official student conduct process, there will still be educational outcomes including, but not limited to, alcohol and/or drug education or a referral for alcohol and/or drug assessment and/or treatment. A response may also include parental/ guardian notification of the incident.

Office of Campus Safety Contact Information:

Phone - 717-867-6111

Emergency – 911

Email- public-safety@lvc.edu

Health Risks

There are several known health risks associated with the use of alcohol. Use of alcohol causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle. Binge drinking or a pattern of abuse of alcohol may increase these health risks and may lead to alcoholism. Students seeking help for alcohol or substance use should contact Counseling Services at Shroyer Health Center: 717-867-6232 or counselingservices@lvc.edu.

Sanctions Under State Law

Pennsylvania law includes several restrictions on alcohol, many of which are summarized below. Violations of state law may lead to criminal sanctions. The College will cooperate with all agencies responsible for the enforcement of federal, state, and local laws concerning alcohol.

1. It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$500 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$1000, and imprisonment for up to one year; for

subsequent offense, suspension of driving privileges for two years, a fine up to \$1000 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

2. It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.
3. It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using a false identification card. Penalties are stated in (1) above.
4. It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identity, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.
5. It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are as stated in (1) above.
6. It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
7. It is a crime to hire, request or induce any minor to purchase liquor or malt or beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.
8. Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.
9. It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations.

Date of last revision: August 16, 2023

STUDENT CODE OF CONDUCT

Purpose

The Lebanon Valley College Student Code of Conduct defines the expectations of community membership that students and recognized student organizations (RSOs) are held accountable to and outlines the process and procedures the College will use when responding to alleged violations of these expectations, also called Community Standards.

The Student Code of Conduct exists to promote an environment conducive to the College's mission: "Lebanon Valley College educates students for lifelong success through exceptional liberal-arts based undergraduate programs and professional graduate programs that are delivered in an engaging and supportive academic and co-curricular environment." When student behavior interferes with the College's ability to carry out its mission, the College will work with involved Lebanon Valley College community members, in accordance with the Student Code of Conduct, to address the matter.

The Student Code of Conduct supports the mission of the College by holding students accountable for violating the College's Community Standards. The Student Code of Conduct and process aims to facilitate education, reflection, development, service to self, and service to the Lebanon Valley College and broader community.

The resolution process outlined in the Student Code of Conduct is designed to protect the Lebanon Valley College community while simultaneously challenging students and RSOs to examine their behavior and their impact on others. The resolution process is intended to be fair, equitable, and just to all parties involved and to comply with the College's legal responsibilities.

Philosophy

Lebanon Valley College approaches student conduct as an educational experience, focused on student learning through self-reflection, personal responsibility, individual growth, and remediating harm. Our goal is to encourage students to be positive contributors to their current and future communities.

While there is a tendency to compare the student conduct process to the legal process, the College's resolution processes outlined in this code are designed with an educational purpose and guiding principles. Because this code is not a criminal process, the general rules of criminal law and criminal procedures do not apply.

Applicability

The Student Code of Conduct applies to all Lebanon Valley College students and RSOs as follows:

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

Alleged off-campus student code violations that have or could have a direct, detrimental impact on the College's educational functions, its community members, or the local municipalities, may be resolved through the student conduct system, regardless of any actions that may be brought in civil or criminal court systems. If a student is charged in both legal and student conduct jurisdictions, the College will proceed with its internal review according to its own schedule.

All Lebanon Valley College students are required to report arrests and/or convictions that occur off campus. This includes, but is not limited to, situations that occur over breaks and summer months.

Reports should be made in writing via College-issued email to the Vice President of Student Affairs and Dean of Students, stu-affairs@lvc.edu.

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

The College also reserves the right to dismiss any student(s) whose conduct is detrimental to the College's mission.

If a student withdraws from the College prior to the adjudication of the alleged violations of College Policy, those charges must be adjudicated prior to the student returning to the College. In addition, the student is prohibited from being on campus pending resolution of the allegations.

Groups or organizations formally recognized by the College (RSOs) are subject to the same regulations as individual students. Any RSO may be held accountable for the actions of any of its members if the misconduct is related to the living group or organization. Individuals within the RSO may also be held accountable when the group faces charges for a violation.

Lebanon Valley College reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of College standards, or for other serious violations committed by a student prior to enrollment at Lebanon Valley College. The Vice President of Enrollment Management along with the Vice President of Student Affairs and Dean of Students or designee will handle such situations.

The College may withhold a student's diploma for a specified period of time if that student has student conduct charges pending, or the student was found responsible for violating policy and the student conduct body or the Vice President of Student Affairs and Dean of Students or designee assigns this as a sanction. The student may also be denied participation in graduation while charges are pending or as a sanction. In addition, the College may withhold a student's transcript if the student has student conduct charges pending, or if the student was found responsible for violating policy and is assigned this as a sanction.

Any member of the College community (student, staff, and faculty) may report a complaint under this code against a student or student group.

Communication

College-issued electronic mail (email) is the official means of communication for all matters related to the student conduct system. If an individual does not have an active College email account at the time of the communication, official communication will be directed via first-class mail to the last address on file with the Registrar's Office unless the individual and College have agreed otherwise.

Authority and Roles

The Vice President of Student Affairs and Dean of Students serves as the College's designee for the general oversight of student conduct and discipline matters. Specific responsibility for the administration of discipline and conduct matters is generally delegated to the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may further delegate responsibility to other administrative staff. The College may also engage third-parties to assist in addressing conduct matters. The Vice President of Student Affairs and Dean of Students has final authority in all matters related to student conduct and discipline.

The College Title IX Coordinator coordinates compliance with Title IX and responds to reports of Title IX Sexual Harassment, as defined in the College's Title IX Sexual Harassment Policy. Allegations that fall within the definition of Title IX Sexual Harassment are addressed through that policy and not through the procedures defined in the Code of Conduct. Allegations of harassment that do not fall within the definition in the Title IX Sexual Harassment Policy may be addressed through this Code of Conduct.

Definitions

Advisor: a chosen representative (often a member of the College community) who serves as a support person for the respondent or complaint before and during a hearing; the advisor may not speak during the hearing. The advisor may only communicate with their student and may not address the conduct facilitator or the conduct board. The advisor must not be a party or witness at the hearing. The advisor must not be an attorney or lawyer.

Appellate Officer: any person or persons authorized by the vice president of student affairs and dean of students or designee to consider an appeal from a student conduct body's determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the student conduct body.

Campus Conduct Board: a trained group of students, faculty, and administrators that hear violations of the Student Conduct Code involving individual students and RSOs. One member of the Campus Conduct Board will be the non-voting chairperson.

College: Lebanon Valley College.

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

College Official: includes any person employed by the College performing assigned administrative or professional responsibilities.

Complainant: any person who submits a student conduct complaint alleging that a student violated the Student Code of Conduct. A member of the College's administration may take on the role of the Complainant.

Faculty Member: includes any person hired by the College to conduct classroom activities.

College Premises: includes all land, buildings, facilities, and other property in the possession of, or owned, leased, used, or controlled by the College.

Member of the College Community: includes any person who is a student, faculty member, College official, or any other person employed by the College.

Policy: defined as any written and published regulations of the College as found in, but not limited to, the Housing Agreement, the Student Handbook, and the College Catalog.

Preponderance of Evidence: standard of proof needed to find the respondent responsible; when the evidence persuades the student conduct body that the alleged violation more likely took place than did not.

Recognized Student Organization (RSO): Any number of persons who have complied with the formal requirements for College recognition. A College organization is any fraternity, sorority, athletic team, or student organization/club.

Respondent: the student or organization charged with a violation of the Student Conduct of Conduct. The president and one other officer represent the respondent in cases involving a RSO.

Student: Includes all individuals taking courses at the College, both full time and part time. Individuals who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered students.

Student Conduct Code: the set of standards, rules, and regulations that define community expectations and prohibited conduct for Lebanon Valley College students.

Student Conduct Facilitator: a College official authorized by the Associate Deans of Student Affairs to investigate complaints, facilitate meetings and hearings, and to impose sanctions on students found to have violated the Student Code of Conduct. Student conduct facilitators include, but are not limited to, Vice President of Student Affairs and Dean of Students, Associate Deans of Student Affairs, Director of Residential Life, members of the residential life staff, and/other student affairs/College personnel as deemed appropriate.

Visitor: a person authorized or permitted to be on campus but who is not a student or employee of the College.

Student Rights

Every student engaging in the student conduct process has the right to:

- Receive written notice of the charges.
- Be presumed not responsible until proven responsible.
- Challenge the objectivity of any Student Conduct Facilitator or Campus Conduct Board member.
- Present evidence and witnesses relevant to the charge.
- Review alleged complaint/allegation.
- Be assisted by any advisor they choose (generally a member of the College community).

- Decline to appear at the hearing with the understanding that the case will be considered in their absence.
- Receive notification of student conduct decision and findings of the hearing.
- Request an appeal of student conduct decisions and sanctions.

This Code does not modify or detract from any rights otherwise afforded under federal or state law.

Community Standards

The Community Standards outlined in this code articulate behaviors that are prohibited or unacceptable because they do not align with the values central to Lebanon Valley College: kindness, community, and relationships.

Students, Recognized Student Organizations (RSOs), and visitors are expected to abide by all community standards in the Student Code of Conduct. It is every student's responsibility to be familiar with the policies and procedures in this code and all published College policies. Ignorance of a published policy will not exempt a student or RSO from the accountability that results from violating it.

Prohibited conduct includes:

A. Alcohol & Drugs

1. Alcohol: Violates the College's alcohol policy.
2. Illegal Drugs: Possesses or uses illegal drugs or narcotics. Illegal drugs are defined by federal, state, and local law.
3. Drug Paraphernalia: Possesses drug paraphernalia.
4. Illegal Drug Distribution: Manufactures, shares, furnishes, distributes, sells, exchanges, or offers to sell illegal drugs, narcotics, or drug paraphernalia.
5. Over the Counter Medication: Misuses over-the-counter medications, prescriptions, and/or other legal materials or substances in such a way to cause or result in disorderly or disruptive conduct.

B. Harassment, Harming, & Disruptive Conduct

1. Harassment: Engaging in repeated, severe, or pervasive actions directed towards a specific individual, group, or entity with the intent or effect to disturb or alarm. This includes, but is not limited to, conduct in person, or delivered by indirect means including notes, phone calls, and use of social media and other electronic media.
2. Harming Behavior: Engaging in any act that results in the infliction of pain, injury, or damage to any person or property by willful and deliberate means. This offense includes (a) assault, (b) attempted assault, or (c) behavior which may result in injuries to oneself or others. Harmful conduct also includes intentional conduct that inflicts, or attempts to inflict, harm upon any person, including, but not limited to, actual or threatened unwanted physical contact, or the knowing or reckless exposure of others to a contagious or infectious disease.
3. Threatening Conduct: Engages in conduct that is reasonably understood to intimidate or create fear of the infliction of pain, injury, or damage to property. This

includes, but is not limited to, conduct in person or delivered by indirect means including notes, phone calls, use of technology, and social media or other electronic media.

4. Protected Class Discrimination: Engages in discrimination or another violation of the Student Code of Conduct intentionally and where the conduct is motivated by a trait protected by law, such as a person's race, sex, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity, veteran status, or any other trait protected by law.
5. Disorderly Conduct: Engages in conduct that:
 - a. intentionally or recklessly creates a hazardous or physically offensive condition;
 - b. causes reasonable persons to fear for their safety or the safety of another; or
 - c. disrupts the normal practices, processes, and functions of the College or the local municipalities.
6. Indecent Conduct: Participates in intrusive, lewd, obscene, or indecent conduct.
7. Hazing: Violates the College's Antihazing Policy. Participates in hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the student will not be a defense. Any violation of the Pennsylvania anti-hazing law or the College's New Member Program Practices and Regulations will also be a violation.
8. College Operations: Intentionally obstructs the administrative or academic operation and functions of the College.
9. Obstruct the Conduct Process: Tries to influence the impartiality of a Student Conduct Facilitator or Campus Conduct Board member before or during any student conduct hearing, interferes with the orderly conduct of the hearing, or interferes with any investigative process that may lead to a formal student conduct hearing including withholding relevant information from College officials.

C. Safety

1. Safety Hazard: Creates or helps to create a safety hazard; knowingly violates safety, security, or emergency regulations/procedures or interferes with the safe and clean environment of others; demonstrates behavior or engages in activities that endanger the safety or well-being of oneself or others; tampers with, misuses, or damages safety equipment.
2. Weapons: Possesses or uses dangerous weapons. This includes, but is not limited to, guns, knives, martial arts' devices, percussion weapons, bows and arrows, ammunition, clubs, firecrackers, fireworks, other explosives, or any other devices used aggressively.

3. Pets: Grants access to and/or keeps pets in College buildings or on College grounds without prior approval by the associate dean of student affairs and/or their designee.

D. Failure to Comply

1. Responsibility for Visitors: Fails to inform their visitors of the need to conform to the rules and regulations of the College.
2. Condone Violation: Being present during any violation of the Student Code of Conduct and/or College policies in such a way as to condone, support, or encourage that violation.
3. Violate Policies: Violates College policies, rules, or regulations published in hard copy or available electronically on the College website. This includes all COVID-19/pandemic-related policies, procedures, and guidelines as established by the College.
4. False information: Knowingly providing false information or misrepresents information in any manner to the College. This includes all matters of record and transactions with the College.
5. Failure to Comply: Fails to comply with the reasonable request of or fails to show respect to any member of the College community acting in performance of their duties and authority.
6. Refuse ID: Fails to identify, or falsely identifies, oneself when requested by a member of the College community acting in the performance of their duty and authority.
7. Failure to Respond: Refuses to respond to a reasonable oral or written request (whether hardcopy or electronic) to report to a College official or a representative employed on behalf of the institution.
8. Violate Law: Violates any federal, state, or local laws.
9. Failure to Report Citation: Failure to accurately report any off-campus arrest or citation by any law enforcement agency for any crime to the College within 72 hours. RSO leadership is also required to report if a member is arrested or cited as a result of any actions or behaviors taking place at or arising from an RSO-sponsored event. Reports should be made to Student Affairs regardless of the final disposition.

E. Theft, Misuse, & Damages

1. Theft: Purposefully and without the consent or authorization of the owner, removes or has in their possession any property of the College or of another person.
2. Destroy Property: Tampers with, misuses, damages, defaces, or destroys property owned by others or the College, without permission.

3. Organization Funds & Property: Misuses College or student organization funds or property.
4. Abuse of Computing Facilities: Uses College computing facilities and resources to send obscene or abusive messages including recordings and live streams.
5. College Documents: Forges, alters, takes possession of, gives possession of, duplicates, or uses documents, records, keys, passwords, or identification without consent or authorization of appropriate College officials.
6. Computing & Telecommunications Operations: Participates in computer abuse or any violation of the acceptable use policy for computing and communications.
7. Unauthorized Recording: Participates in any unauthorized use of electronic or other devices to make an audio or video recording and/or to broadcast live streaming of any person while on College premises without their prior knowledge, or without their effective consent when such a recording/streaming is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person where there is a reasonable expectation to privacy.
8. Unauthorized Entry: Trespasses, conspires, or engages in unauthorized entry.
9. Social Media: Violates the student social media policy.

Note: The list of acts of misconduct that constitute violations of the Student Code of Conduct is not all-inclusive and can be amended at any time.

Student Conduct Process

Lebanon Valley College believes strongly in providing a fundamentally fair and impartial student conduct process. To that end, both the complainant and respondent student or RSO will receive reasonably specific advanced notice containing a description of the alleged acts of misconduct under the Student Code of Conduct, including time, date, and place of occurrence and rules of conduct allegedly violated to allow the respondent the opportunity to properly prepare a response.

Lebanon Valley College also believes in providing students with multiple pathways to resolution including, but not limited to: meetings, mediations, informal resolutions, and formal hearings.

When a formal hearing is appropriate, the College allows the complainant and respondent the right to question each other, the right to question witnesses against them, the right to present evidence, the right to call their own witnesses, the right to have an advisor present for support, the right against self-incrimination, and the respondent's right to appeal a student conduct decision.

Procedural modifications (e.g., the use of a screen during a hearing; and/or utilizing appropriate

remote appearance technology) may be granted at the discretion of the Associate Dean of Student Affairs provided the measures are consistent with fundamental fairness.

In all matters, and as necessary, Lebanon Valley College reserves the right to start resolution proceedings without a formal report or participation by the complainant.

Initiation of Referral

Any member of the campus community may file a complaint by completing an incident report form, available in the Center for Student Engagement or by contacting the Office of Student Affairs: stu-affairs@lvc.edu.

There is no time limit for submitting a report unless it is otherwise specified. We recommend that an incident report be submitted as soon as possible after the incident. All incident reports/referrals must be in writing.

Entry of the arrest of a student into a police blotter and/or notification by local law enforcement/criminal justice agencies is considered sufficient documentation to refer the student to the College's student conduct system.

Refer to the College's Title IX Sexual Harassment Policy for information on reporting matters of sexual misconduct.

Referral Review

Where a referral indicates a possible Student Code of Conduct violation, the Associate Dean of Student Affairs or designee will identify all relevant information to determine if sufficient information is present to warrant further action. If the Associate Dean of Student Affairs or designee determines that insufficient information is present, the referral will be dismissed. There will be no appeal of this dismissal decision.

Informal Resolution

When appropriate and agreeable to the parties and any designated College official, violations of the Student Code of Conduct may be resolved through informal means, including mediation, instead of a formal hearing.

If mediation is implemented, all parties in the conflict must agree to the process as an option to resolving their dispute. Mediation, when chosen to settle conflict, must precede the student conduct process. The student conduct process, however, remains an option should mediation prove unsuccessful.

Once an agreement has been finalized and signed, the option of bringing a charge through the student conduct process is open to either party who becomes convinced that a term of the agreement has been breached by a participant in that agreement.

Notification of Referral for Investigation

In the event a formal investigation is required, the Associate Dean of Student Affairs or designee will provide a written notice to all parties and will appoint a College Community Member or a third

party to conduct the investigation. The Office of Public Safety will also be party to investigations of alleged violations of College policy. The purpose of the investigation is to gather information about the alleged violation and determine whether there is enough evidence to present charges. The investigator has the authority to question parties and request written statements. If a student does not provide a statement, the investigator's notes from any conversation may be used. After the investigation is complete, the Associate Dean of Student Affairs or designee will notify the respondent of the status of their case. If it is the opinion of the Associate Dean of Student Affairs or designee that insufficient information is present, the referral will be dismissed. There will be no appeal of this dismissal decision.

Formal Resolution

Once a referral has been submitted and reviewed for applicability for resolution under this code, there are two formal processes that may be applied: a Conduct Meeting or an Administrative Hearing. These processes are outlined below.

Conduct Meeting

In most cases where a code violation has been alleged, the Associate Dean of Student Affairs or designee will invite the student, in writing, to a Conduct Meeting. Typically, these are situations where the respondent takes responsibility for the violation, the information is relatively straightforward, and/or there are no complicating factors. The Conduct Meeting will be facilitated by a Student Conduct Facilitator designated by the Associate Dean of Student Affairs.

Written notice of the Conduct Meeting will include:

- the date, time, and place of the Student Conduct meeting;
- a brief summary of the referral, including the time, date, place, and brief description of the alleged act(s) of misconduct;
- the specific violations of the Student Code of Conduct pending against the respondent;
- statement of student rights and responsibilities; and
- the name and contact information of the Student Conduct Facilitator.

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

If a respondent fails to attend their Conduct Meeting, the matter will be heard in their absence.

During the meeting, the Student Conduct Facilitator may determine that the information presented at the meeting warrants an additional charge or change from the charges originally presented. The Respondent will be notified verbally of the change in charges or additional charges. The Respondent will be given the opportunity to continue the meeting or reschedule the meeting to allow time to reflect on the additional charges.

If the respondent accepts responsibility for the charge(s), the Student Conduct Facilitator will determine the appropriate sanctions. If the respondent denies responsibility for the charge(s), the Student Conduct Facilitator will determine if the respondent violated or attempted to violate the

charged community standard violation according to the preponderance of the evidence standard.

In some cases where the respondent denies responsibility, the case may be referred to an Administrative Hearing.

Administrative Hearings

Cases involving more serious violations of the code, repeat violations, complicating factors, denial of responsibility by the respondent, and/or situations that could result in suspension or expulsion can be resolved through an Administrative Hearing. The Vice President of Student Affairs and Dean of Students, or designee, will decide when a case is appropriate to be resolved through an Administrative Hearing. Administrative Hearings can be facilitated by a single Student Conduct Facilitator or a Campus Conduct Board. The Vice President of Student Affairs and Dean of Students, or designee, will decide whether a Student Conduct Facilitator or a Campus Conduct Board will be used.

The following steps are a general outline of how hearings are conducted. The College reserves the right to amend this process as necessary.

Hearing Guidelines

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

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

Participants: Participants at a hearing include the complainant, respondent, fact-finder(s) (Student Conduct Facilitator or Campus Conduct Board), advisors, and witnesses.

Respondent/Complainant: Both the complainant and respondent are expected to appear at a hearing. However, if a complainant or respondent fail to attend a Student Conduct hearing or Campus Conduct Board hearing, the Student Conduct Facilitator or Campus Conduct Board reserves the right to dismiss the matter or to proceed with the hearing. If a respondent fails to appear, the hearing may be conducted in their absence.

Witnesses: The respondent and the complainant will submit the names of all witnesses who will appear at the hearing, and any other evidence to the Vice President of Student Affairs and Dean of Students or designee no less than two College business days prior to the hearing. Each party is entitled to review all witness lists and any other evidence prior to the hearing. Witnesses are only allowed into the hearing during their period of testimony or when called to answer questions. The Student Conduct Facilitator or Campus Conduct Board reserves the option of limiting the number of witnesses providing statements at a hearing for redundancy and/or relevancy at their discretion. The Respondent and the Complainant are responsible for ensuring their witnesses

appear at the appropriate date, time, and place of the hearing. Witnesses are individuals who were present during or have direct knowledge of the alleged misconduct. Character witnesses are not permitted. Failure to give truthful testimony before a Student Conduct Facilitator or Campus Conduct Board, is a violation of the Student Code of Conduct and may result in student conduct action.

Advisors: The complainant and the respondent have the right to be assisted by any advisor they choose (generally a member of the College community). The complainant and/or the respondent is responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing. An advisor cannot be any other party in the matter (i.e., witness, complainant, respondent, etc.).

Fact-finders: It is the duty of the Student Conduct Facilitators and Campus Conduct Board members to keep all proceedings confidential. It is the responsibility of Student Conduct Facilitators and Campus Conduct Board members to disqualify themselves whenever they feel they cannot hear the dispute impartially and without prejudice of the specific case. If a member refuses to disqualify himself or herself and a party objects, the Vice President of Student Affairs and Dean of Students or designee will determine whether the member must withdraw. A written rationale must be presented to the Vice President of Student Affairs and Dean of Students or designee at least three College business days hours prior to the hearing.

Both the complainant and respondent have the right to challenge the designation of a Student Conduct Facilitator or Campus Conduct Board member for cause. Cause is defined as personal bias or prior involvement with parties or circumstances surrounding the matter. A challenge to a Student Conduct Facilitator or Campus Conduct Board member for cause must be presented to the Associate Dean of Student Affairs in writing no later than three College business days before the scheduled hearing.

Evidence: Only evidence that is admitted during the hearing will be considered in determining responsibility in the matter.

The College is not bound by formal rules of evidence. Evidence or information that may not be admissible in a court of law may be admissible in a conduct hearing or as part of an investigation. The Student Conduct Facilitator or the Chairperson of the Campus Conduct Board will decide what information is admissible as part of a hearing.

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

If the Student Conduct Facilitator or Campus Conduct Board determines that key evidence is missing, the hearing may be continued to a later time to accommodate the presentation of such evidence at the hearing.

Procedural modifications (e.g., the use of a screen during a hearing; and/or utilizing appropriate technology as necessary to ensure that the complainant(s) and respondent(s) are in separate

locations) may be granted at the discretion of the Associate Dean of Student Affairs or designee as long as they are requested and consistent with fundamental fairness. A party wishing to request a procedural modification should do so at least two College business days prior to the scheduled hearing time.

Outline for Hearing Proceedings

The goal of a College proceeding is to arrive at a fair and impartial decision that ensures the rights, freedoms, and safety of all members of the Lebanon Valley College community while protecting the special educational interests of the College.

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

The Associate Dean of Student Affairs will provide the Complainant and/or Respondent with written notice of the hearing at least five College business days prior to the scheduled hearing time. The hearing notice will contain a statement of:

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

While every effort will be made to schedule the hearing at a time convenient for all parties, final scheduling authority rests with the Associate Dean of Student Affairs. The Associate Dean of Student Affairs also has the authority, when hearings involve more than one respondent, to have the respondents heard separately.

To begin the hearing, the matter is introduced by the Student Conduct Facilitator or chairperson of the Campus Conduct Board.

This includes an introduction of all the parties participating in the hearing and a statement of the charged violations. An overview of the hearing procedures will be presented. A statement of rights and responsibilities, which include an expectation of truthfulness, will be made. The Student Conduct Facilitator or chairperson of the Campus Conduct Board is delegated the authority to exercise control of the hearing and to rule on questions of procedure.

The complainant(s), when available, will state the information from the referral.

The respondent presents information favorable to their position.

The complainant(s) may then call any witnesses to offer information supporting the referral.

The respondent may then call any witnesses in defense of the respondent's position.

At this point, the Student Conduct Facilitator or Campus Conduct Board members may begin questioning both the complainant(s) and respondent(s). Witnesses may be recalled for questioning (at the discretion of the Student Conduct Facilitator/Campus Conduct Board) during this period.

The complainant(s) and respondent(s) also have the right to question each other and all witnesses. At the discretion of the Student Conduct Facilitator or the chairperson of the Campus Conduct Board, questions from both the complainant(s) and respondent(s) to each other and/or to the witnesses may be directed to the Student Conduct Facilitator or the chairperson of the Campus Conduct Board. The Student Conduct Facilitator or chairperson will then restate the questions to the appropriate parties.

During the hearing, the Student Conduct Facilitator or chairperson of the Campus Conduct Board may determine that the information presented at the hearing warrants an additional charge or change from the charges originally presented. The Respondent will be notified verbally of the change in charges or additional charges. The Respondent will be given the opportunity to continue or reschedule the hearing.

After the questioning is completed, both the complainant(s) and respondent(s) can make a summary statement. The complainant(s) proceeds first in making the summary statement.

The hearing is ended. At this point the Student Conduct Facilitator or Campus Conduct Board and chairperson go into a private session to determine whether the respondent is “responsible” or “not responsible.” In matters where a Campus Conduct Board is used, a simple majority of the board members hearing the matter is needed to establish a finding of “responsible.”

If a decision of “responsible” is reached, the Student Conduct Facilitator or Campus Conduct Board will make a recommendation of sanctions and stipulations. The Vice President of Student Affairs and Dean of Students or designee makes the final determination of sanctions and stipulations based upon the nature of the violation.

Past violations of the Student Code of Conduct will be factored into the determination of the sanctions and stipulations but will not be considered in establishing whether a respondent is “responsible” or “not responsible” of the current charges.

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

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

Both the complainant and respondent will be allowed to schedule an appointment to listen to the recording of a hearing they were a party to.

The College recognizes the impossibility of anticipating every circumstance under which the-

student conduct authority of this College must be exercised. The College also recognizes the possibility that compelling circumstances may require that certain procedures normally afforded students may be suspended. To facilitate the prompt adjudication of a campus student conduct matter under such circumstances, the Vice President of Student Affairs and Dean of Students or designee will hold an administrative hearing. The student's procedural rights will remain in effect and an appeal resulting from the administrative hearing will be handled by the Vice President of Student Affairs and Dean of Students or designee.

Sanctions

Students who receive a sanction should realize that the following principles apply in the determination of sanctions:

- Sanctions ordinarily are increased for subsequent offenses although the most severe sanction can be applied even in the case of the first offense if such sanction is warranted by the seriousness of the circumstances.
- The respondent's past student conduct record is reviewed in determining a sanction.
- The readiness of the person to consider and abide by the Student Conduct Code is taken into consideration.

Sanctions

More than one of the following sanctions listed may be imposed on any student found to have violated the Student Conduct Code:

Disciplinary Warning: A written statement to the student expressing disapproval of conduct.

Disciplinary Reprimand: A written statement to the student, expressing vigorous disapproval of conduct and that continuation or repetition of similar misconduct may be cause for more severe sanctions. Special conditions may be part of this sanction to assist the student in corrective action. If permitted under FERPA, parent(s) or guardian(s) may be notified of this sanction.

Disciplinary Probation: A written statement to the student indicating that he/she will retain conditional status for a specific period of time because their behavior is in flagrant or repeated violation of College standards. Probation is for a designated period of time and may include the probability of suspension or expulsion from the College if the student is found to be violating any College policy during the probationary period. Loss of privileges may be included with this sanction, such as participation in co-curricular activities, i.e., clubs, organizations, athletic activities. If permitted under FERPA, Parent(s) or guardians may be notified of this sanction.

Loss of Privileges: Denial of specific privileges for a designated period of time. Denial of privileges may include, for example, denial of the right to represent the College in any way, denial of the use of facilities, denial of parking privileges, denial of participation in co-curricular activities and College employment, denial to hold a leadership position, loss of financial aid for a designated period of time, suspension from an athletic team or performing group, loss of housing lottery privileges, loss of housing privileges, or loss of pledging privileges.

Cease and Desist Order: A cease and desist order can be imposed for an interim period pending

hearing by the associate dean of student affairs or their designee as a measure to de-escalate a potentially volatile situation between a student and any other party. When imposed as an interim measure, a Cease and Desist Order is not a sanction and does not reflect a finding of responsibility. Continuation of a cease and desist order may be included as part of a student conduct sanction after a finding of a responsibility

Restitution: A written directive to replace or make specified compensation for property of the College or of another person that was damaged, destroyed, or misused.

Fines: The College reserves the right to assign fines in addition to taking student conduct action.

Community Service/Discretionary Sanctions: Community service involves service projects within Lebanon Valley College or the greater community, work assignments or other discretionary assignments approved by the Associate Dean of Student Affairs.

Counseling/Assessment: To assist the student in developing better problem-solving skills and coping mechanisms, counseling may be required. This sanction typically addresses issues involving anger management, domestic violence, relationships, or alcohol and other drugs. A student whose level of intoxication is such that it is potentially life threatening, requires medical attention, involves injury, or results in property damage may be required to pay for private, off campus assessment and be required to follow the recommendations of the assessments. Failure to attend mandatory counseling sessions, or to participate in good faith in counseling sessions, may result in imposition of additional sanctions.

Residence Hall Probation: Residence Hall Probation is a warning that further violations of the Student Conduct Code may result in suspension or expulsion of housing privileges, loss of residence hall choice, loss of housing lottery privileges, or loss of off-campus privileges. A student may be reassigned to another room or residence hall while on residence hall probation. The student may also be placed on weekend residence hall suspension. (The student is not allowed on campus or allowed to participate in College events from 5 p.m. on Friday until 5 p.m. on Sunday.)

Residential Restriction: Restrictions on access to residence halls and/or specific locations within residence halls during a specified period of time may be enacted. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Residence Hall Suspension: This sanction involves separation of the student from the residence halls for a definite period of time. The student may reapply for housing after the stated period of suspension. Specific restrictions on access to residence halls during the period of suspension may also be involved. Conditions for readmission may be specific. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Residence Hall Expulsion: Permanent separation of the student from the residence halls results from Residence Hall Expulsion. Specific restrictions on access to residence halls may be involved. Any consideration of monetary refund is subject to the College's Title IV refund policy.

Suspension: This sanction results in separation of the student from the College for a definite or indefinite period of time, after which the student may be eligible to return. Readmission is subject

to approval and conditions for readmission may be specified. Such separation prohibits the student from being on campus or other College-owned property and attendance at any classes, social events, and activities for a specified period of time. The student will be withdrawn from courses. Any consideration of monetary refund is subject to the College's Title IV refund policy. The student will not be permitted on campus or other College-owned property. A copy of the written sanction will be sent to the parent(s) or guardian(s).

Disciplinary Expulsion: Disciplinary Expulsion is the permanent dismissal and separation of the student from the College that includes complete and irrevocable termination of the student's registration. The student will not be allowed to return to the College if he/she applies for readmission. The student will be withdrawn from courses and Permanent Disciplinary Dismissal is recorded on the student's transcript. Any consideration of monetary refund is subject to the College's Title IV refund policy. Parent(s) or guardian(s) will be notified.

Non-Compliance with Sanctions

In cases of non-compliance with sanctions or remedies issued by any campus student conduct body, the student may be charged with failure to comply or may be suspended until they have complied.

Recognized Student Organization Expectations

All College organizations are expected to:

1. Support the mission and goals of the College;
2. Ensure that the policies, practices, and actions of the organization uphold the rights and dignity of its members;
3. Ensure that the organization activities provide a healthy and safe environment that complements the mission of the College;
4. Adhere to all federal, state, and local laws, and the Lebanon Valley College Student Code of Conduct; and
5. Actively and adequately support the College's internal policies and educational programs related to alcohol and other drugs, gender discrimination, sexual misconduct, sexual harassment, sexually inappropriate behavior, and other forms of discrimination and harassment.

Any member of the College community may file a charge that members of a group, acting together, have violated a College regulation, or that the group provided the probable cause for such behavior. The student conduct procedures and the rights of the respondent in an alleged group violation of College conduct regulations are the same as those specified for charges relating to the individual violators of the Student Code of Conduct. The respondent group, through its president or most senior officer, will be entitled to exercise all the rights of an individual who is alleged to have violated a Student Code of Conduct regulation.

Student Organization Disciplinary Sanctions

RSOs will be subject to one or more of the student conduct sanctions listed below when members of the organization, acting as members of the group, engage in unacceptable behavior, or when it can be shown that the organization provided the probable cause for such behavior.

Individuals who join to share common interests and purposes collectively share a common responsibility. They must ensure that individual members, alumni, and guests or groups of members reflect favorably upon their organization. A group cannot ignore or escape its responsibility for the action of its members. The committing of any offenses by a group or a failure of an organizing group to exercise preventative measures relative to violation of the Student Code of Conduct by their members will constitute a group offense. Any group may be held accountable for the action of its members if such activities are related in any way to the group. Individuals may also be held accountable for their actions when their group faces charges for a violation. Moreover, it must be understood that while special interest groups are viewed as worthwhile components of the educational experience, the College will encourage and recognize such groups only so long as the actions of their members are consistent with the College's mission and expectations.

In addition to the sanctions already listed above, the sanctions listed below may also be used as organizational sanctions. More than one of these sanctions may be imposed for any single violation. Any violation of the Student Code of Conduct by members of a student organization may result in both the organization and individual members involved in the behavior to be subject to student conduct action.

Fines: The College reserves the right to assign fines in addition to taking student conduct action according to the sanctions listed below.

Community Service: Community service involves service projects within the College or the greater community.

Restitution: A written directive to replace or make specific compensation for property of the College or any person that was damaged, destroyed, or misused.

Organization Warning: Organization Warning is for a specified period of time with the understanding that subsequent misconduct will result in additional student conduct action.

Organization Probation: Probation requires that the organization display exemplary conduct during the specified probationary period. Any further violation during the time of probation may result in termination of College recognition as a student organization.

Loss of Privileges: A student organization may lose any or all privileges of a College-recognized student organization for a period of time. Loss of privileges includes, but is not limited to:

- Intramural sports
- Housing
- Recruitment of members
- Use of College's or organizational resources, facilities, or services.
- Participation of organization in campus or off-campus events

Organization Suspension: The organization will not be permitted to function on the College campus for a specified period of time. The organization may not function in any manner as an

organization during the period of suspension.

Loss of Recognition: The group's status as a recognized student organization will be withdrawn. It will cease to exist and function on the College campus permanently. In the case of fraternities and sororities, the organization's invitation to affiliate with the College will be revoked and the organization's headquarters will be notified of the loss of College recognition. The organization may not use the College's name or its facilities, campus publications, or any of its services. Any duplicitous action or behavior will be considered a violation of the sanction and could result in the dismissal of any/or all members of the organization from the College.

Interim Measures

At its discretion, the College may impose interim measures pending the disposition of student conduct charges where the student represents a serious threat to the safety of themselves or others, or to University property. These measures may be delivered verbally and/or in writing. Some examples of interim measures are listed below. A failure to abide by interim measures may result in additional student conduct violations:

Cease and Desist Order: an order directing parties to refrain from engaging in certain conduct, such as contact with one another, or restricting parties from certain locations, as a measure to de-escalate a potentially volatile situation between a student and any other party. When imposed as an interim measure, a Cease and Desist Order is not a sanction and does not reflect a finding of responsibility.

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

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

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

Interim residence hall suspension: removes a student from their residence hall prior to a formal hearing being held. This action requires a student to vacate their residence hall immediately and effectively bars them from entering any campus residence hall during their interim residence hall suspension. There is no right of appeal from interim residence hall suspension.

In certain circumstances, the Vice President of Student Affairs and Dean of Students or designee may impose a College interim suspension prior to the Administrative or Campus Conduct Board hearing.

Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the College community or preservation of College property; (b) to ensure the student's own physical or emotional safety and well-being; (c) if the student poses a definite threat of disruption or interference with the normal operations of the College; (d) if the student has been alleged to have committed a serious crime.

Interim suspension: students will be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Affairs and Dean of Students or designee may determine to be appropriate. A hearing will be scheduled as soon thereafter as practical. In situations where a student is charged with a serious crime, a hearing may be delayed until disposition of the charges by public authority.

Notification of Student Conduct Decisions

The Vice President of Student Affairs and Dean of Students or designee sends written notification of student violations, sanctions, and recommendations to appropriate College officials who might provide counseling or assistance to the student and/or to other College officials having legitimate educational interests. The College will notify parents of violations of alcohol and/or drug policies by students under age 21. Notification of suspension or expulsion is filed with the Registrar's Office. In cases of suspension, the student's transcript indicates withdrawal from courses. In cases of expulsion, the student will be withdrawn from courses and *Permanent Disciplinary Dismissal* will be recorded on the transcript.

Appeals

A respondent wishing to appeal a student conduct decision should submit their written appeal stating the reasons for such a request to the Vice President of Student Affairs and Dean of Students or designee within five (5) College business days of receipt of the original decision. Appeals are due by 4:30 p.m. on the fifth College business day following the original decision. Sanctions are in effect while a case is under appeal.

The College allows one level of appeal review. The decision of the appeal by the Vice President of Student Affairs and Dean of Students and/or designee is final. The designated appeal agents are set forth below:

- Appeals of decisions made by the Student Conduct Facilitator will be directed to the Associate Dean of Student Affairs.
- Appeals of decisions made by the Associate Deans of Student Affairs or
- Campus Conduct Board will be directed to the Vice President of Student Affairs and Dean of Students.
- Appeals of decisions made by the Vice President of Student Affairs and Dean of Students will be directed to the President of the College.

No further appeals are permitted.

If the Vice President of Student Affairs and Dean of Students becomes so involved in the

investigation or adjudication of a case such that they feel their impartiality may be compromised, they may defer appellate responsibilities for the case in question to the President of the College or the President's designee.

An appeal may be sought on the following grounds:

1. That a fundamental error occurred in the hearing procedures that unreasonably interfered with the respondent's rights. Such claims must be specifically described in the written appeal.
2. That new evidence or information germane to the matter and not available at the time of the hearing has been uncovered. This evidence must be clearly presented in the written appeal.
3. That the sanction imposed was unjust, unreasonable, or inappropriate. The written appeal must clearly explain the reasoning for this appeal.

Student Conduct Records

Student conduct files are kept in the Office of Student Affairs for seven (7) years. These files are considered confidential. The files of students who are expelled, suspended, or have significant disciplinary history may be kept for a longer period of time.

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

Code of Conduct Revisions

Lebanon Valley College reserves the right to amend any administrative policy and academic or student conduct regulations described in the Student Handbook, without giving prior notice to persons who might be affected. Once those amendments are posted online, they are in effect.

Date of Last Revision: August 8, 2022

The provisions of this handbook are not to be regarded as an irrevocable contract between the College and the students or between the College and the parents of the students. During the academic year, the College reserves the right to change the services, policies, and procedures that are set forth in the handbook as they become necessary. At the date of publication, the information provided in the handbook was as complete and accurate as possible.