



LAKELAND ♦UNIVERSITY♦

2019-2020 Residential Handbook

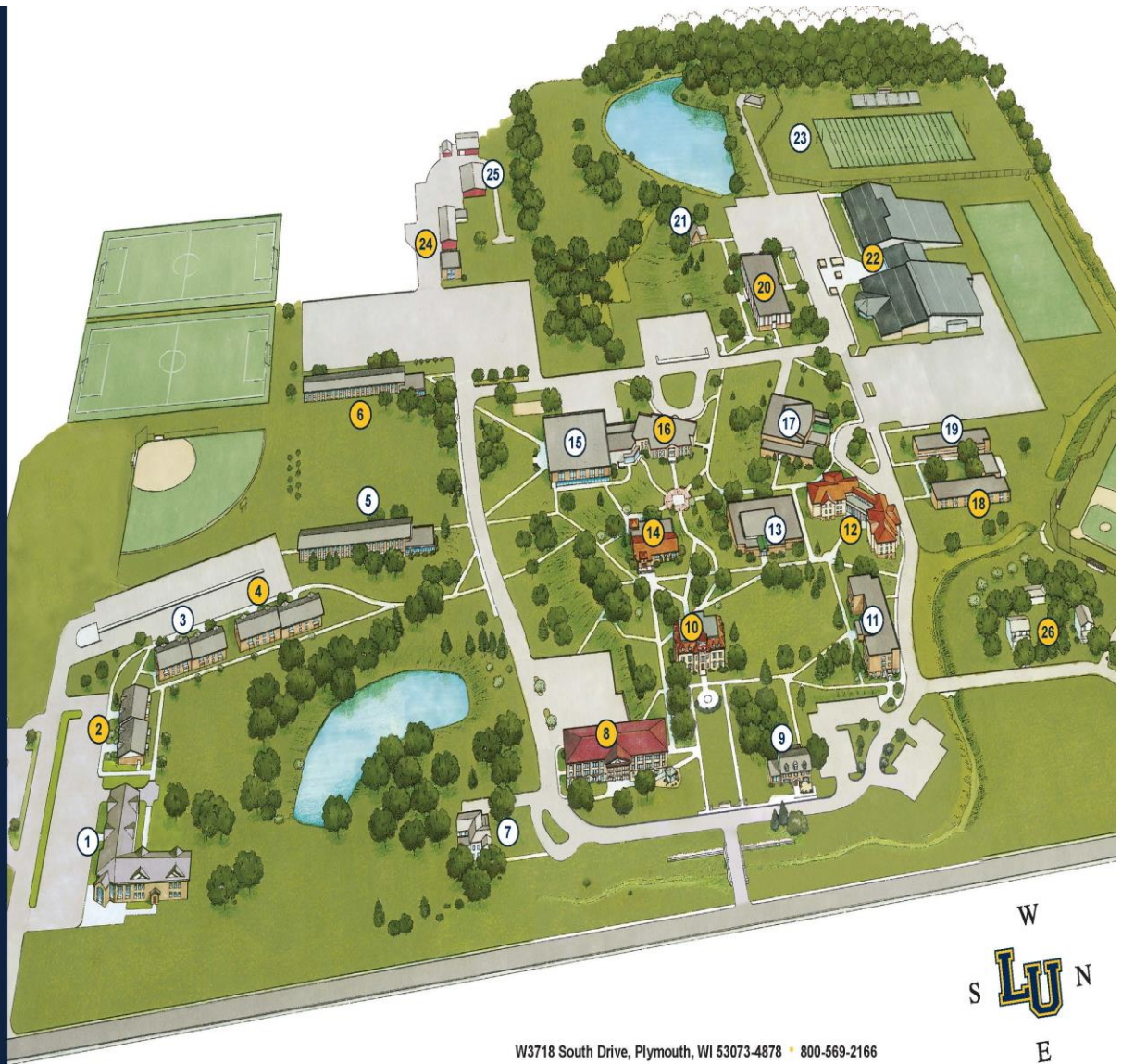
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**LAKELAND
UNIVERSITY**

1. South Hall (2008)
2. Hill House (1994)
3. Morland House (1994)
4. Kurtz House (1999)
5. Muehlmeier Hall (1964)
6. Grosshuesch Hall (1967)
7. President's House (1937)
8. William A. Kruger Hall (1917)
9. Nash Center (1923)
10. Old Main Hall (1888)
11. A.M. Krueger Hall (1957)
12. Brotz Hall (2005)
13. Verhulst Center (1989)
14. John Esch Library
15. Younger Family Campus Center/
Bossard Hall (1964)
16. Laun Center (1999)
17. Bradley Fine Arts Center (1968)
18. Hofer Hall (1966)
19. Friedli Hall (1966)
20. Chase Science Center (1968)
21. Ley Chapel (1971)
22. Wehr Center (1984, 2005 addition)
23. Taylor Field
24. Maintenance Buildings (1984)
25. Wrestling Practice Center/
Warehouse (1999)
26. Lakeland Houses



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The Scope of the Residential Handbook

Lakeland University policies and procedures apply to all students attending Lakeland University's Main Campus, satellite campuses and centers located in Chippewa Falls, Green Bay, Madison, Milwaukee, Neenah and Wisconsin Rapids.

Changes to the Residential Handbook

The purpose of the Lakeland University Student Handbook is twofold. It informs students of opportunities for involvement with people, special programs and services that are available at Lakeland University. It describes programs and services that will help increase the quality of every student's educational experience. The handbook also informs the Lakeland community of many of the policies governing students while at LU. These policies express expectations of behavior, convey a respect for community and provide for the protection of the rights of the individual. Each student or student group is held responsible for the policies and procedures of the university that are currently in effect or, from time to time, put into effect by the appropriate authorities of Lakeland University.

Please be aware that the handbook (1) is not a complete statement of all policies, procedures, rules and regulations of Lakeland University; and (2) that the university reserves the right to change any procedures, policies, programs and so on, that appear in the student handbook. The university will give notice to students of changes within a reasonable amount of time. Lakeland University acknowledges that best practices, which include state and federal laws and/or regulations, continue to change, e.g., 2013 Reauthorization of Violence Against Women Act (VAWA). Consequently, if university policies and procedures conflict with or are not in line with current best practices, then current best practices, including state and federal laws and/or regulations, will take precedence over conflicting university policies and procedures.

Questions, suggestions, corrections or additions regarding the information in this student handbook should be sent to Simondr@Lakeland.edu.

Lakeland University Statement of Mission, Values and Expectations

Mission: Lakeland University educates women and men of diverse backgrounds, preparing them to think critically, to communicate effectively, to succeed professionally and to lead ethical purposeful and fulfilling lives. Rooted in the values of the United Church of Christ, Lakeland integrates the liberal arts and experiential learning to develop the whole person for success in a dynamic, multi-faceted world.

Values: The values of Lakeland University are influenced by its relationship with the United Church of Christ and continuing commitment to the liberal arts:

Inquiry and Academic Excellence: We are a community committed to learning, discovery and creativity as ongoing endeavors. We maintain high standards of academic rigor and expectation for achievement that drive the acquisition and application of knowledge through the liberal arts and practical learning opportunities.

Integrity and Responsibility: We are a community that is open, honest and ethical. We are accountable to ourselves, each other and the university to uphold the mission and values of the institution.

Faith and Religious Expression: We are a community that values the study and exploration of faith and religious beliefs. We invite one another to investigate what it means to live a spiritual, meaningful and purposeful life.

Diversity and Respect: We are a community that welcomes all people regardless of their gender, race, religion, sexual orientation, socioeconomic status, disability or country of origin. We value differing backgrounds, cultures and viewpoints and accept our responsibility to treat each other with fairness, compassion and civility.

Service and Stewardship: We are a community committed to socially responsible service at the institutional, local, regional, national and global levels. We embrace our role as caretakers of the resources of the institution and society.

The Residence Life Experience



Who is considered a student?

Lakeland University defines a student as any individual who is currently enrolled or was enrolled in a credit-bearing course at the institution.

Any individual who meets this definition is afforded all the rights to privacy as defined by FERPA. This includes online or in-person credit-bearing courses. Individuals who are admitted but not yet enrolled in a credit-bearing course are not protected under FERPA.

What is an education record?

FERPA defines an education record as any record directly related to a student career which contains personally identifiable information. This can include application for admission, and academic transcript data such as enrollment (credits and enroll status), grades and GPA information, transfer credits and degrees, major(s), honors earned or any other relevant data maintained by the university or a party acting on behalf of the university.

In accord with the Rights and Privacy Act, transcripts are considered confidential and will not be released to a third party, other than authorized university personnel, without the written permission of the student.

Request official transcripts online through the National Student Clearinghouse website at:

<https://tsorder.studentclearinghouse.org/school/welcome>

Please provide Social Security Number or Student ID number in the order process. The cost of each transcript is \$8.00. A request for a rush transcript, to be fulfilled in two business days or less, carries a \$10.00 charge. Any student with an outstanding financial balance due needs approval of the Bursar before release of transcript records.

Please note that all financial obligations to the university, including the full payment of all fines, must be arranged to the satisfaction of the Bursar before official transcripts will be released or sent.

Such records are available for review by the student by submitting a written request to the office or department responsible for the maintenance of the record or accessing the unofficial transcript via my.lakeland.edu.

Records reviewable under FERPA can be maintained by office staff in student service areas of Career, Financial Aid, Registrar, Bursar and Student Success.

Records not considered part of the academic record are medical records, security and/or law enforcement records, sole possession records (written documentation that has not been shared with any other party); course assignments graded by a peer before they are collected and recorded by an instructor, alumni data, confidential letters of recommendation if the student has waived his or her right of access in writing, financial records of the student's parents, admission application/admittance records for a student who does not officially attend the program of admission.

Definition of Need to Know

FERPA allows disclosure of education records without the student's consent to school officials with a demonstrated need to know. A school official is a person employed by the university in an administrative, supervisory, academic, or support position (including security personnel and student life staff); or a person or company with whom the university has contracted. A school official meets the definition of a need to know if review of the student's education record is necessary to fulfill his or her professional job responsibility.

Other reasons Lakeland University may disclose education records include:

- Compliance with a judicial order or a lawfully issued subpoena;
- Health or safety emergency;
- Transmission of transcripts, upon request, to officials of another school in which a student seeks or intends to enroll, or is currently enrolled;
- Fulfillment of a student's request for receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- Compliance with officials of the U.S. Attorney General, the U.S. Comptroller General, U.S. Department of Education to state and federal educational authorities, in connection with certain state or federally supported education programs;
- Request from representatives of accrediting organizations to carry out their functions;
- Any organization or third party conducting data studies for or on behalf of the university;
- Institutional disciplinary proceedings that allow records to be released to the alleged student victim of that crime with respect to that crime;
- Parental requests, as allowed by the Internal Revenue Service if the student meets the criteria of dependency as defined by Section 152 of the Internal Revenue Code of 1986. In cases of divorce or separation, when relying on dependency as the basis for communication, the university reserves the right to communicate with both parents unless provided with evidence that one parent's rights have been legally revoked or otherwise limited. (must provide documentation of proof);
- Parental requests when a student under 21 violates law regarding alcohol or drug abuse;
- In connection with notifications received under a state community notification program for a student required to register as a sex offender.

Directory Information

FERPA allows for the university to define some basic information which may be released without a student's prior consent. This is referred to as Directory Information. The university has defined the following as student directory information at Lakeland University:

- Student name
- Address (local, permanent residence)
- Email address (Lakeland University email)
- Telephone number
- Class level
- Major field(s) of study, including minors and emphases or concentrations
- Participation in officially recognized student activities, including athletics and Commencement
- Weight/height (athletic teams)
- Dates of attendance
- Enrollment status (full-time, part-time or not enrolled)
- Date of graduation
- Degrees, awards and honors received and where received
- Most recent educational institution attended

Note: student photos may be released without consent, in situations where health and safety concerns exist.

Third-party requestors may present themselves to obtain directory information. Requestors are required to enter a written request via mail or email identifying data sought listed above and remit a \$150 processing fee. A confirmation will be sent validating receipt of payment and will affirm the data request can be fulfilled or not and decline issuance of any restricted data, that is not considered directory information.

A secure, password protected document will then be mailed to the recipient upon receipt of fees.

Under the Solomon Amendment, U.S. Military personnel may request directory information for recruiting purposes as described above. Lakeland will not assess the \$150 fee for this information.

Opt out of disclosure

Students may opt to withhold directory information. If selected, all requests for information will be refused, including verification of enrollment or degree earned to any third party requestor. Students choosing to withhold directory information should contact the Registrar's Office at 920-565-1041 to request this information restriction.

Confidential Information

Information that is not considered releasable under FERPA as directory information can be, but is not limited to:

- Student ID number
- Any portion of a Social Security number
- Marital status
- Any previous name
- Parent's name and address
- High school academic information
- Transcript information from another university or college
- Courses completed
- Grades, credits earned or GPA
- Grades of current courses in progress
- Attendance records
- Academic status (i.e. Probation status)
- Academic Advisor's name
- Student misconduct investigations or sanctions
- Racial identity
- Foreign student or visa status
- Military status
- Notes maintained by university staff within the student information system
- Student photos* (see note about health and safety emergencies)

Disclosing Confidential Information

Students may choose to release personally identifiable information to a third party via written request. Students should contact the Registrar's Office to obtain direction on making a request for disclosure to an identified party. If grades, enrollment by specific course, grade point data (term or cumulative GPA), degree and honors information is reflected on the academic transcript, which can be ordered via the institutional web site at <https://lakeland.edu/Academics/registrar-s-office>.

Lakeland University will maintain a record of all requests for and disclosures of information from a student's record. An electronic signature may substitute for a written one. Lakeland University's student email account access satisfies the requirements for an electronic signature since the student must authenticate their access to the account with issued USER ID and password; thus, an e-mail note from a student's @lakeland.edu e-mail can be accepted. Other systems are not as secure; personal e-mail requests from Gmail, Yahoo, AOL and other accounts will not be accepted.

Correction of Education Records

Students have the right to request the correction of education records they believe are inaccurate or in violation of their rights. To correct an education record, a student must take the following steps:

1. Contact the office responsible for the oversight of the record, i.e. the Office of the Registrar or Career Services.
2. The student must identify in writing what part of the record is inaccurate, why it is inaccurate and how it should be amended. Supporting documentation should be submitted if such exists.
3. After a thorough review of the record, the appropriate party will determine if a correction is warranted. If so, the student will be notified of the correction in writing. If not, the student has the ability to appeal the decision.
4. To appeal, the student must request the appeal in writing. The appeal will be reviewed by a party, who may be an Official of the University, who is not part of the office responsible for the student record.
5. The university official will render a decision on the student's request for record correction based on evidence provided by the student during the appeal process.
6. Should the student disagree with the outcome of the hearing, he/she may include a statement contesting the result in his/her official file.

Note: Grades may be appealed in this process only on the accuracy of their transcription.

Lakeland University reserves the right to review and modify its procedures under the Family Educational Rights and Privacy Act at any time.

Students with Disabilities

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require that colleges and universities do not discriminate against otherwise qualified applicants and students with documented disabilities. Lakeland University will provide reasonable accommodations for students who have presented appropriate documentation of their disabilities and limitations. Students seeking such consideration should contact the director of the Hayssen Academic Resource Center.

Federal Education Rights and Privacy Act

The Family Education Right to Privacy Act (FERPA) is a federal law (also referenced as the Buckley Amendment) designed to protect the education records of students at all educational levels. In the university setting, it gives the enrolled student, regardless of age, control of their records held by the university. Students have certain rights with respect to their education records to include:

- A right to inspect and review their educational records within 45 days after the registrar's office department receives a request for access. A valid photo ID should be presented to verify identity.
- A student may request to correct their individual education record if the student believes items are inaccurate or misleading.
- Ability to consent to disclosures of personally identifiable information contained in the student's education records, except in instances where FERPA authorizes disclosure without consent.
- Ability to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.
- Ability to restrict the release of Directory Information to third party requestors, except to school officials with legitimate educational interests and others as indicated above.
- *University personnel may disclose information deemed as Directory Information; without a student's prior written consent.

FERPA Policy Updates

- The university's FERPA policy will be published annually in the web based traditional and evening, weekend, online and undergraduate/graduate academic catalogs and on the lakeland.edu web site.

HIPAA and FERPA

HIPAA (Health Insurance Portability and Accountability Act) applies to health care providers, private benefit plans, and health care clearinghouses. It does not apply to other types of organizations whose receipt or maintenance of health records is incidental to their normal course of business. FERPA does not limit what records a college may obtain, create or maintain; rather, it provides safeguards for educational records.

The Hayssen Academic Resource Center and Health Services departments are committed to ensuring all information and communication pertaining to a student's disability or health related documentation is maintained as confidential as required or permitted by law. The following guidelines about the treatment of such information have been adopted as follows:

- No one will have immediate access to student accommodation, health or counseling records unless it relates directly to their employment and work with students on campus in these service areas. Any information regarding a student's disability is protected by the Family Educational Rights and Privacy Act (FERPA) and will only be disclosed as permitted or required by FERPA.
- Sensitive information in disability accommodation or health records will not be released except in accordance with federal and state laws.
- A student's accommodation or health records may be released pursuant to a court order or subpoena.
- If a student wishes to have information about his/her disability shared with others, the student must provide written authorization to the service providers to release the information. Before giving such authorization, the student should understand the purpose of the release and to whom the information is being released.

- A student has the right to review his/her own accommodation or health record with reasonable notification.

Please refer to <https://lakeland.edu/Campus-Life/disability-services> to view contact information for disability services.

Health Records

Lakeland University Health Services is regulated under the HIPAA privacy rights which are more stringent than the FERPA regulations. All students who use the Health Center or wish to access their medical record must sign a Privacy Notice acknowledgement statement. Any release of medical record requires additional signatures and notifications. The privacy notice is available at the Lakeland University Health Center at 920-565-1034.

Compliance Complaint Process

Lakeland University makes available to the public, upon request, all consumer information required by the United States Office of Education. Consumer information includes, but is not necessarily limited to, the following: academic programs, academic progress requirements, career planning services, educational costs, financial aid, job placement outcomes, and student retention. This information is available from the Office of the Registrar.

Lakeland University ensures student access to official education records and placement files and maintains the confidentiality of personally identifiable information in accord with federal law.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged compliance issues on the part of Lakeland University. The contact information is as follows:

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

Disciplinary Records

Disciplinary records and conduct records are stored electronically and are accessible by conduct coordinators, the director of campus safety and the dean of students. These files are kept separate from academic transcripts and are confidential. In the event that a non-academic suspension or dismissal occurs, a copy of the disciplinary notice is placed in a student's academic record, for as long as the sanction is in effect.

Disciplinary records are retained by the deans of students for a period of seven years from the date of graduation, with the exception of students who are dismissed. Records of dismissed students are permanent.

Students are provided full and fair access to their judicial or disciplinary records except to the extent required to protect others' confidential information. Information on a student's disciplinary records is not considered public knowledge and shall not be released without the student's written permission. Information from these records may however, be released to university officials who have a professional jurisdiction for such information and federal, state or local agencies as specifically provided by law.

Residence Life Policies and Procedures

Mission/Philosophy: At Lakeland University, the residential facilities are extensions of the classroom; they are places where students will learn. Residence Life staff are charged with enhancing the out-of-classroom experience by introducing learning life skill activities aimed at developing academic success, Multicultural competence, interculturalism, character development, community development and personal wellness while building social capital.

Residence Halls

Individual preferences for living arrangements will be honored whenever possible. The university reserves the right to make room assignments or reassignments as necessary. In order to enhance and expand the sense of community, Lakeland University requires that all full-time students of freshman or sophomore class status live on campus. Exceptions will be if a student is living with a parent, is married, is a former member of the armed services, has a child or is approved to live off-campus by the Assistant Director or Director for Residence Life. Only full-time traditional day undergraduate and graduate students who are paying full-time traditional day or graduate program tuition are allowed to reside in the residence halls.

Students are required to carry at least twelve (12) credit hours to reside in the residence halls. Students who are not enrolled for 12 credits in a semester or who drop below twelve credits at any time during the fall semester and wish to reside in the residence halls must meet with the Assistant Director or Director for Residence Life for approval.

Residence Life Policies

Students living in residence life communities are expected to conform to standards of conduct which are consistent with the educational objectives and priorities of Lakeland University. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over individual desires. The residence life staff is responsible for helping to create an atmosphere conducive to study, enjoyment and learning how to live responsibly with other individuals. Each student is expected to comply with requests from residence life staff and fellow students.

All residents are required to follow all policies and procedures contained in this Student Handbook and their signed **“Housing Contract Terms and Conditions.”**

Residence Life Policy Violation Process

Violation of any residential policies (excluding Clery, VAWA, Alcohol and Other Drugs, and Sexual Misconduct) will result in conduct meetings in the following order:

RA/SRA/HD has initial conversation and documents situation → 1st Offense Formal meeting with the Assistant Director for Residence Life and the responding Hall Director → 2nd Offense Formal meeting with the Director for Residence Life → 3rd Offense Student is referred to the Chief Conduct Coordinator for the Student Conduct Process

The following policies are specific to the residence halls:

Application/Reapplication Process

Lakeland University offers apartment, pod and suite-style housing as well as traditional residence halls. Returning students will need to obtain and fill out a Lakeland University Housing Application Form and Housing Contract. Each student will need to submit their applications to the Office for Residence Life by the indicated due date. Housing contracts received after the due date are not guaranteed their top housing choice.

- Morland House and Hill House applicants can apply as individuals or groups of up to four students
- Kurtz House applicants can apply as individuals or groups of up to six students
- South Hall applicants can apply as individuals or groups of up to eight students

New residents need to apply at the time they receive their materials after the university receives their commitment fee. Traditional age students will have the choice of Muehlmeier or Krueger Halls, while transfer students will have the choice of all available halls. **No room assignments can be made until the commitment fee and housing deposit are received by the university.** The university reserves the right to assign all residents to rooms and to make changes as necessary or needed.

Housing Contract

All residential students enter into a contractual agreement with the university through the housing contract. This contract is for one complete academic year. Students are advised to become completely familiar with the contents of the contract, especially the obligations of the resident to the university and vice versa.

Contract Terms and Dates of Occupancy

Unless otherwise approved in writing by the Office for Residence Life, the occupancy period begins on the assigned move-in date. Students will receive an email to their Lakeland account notifying them of their move-in date. Students who have sports camps that happen prior to the halls opening will be approved to move in early on the date agreed upon between the Office of Residence Life and the Athletic Department. The occupancy period ends based on the following guideline:

- i. at the time the student chooses to cancel their housing contract during the academic school year or
- ii. on Sunday, May 10th at 6:00 PM, those students who are not participating in summer co-op or summer classes, are on academic suspension or have graduated must be moved out

Students are required to follow the check-out process outlined below. Failure to properly follow the check-out process could result in charges to that student's account. Any exceptions would need to be submitted to and approved by the Assistant Director and/or Director for Residence Life. Any student who is graduating at the end of the fall semester will need to follow the check-out process listed below. Those students will be expected to move out 24 hours following their last class or final exam.

Housing agreements are binding for the entire academic year or portion thereof. Failure to complete the agreement for any reason, including suspension or dismissal from the university or residence hall, may result in forfeiture of all room and board fees. No transfer agreement to another student is permitted. No refunds will be made for missed meals or for temporary absence from the hall. The university may terminate a student's residence hall occupancy and take possession of the room at any time for violation of residence hall policies, violation of university rules/regulations or for reasons of health or safety.

Students living on campus for the summer period will be notified through their Lakeland email of their housing assignment and when they can move into their summer housing assignment. If a student is not living on campus for the upcoming academic school year, their summer contract will end and they will need to vacate their summer housing space by the Sunday two weeks prior to fall move-in. Lakeland's Office for Residence Life provides storage for students to keep their items securely housed for the summer for a deposit of \$75; students would receive \$25 of that deposit back. Any exceptions would need to be submitted to and approved by the Assistant Director and/or Director for Residence Life.

Transitions from summer to fall housing will be communicated to students via their Lakeland email. As students move out of their summer housing, they will have to follow the academic year check-out process, outlined below. Students who do not move to their fall housing by the specified date will result in charges to their account.

Lakeland University to Lakeshore Technical College

Lakeland University to Lakeshore Technical College students must complete the Partnership Housing Contract. All students must be registered for fall classes before room assignments are granted. The department of Residence Life agrees to provide housing in the residence halls under the conditions of the contract and the Residence Life Handbook.

Checking In and Checking Out Procedures

Residents will receive a filled-out room condition report that has been completed by their Resident Assistant (RA) upon arrival. Residents will have 24 hours to assess the condition of their room based on what their room condition report says and inform the Residence Life staff of any discrepancies. The resident will be financially responsible for the changes to the room's condition not noted on that form. Students will be held responsible for any damages that occur in their room during the year. Any resident choosing not to check out following the procedures below will also be assessed a \$50 charge in addition to any damage charge. Also, residents of a room, apartment or suite will be assessed cleaning charges if the room is not adequately cleaned before departure. Failure to properly check-out will result in a student not having an opportunity to appeal all damage charges.

Proper check-out procedures include:

- Schedule a check out meeting with their RA 24 hours in advance;
- **Clean the room thoroughly, including carpets and empty the garbage;**
- Complete a room condition report with a staff member;
- Lock the room upon checking out;
- Turn in room keys.

Alcohol and Other Drugs

The resident agrees to comply with state, county and town laws, regulations and ordinances as well as university policy regarding the possession or use of alcohol and illegal drugs, and agrees that his/her/their room shall not be used for any purpose contrary to the intent of such laws, regulations and ordinances. No alcohol is allowed in the public areas. Any violation of drug and alcohol policies may lead to dismissal from university housing. (Also, see Alcohol and Illegal Drug policy in this handbook).

- Muehlmeier, Brotz, South, and Krueger Halls are alcohol-free residence halls. No alcohol of any type, or empty alcohol container, is permitted in these buildings.
- Alcoholic beverages are permitted in the Suites (Friedli-Hofer), Greek Suites, and the Apartments (Hill House, Morland House, and Kurtz House) as long as one of the occupants is of legal drinking age.
- Any student consuming alcohol must be of legal drinking age.
- Residents of the Suites, Greek Suites, and Apartments are responsible for ensuring that appropriate laws, ordinances, and regulations are followed at all times.
- Common source alcohol, such as multiple cases, wapatulis, kegs, barrels or fractional parts of kegs and barrels are strictly prohibited at any time. Instruments that promote abuse of alcohol such as "beer bongs" and devices primarily used in drinking games are prohibited and will be confiscated as well.
- The playing or being in the presence of a game designed to consume alcohol (drinking games) are strictly prohibited.

- Apartments/Suites that are occupied by all underage students are to be alcohol-free at all times.
- No hoarding of empty alcohol containers in any residential facility.
- The selling of alcoholic beverages is prohibited.
- Illegal drugs are strictly prohibited on campus at any time. The university reserves the right to refer individuals who are found to be in possession of illegal drugs to the Sheboygan County Sheriff's Department for legal action. The misuse of prescription medications, including, but not limited to, sales and distribution is prohibited. The misuse of over-the-counter medications is also prohibited.
- Smoking is not permitted in any campus building.

In most cases, violations of Lakeland University's alcohol policy will be resolved through the university's disciplinary procedure, but in certain circumstances, students can face legal sanctions under state and/or federal laws for unlawful possession and/or consumption of alcoholic beverages including fines or imprisonment.

Computer Resources

Residents are required to comply with university policies for appropriate and fair use as detailed in the information Technology Use Guidelines. Personal routers are prohibited in the residence halls as they interfere with the wireless system in the halls. Computer terminals are for academic use only.

Consolidation/Single Rooms/Room Changes

At the add/drop date, students living alone in double rooms will be asked to consolidate or pay the single room rate. This gives others wishing to reside in single rooms the opportunity to do so. Single rooms are granted on a first come, first-serve, available basis. Single/double rooms are generally not granted until a few weeks into each semester and are not granted during the application or re-application period. Please consult a professional residence life staff member for this consideration. No room changes will be allowed to happen after the add/drop date unless it's part of the consolidation process or has been approved by the Assistant Director or Director for Residence Life.

Damages to Housing Facilities

Common areas are the lounges, kitchens, hallways, bathrooms, study rooms, computer labs and immediate area outside the buildings. All members of the residence hall community are responsible for the cost of damage or messes made which cannot be isolated to a particular person(s). Students are encouraged to hold each other accountable for their actions. Any vandalism which occurs throughout the year should be reported immediately to a residence life staff member. Room damages are the responsibility of the students who live in them and will be billed accordingly. All residents are responsible for the actions of their guests, whether those guests live on or off campus. Residents who are responsible for extensive damages or messes may be denied the opportunity to reside in campus housing.

Electrical Appliances

Electrical appliances are limited to those which are LU approved, in good condition and have a thermostatic control. Air conditioning units are not permitted in any campus housing facility, unless permission is granted by a residence life professional staff member. Extensive cooking is not permitted in residence hall rooms. No toaster ovens, woks or units with open heating elements are permitted. Appliances with enclosed heating elements, such as hot pots, are acceptable. Full-sized refrigerators and freezers are not allowed. (Kitchenettes are in the common area of Muehlmeier, on the first floor of Krueger Hall, in the Suites common area, and each wing of Brotz Hall.)

Cell Phones/Electronic Devices

Residents may not capture the image and/or video of another student in the residence halls without that student's permission. Transmission of such images also requires permission from the person.

Fire Safety

All persons must evacuate the building when a fire alarm sounds. Any person not complying with evacuation procedures is subject to disciplinary action including possible fine. Firefighting equipment, fire alarm systems, smoke detectors and evacuation procedures are provided for the protection of life and property. Residents should familiarize themselves with the type and location of equipment, exits, windows and the evacuation procedures from their floors of residence halls. Everyone is required to vacate the building during a fire drill.

To promote safety, students are prohibited from having the following items in their rooms:

- Portable electrical appliances;
- Incense and candles;
- Open pizza ovens;
- Air fryer;
- Fireworks of any kind, gunpowder, and any other combustible materials;
- Any gasoline-powered machines;
- Open flames in residence housing;
- Halogen lamps;
- Hover boards are not permitted. Hover boards include but are not limited to self-balancing scooters, battery operated scooters, hand free Segway's and electric powered skateboards.
- Tobacco/Smoking (Use of smoking materials within all rooms and buildings and outside within 25 feet perimeter of any building except within designated and posted areas is prohibited, including but not limited to cigarettes, electronic cigarettes, cigars, pipes, hookahs, vape pens and smokeless/chewing tobacco.)
- The ignition or detonation of anything which could cause damage to persons or property or disruption by fire, smoke, explosion, noxious odors, stain, corrosion or similar means is prohibited. Possession of anything in the nature of fireworks, explosives or chemical explosives is prohibited on any property owned or operated by the university or off- campus University-sponsored events without prior university authorization.

The following are also prohibited:

- Obstructing hallways and exits
- Tampering with fire sprinkler systems

False fire alarms endanger the safety of students and interfere with students' abilities to enjoy a safe, peaceful living environment. Students found responsible for activating a false alarm, tampering with fire alarms, fire extinguishers, or fire equipment will be assessed a \$150.00 fine plus other related costs and can be dismissed from housing and/or from the university.

Persons causing false alarms, interfering with the proper functioning of the fire alarm systems or interfering with the lawful efforts of firefighters are subject to prosecution under Wisconsin State law. If a fire results from your negligence, you may be held financially responsible for property damage and personal loss.

Failure to adhere to the fire alarm, by vacating your room or apartment will result in receiving a \$150.00 fine.

NOTE: Personal grills are not permitted on campus apartment balconies.

Fire safety & training programs

All employees that have any association with on campus student housing are required by the university to attend an annual safety education program which includes fire safety. All Residence Life employees receive additional fire safety training which takes place annually each semester. This training includes, but is not limited to: hands on fire extinguisher practice, how and when to conduct fire evacuation drills, hazardous waste training and blood borne pathogens training. Members of the maintenance staff receive safety training as well.

The fire safety education and other safety training programs are instructed cooperatively by the university's Environmental and Safety Coordinator, and local Fire Department officials. A log of training is maintained by the university's Environmental, Health and Safety Officer.

Procedures for student housing evacuation in case of a fire

In the event of a fire, the university expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Department of Campus Safety at 920-565-1126.

Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, University policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

Student Housing Evacuation Procedures In Case of a Fire:

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.

- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.

Residential Evacuation Locations

In the event of an emergency that required evacuation occurring in an on-campus residence hall, students/employees/visitors would report to one of the two listed gathering points: add Gross back to the list

Building	Primary Gathering Point	Secondary Gathering Point
A.M. Krueger Hall	Parking Lot J	Prof Drive Courtyard
Brotz Hall	Suites Courtyard	Parking Lot H
Fredli/Hofer Suites	Parking Lot H	Practice football field
Grosshuesch Hall	Parking Lot D (West end)	Parking Lot E
Hill Apartments	Parking Lot A (South end)	Day Care Parking Lot
Kurtz Apartments	Parking Lot B (West end)	Day Care Parking Lot
Morland Apart.	Parking Lot B (West end)	Day Care Parking Lot
Muehlmeier Hall	Middle Court Yard	Softball field
South Hall	Parking Lot A	Day Care Parking Lot
President's House	Parking Lot C	Campus Center Courtyard

Fire Reporting

Per federal law, Lakeland University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. In the event of any fire in a residence hall, even if already extinguished, the Campus Safety Department should be contacted immediately at 920-565-1126.

Should you find evidence of a fire which has already been extinguished, but you are unsure if the fire was reported, please contact one of the following:

- Department for Campus Safety: 920 565-1126
- Director for Campus Safety: 920 565-1000 ext. 2501
- Director of Facilities: 920 565-1031 ext. 2267
- Assistant Director of Facilities: 920 565-1031 ext. 2268
- Director for Residence Life: 920 565-1042 ext. 2472

When calling, please provide as much information as possible about the location of the fire, the date/time of occurrence if known to you and the cause of the fire if known to you.

Furniture

University property, including furnishings, may not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms, when university-owned furniture is removed from student rooms, or if university furniture is placed outdoors. Due to the damage it causes, taking apart university furniture such as beds and desks is prohibited. No waterbeds or lofts are permitted. Patios and balconies can only be furnished with weather-proof furniture. University-owned furniture cannot be used as outdoor furniture.

Gambling

Wisconsin statutes expressly forbid gambling and the possession of gambling devices in any form. Students who violate this law subject themselves to disciplinary action.

Guests and Visitation Hours

A “guest” is defined as any person who is not a registered resident of a particular assigned Lakeland University residential hall. The right of residents to live in reasonable privacy takes precedence over the right of their roommate(s) to entertain guests in their rooms. Residents who bring guests into their residence hall or onto campus assume the responsibility for the behavior of those guests and guests must be in the company of their hosts at all times. Having guests in Lakeland University residence halls is a privilege. Guests are typically welcome to visit in A.M. Krueger and Muehlmeier Halls during the set times of Sunday through Thursday from 12pm to 9pm & Friday and Saturday from 12pm to 12am.

Students that live in Brotz Hall, the Apartments (South, Hill, Morland and Kurtz) and the Suites will have 24-hour visitation, but are bound by the policies listed below. Failure to follow the policies can result in the loss of guest privileges.

Identification and access

Guests (18 and over) must provide state-government or Lakeland-issued photo identification in order to be signed in to a residence hall. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions. (See Minor Guests on the below for instructions regarding visitors under the age of 18.)

Guests must be escorted at all times by their resident host. Guests cannot be left alone without their resident host. Resident hosts must also accompany guests to the desk for signing out at the end of a visit. Failure to sign out a guest at the time of departure may result in the loss of guest privileges for the resident host.

Guest limitations

Each resident may sign in a maximum of one (1) guest at any given time, unless the Assistant Director or Director for Residence Life grants prior approval. Residence Life reserves the right to suspend campus wide or residential building-specific guest privileges at any time if it is felt this is in the best interest for the safety of the residents and/or as a sanction within the student conduct process.

Residents living in the Brotz, South, Hill, Morland & Kurtz Apartments and Fredli & Hofer Suites are required to register their guest with the Assistant Director or Director for Residence Life a minimum of seven business days before the guest arrives and to follow the policy of no more than two (2) guests per resident in an apartment or suite at any given time.

Host responsibility

As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents. Residents are responsible for informing guests of the policies and procedures of campus housing. Guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Front Desk Staff will not escort a guest into any units without a resident host.

Overnight guest

Residents that are housed in A.M. Krueger Hall & Muehlmeier Hall will not have overnight guest privileges. Residents that reside in Brotz Hall, South Hall, Kurtz, Hill, Morland apartments and Fredli & Hoffer suites are allowed to host

overnight guests after getting approval from the Assistant Director or Director for Residence Life a minimum of seven business days before the guest arrives and informing roommate(s) of the visit prior to the guest's arrival or the request for an overnight guest will be denied. An overnight guest is anyone who is not a resident of that housing unit where the host resides, which includes residents from the same residence hall/building.

An overnight guest visit is defined as any visit exceeding four (4) hours between 11 p.m. and 8 a.m. on any given night.

- Resident hosts are allowed to register overnight guests a maximum of two (2) consecutive nights in a seven (7) day period. Example: The seven-day period begins at midnight on Sunday and ends at 11:59pm on Saturday.
- Guests who visit Lakeland University, regardless of which host they are visiting or which hall, may not have more than three (3) overnight visits (a total of 6 days) in any given academic semester.
- Guest registration documents tracks all visits, and any host found to be in violation of this policy may have visitation privileges suspended or revoked.
- Registered guests may only sleep in the room of the host who is sponsoring their visit. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited.
- Guests may not sleep in an unoccupied bed in a room without the consent of the resident whose bed is to be used.

Overnight guest expectations can be discussed between roommates during the roommate agreement process upon move-in. The above standards are designed to prevent abuse of roommate rights. If these standards are violated, residents may be subject to student conduct action and loss of privileges. A student whose housing agreement has been canceled through the student conduct process may not be a guest in campus housing.

Process of registering overnight guest

Residents that would like to have an overnight guest registered, would need to reside in the following residential housing units:

- Brotz Hall
- South Hall
- Kurtz Apartments
- Hill Apartments
- Moorland Apartments
- Fredli & Hofer Suites

Additional guest

To have more than two guests at a given time (in Brotz, the Suites, and the Apartments), residents must request additional approval from the Assistant Director or Director for Residence Life. Requests should be made in person Monday through Friday and at least seven business days in advance of the guest's arrival. Once the request has been approved, the resident host will be contacted by Residence Life staff with notice of whether the request has been approved. Hosts should contact their Hall Director, Resident Assistant, Assistant Director for Residence Life or Director for Residence Life with questions.

Minor guest

Minor guests are those visitors who are 16 years and younger. Resident hosts should contact their Hall Director or Director/Assistant Director for Residence Life to fill out the registration form for minors wishing to stay in Lakeland University residence halls. Once the form is submitted, the resident host will be contacted by Residence Life staff with further instructions. Resident hosts should contact their Residence Life office with questions.

For minor guests, please also note:

- Guests 16 and younger must be a sibling of the resident. Residents need to complete the form and submit it to Housing and Residence Life 7 business days prior to guest arrival for approval.
- Per the guest policy, minors who visit must be in the company of their Lakeland University resident host at all times.
- Minors should bring a license, passport or other government-issued form of photo identification with them when possible.
- Minors under the age of 10 must be accompanied by a parent or legal guardian at all times while in housing and are not permitted for overnight stay.
- As with any other guest, resident hosts are expected to inform their roommate(s) of the minor guest's stay in advance of the visit.

Keys

Student residents will receive a room key upon check in. If a key is lost or broken, it is to be reported to a residence life staff member immediately. There is a \$25.00 replacement fee for lost keys. If a room key malfunctions, report it a residence life staff member and a replacement key will be issued at no cost. Under no circumstances will any student be allowed to possess keys not issued to them. The university reserves the right to confiscate any key and take disciplinary action where appropriate.

If a resident is locked-out of their room, they are to first contact a resident assistant (RA) for assistance at 920 207-2279. If they are unable to contact the RA on Duty, then students are to contact the Residence Hall Director (HD) on Duty at 920 838-2008.

Laundry

There are laundry facilities in each of the residence halls. Please be courteous and remove clothing from machines in a timely manner so others can use the laundry. If machines are not working properly, or if they malfunction, please contact a residence life staff member.

Pets

Pets, other than fish and snails, are not permitted in the residence halls or on adjacent grounds at any time. Permission from roommate(s) is required before installation of a fish tank. A maximum 5-gallon aquarium is permitted. Tanks must be kept clean at all times. Tanks must have only marble bottoms. Tanks must be maintained with a siphon cleaning system. Tanks may not be cleaned in the bathrooms. For ESAs and Service Animals please contact Julia Rodemeier.

Quiet Hours and Study Hours

Quiet hours Sunday - Thursday in each hall are from 10 p.m. to 7 a.m. Friday through Saturday, 12 a.m. – 9 a.m. Extended 24 hour quiet hours are in effect during the final exam periods. Study hours require noise levels to be at a level not to disrupt others and are in effect 24 hours a day. Repeated noise violations may result in loss of privileges and removal of equipment and/or other disciplinary action.

Recreation in the Residence Facilities

In order to minimize potential injury, no games/sports designed to be played outdoors are permitted in hallways or lounge areas. This includes, but is not limited to football, basketball, soccer, catch, rollerblading, skating or skateboarding. Hover boards are not to be used or stored in the residence halls at any time. Hover boards include, but are not limited to, self-balancing scooters, battery operated scooters, hands-free segways and electric powered skateboards.

Responding to the Requests of Staff

Residence Life staff members are trained to respond to emergency situations and policy violations; however, their effectiveness often depends on cooperation from students. Students are expected to respond to all reasonable requests (written and verbal) from staff members and must not interfere with the performance of any duties.

Room Cleanliness

Residents are responsible for the consistent care and cleaning of their living space, which includes bedrooms and associated common areas (kitchens, study rooms and bathrooms). Living spaces that are neglected can cause health and safety risks for other community members and will be subject to disciplinary action which could include restrictions placed on future housing options. Residential violations may include: improper storage or disposal of garbage or recyclable material and unhealthful or unsanitary room conditions and may result in charges.

Room Decorating

Room decorating which does not damage walls, furniture, doors, etc. is permitted in the residence halls as long as it does not compromise hall security or safety. Nails, tacks and adhesives which cannot be removed will not be permitted. Water beds, full-size refrigerators, lofts and live wreaths or trees are prohibited. Black lights cannot be installed in existing fixtures. Items cannot be hung from ceilings, fire sprinklers or sensor outlets. Windows or doors cannot be “blackened out” for safety reasons. Painting or any modification to walls, ceilings, floors or paneling is prohibited.

Room Entry

The university’s right to enter a room is exercised with discretion. Authorized university personnel, before entering a room, should knock, announce themselves, receive permission to enter and then enter. In cases where the staff member suspects that a university policy or regulation is being violated, the staff member may enter after knocking and announcing their position. A reasonable effort shall be made to have a resident present if necessary and appropriate. When it is necessary for a university staff member to enter a resident’s room for inspections (~~hall closing at vacation times~~), the residents are given advance notice of an entry which may take place without the student being present.

The university reserves the right to enter any room at any time for the purpose of routine maintenance or repairs; inspection for inventory control; investigation of fire, health and safety regulations; responding to other emergencies including life and/or health-threatening situations; investigating reasonable information that a crime is being or has been committed; and/or responding to reasonable evidence that a university regulation is being or has been violated.

Rooms may also be entered during the absence of the occupant by residence life staff or a member of the department of safety and security to turn off a loud stereo, alarm clock or similar item, close a window or correct any problem that interferes with the rights of other students or compromises the structure of the room.

Room Searches

Lakeland University reserves the right to enter and search any of its residence halls including residential rooms, apartments, and its contents if any authorized personnel (e.g., Department of Campus Safety Officers, Law Enforcement Officers, Director or Assistant Director of Residence Life, and or Hall Directors) has reason to believe:

- There is a possibility of imminent danger to any person(s) or property.
- A crime is in the process of occurring.
- Any illicit drugs, including marijuana and alcohol, if prohibited by state law or university policy, are observed and deemed to be contraband and are in plain view.
- If authorized personnel are conducting a “Care for Welfare” or “Missing Person” investigation;
- Or if a student gives consent to have his or her room searched;

Contraband items in plain view (e.g., items prohibited by law or University policy) may be confiscated by University personnel and used as evidence in student conduct hearings or turned over to law enforcement officers.

If a room search is necessary, it will be conducted by Campus Safety Officers (non-students), or by a law enforcement officer executing a valid search warrant.

If possible, a residence hall director will be present during the room search. When practical, the resident(s) whose room is to be searched will be allowed to be present during the search and will be informed of the reason for the search.

Unannounced room searches will only be conducted by Campus Safety Officers if Probable Cause or Reasonable Suspicion exists.

Example: A Campus Safety Officer is conducting a campus round, and smells the odor of marijuana originating from a Lakeland Residence hall room or apartment. The campus safety officer can reasonably pinpoint the source from which the smell is coming from and that Campus Safety Officer has probable cause to conduct a full investigation into a drug law violation, including, but not limited to, a search of the room and its belongings.

During a room search, Campus Safety Officers shall make a reasonable attempt not to unnecessarily disrupt belongings, and every effort shall be made to leave the room in the condition that it was found. A resident who believes his or her room has been wrongfully entered and searched should report the matter to the Director for Campus Safety, Assistant Director or Director for Residence Life.

Facilities and or Maintenance employees may enter a Lakeland University residence hall or apartment, after first knocking and announcing themselves. If no one responds, Facilities and or Maintenance employees may enter the area and begin the necessary repairs. Residence Life staff will make every effort to announce in advance the scheduled repairs being performed.

Safety and Security Concerns within the Residence Halls

Residents should be concerned and help take responsibility for security within their own hall. Violations of safety and security concerns are dealt with severely, may result in disciplinary action, and may result in the loss of housing privileges and forfeiture of all room fees.

Below is a partial list of safety and security concerns:

- Outside doors or hallway doors should not be propped open for any reason. If one sees a door propped open, it should be closed.
- Tampering with the lock on any door or the keys for any campus lock is not permitted.

- Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects or jumping from any residence hall window or balcony is prohibited.
- Unauthorized presence on the roof of any campus building is prohibited. A fine of \$100 will be assessed to those in violation.
- Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls.
- Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room.
- Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation.
- Residents are not to allow others to use their room keys at any time.
- The tampering or disabling of any fire safety equipment is strictly prohibited.
- Candles, incense, fireworks, smoking, motorized vehicles and flammable/combustible materials are prohibited in all residence halls. Tampering with electrical outlets, cameras or wiring is prohibited.
- Use of grills and fire pits with special permission. Please see your success coach.
- Building evacuation is required when fire alarms sound. Guests must be escorted at all times.
- Student ID cards cannot be used by any other person than the student it has been assigned to. Students are required to produce their university ID cards when requested by staff member.
- All residents are required to keep their room doors locked to prevent theft or unauthorized entrance.

Sales and Solicitation

Solicitation and selling of items in residence halls must be in accordance with Wisconsin State law and Lakeland University policy. Organizations should receive approval from residence life professional staff before soliciting on campus. The university prohibits solicitation, sales, or door-to-door canvassing by students or non-students on university property, except with permission of residence life. Prohibited solicitation includes the posting of advertisements on university property. Unauthorized solicitation should be reported promptly to the Department of Residence Life at 920-565-1042 Ext. 2472 or Campus Safety at 920-565-1126.

Vandalism

Residents or guests of residents cannot destroy, damage, deface or mar property belonging to the university or another student or guest.

Sexual Misconduct, VAWA, Harassment and Discrimination Policy

The university insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated. Lakeland University will not tolerate any form of sexual misconduct, coercion, intimidation or harassment as set forth in the Sexual Misconduct, Sexual Harassment, and Sexual Assault policies in this handbook.

This policy prohibits any forms of behavior that violate Title IX of the Education Amendments of 1972 and Title VII of the Civil rights Act of 1964. Such behavior also requires the university to fulfill certain obligations under the Violence against Women Reauthorization Act of 2013 (VAWA) and the Clery Act.

Sexual Assault: Sexual Assault (Sex Offenses): An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting

System User Manual from the FBI UCR Program, A sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent.”

Rape: Is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Fondling: Is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Is sexual intercourse with a person who is under the statutory age of consent.

VAWA (Violence against Women Act) Offenses

Domestic violence: Is defined as a felony or misdemeanor crime of 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 a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- 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 jurisdiction in which the crime of violence occurred.

Dating Violence: Is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim;
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

The university prohibits sexual assault, sexual exploitation, intimate partner violence, dating violence, domestic violence, stalking, sexual or gender-based discrimination, complicity in relation to a prohibited behavior, and retaliation (collectively known in this policy as “prohibited conduct.”) LU reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, LU issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a university official. All aforementioned forms of prohibited conduct will not be tolerated.

This policy affects all relationships within the university community to include:

- Faculty and staff conduct towards students;
- Student relationships with other students;
- Supervisor conduct towards employees;
- Student conduct toward faculty or staff;
- Conduct between members of different sexes;
- Conduct between members of the same sex; and
- Conduct towards a person outside of the university community (third parties).

This policy refers to prohibited conduct committed by or against students, employees or third parties when:

- The prohibited conduct occurs on university grounds or other property owned by the university;
- The prohibited conduct occurs in the relation to university employment, educational program or activity including university sponsored study abroad, research, on-line, or internship programs;
- The prohibited conduct occurs outside of the university but has the potential to have adverse effects for students, employees or third parties while on university grounds or other property owned by the university.

Sexual Harassment Statement: The university insists on an environment free from implicit and explicit coercive sexual behavior used to control, influence or adversely affect the well-being of any member of our community. Sexual harassment of any individual is inappropriate and unacceptable and will not be tolerated. Sexual harassment includes sexual advances, requests for sexual favors and other physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct either explicitly or implicitly is made a term or condition of employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Conduct, which has the purpose or effect of creating an intimidating, hostile, humiliating or sexually offensive educational, employment or living environment.

Sexual harassment can be blatant or it can be subtle. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, assault or rape. Subtle forms of sexual harassment include inappropriate or obscene jokes, intimate language, (i.e. dear, sweetheart, darling) and leering. All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades.

Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment. Conduct toward a peer, which creates a coercive situation, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

Sexual harassment involves a wide range of behavior, from certain kinds of emotional and verbal abuse to physical assault. A victim or offender may be either a man or woman.

Discrimination and Harassment: The University values a community atmosphere that is free from all forms of discrimination and harassment and will endeavor to prevent such based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, handicap, developmental disability, ancestry, marital status or military service.

Racial Harassment: Is any verbal or physical conduct that shows hostility or aversion toward an individual because of his/her race, color or ethnic origin, or that of his/her relatives, friends or associates. Furthermore, it has the purpose or effect of creating an intimidating, hostile or offensive work, academic or co-curricular environment; and/or has the purpose or effect of unreasonably interfering with an individual's work, university housing, academic or co-curricular performance or otherwise adversely effects on an individual's employment, academic or co-curricular opportunities.

Examples of verbal racial harassment include, but are not limited to, the following: name-calling, racial slurs or epithets or "jokes" that demean or belittle a victim's color, culture, history or speech patterns (accent). Other examples of racial harassment include, but are not limited to, the following: when a person's body, possessions or dwelling place are threatened or violated.

Harassment on the Basis of Sexual Orientation: is defined as any verbal, written or physical conduct directed at a person or a group based on sexual orientation or perceived sexual orientation where the offensive behavior is intimidating, hostile, or demeaning or could or does result in mental, emotional or physical discomfort, embarrassment, ridicule or harm.

Reporting Suspected Sexual Harassment: Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Dean for Students, student success & engagement coaches, director of campus safety, or residence hall staff member for assistance.

Any individual, student or employee who believes that he/she may have experienced sexual harassment or who believes that he/she has observed sexual harassment taking place must report this information to one of the following officials:

- The Director of human resources;
- The Dean for Students;
- The Department for Campus Safety;
- The complainant's supervisor, when the supervisor is not the accused;
- Title IX Coordinator.

Reports/complaints received in any of these offices in which the accused is an employee must, in turn, be immediately reported to the Human Resources office.

Reports/complaints received by any of these offices in which the accused is a student, in turn, must be immediately reported to the Dean for Students, who will process such complaints according to university policy and procedure.

Reports/complaints in which the accused is neither a Lakeland employee nor a student shall be processed consistent with any other complaint by notifying one of the reporting officials above, or law enforcement.

Lakeland University Sexual Harassment & Consent Policy Definitions

Non-Consensual Sexual Intercourse (or Rape): Non-Consensual Intercourse includes vaginal penetration however slight, by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation, mouth to genital contact or genital to mouth contact without a non-intoxicated, verbal, mutually understood “Yes”.

Non-Consensual Sexual Contact: Non-Consensual Sexual Contact is any touching however slight, with any object or body part, of the breasts, buttocks, groin, or genitals, or touching either directly or through clothing, or making a person touch another or himself/herself on the breasts, buttocks, groin or genitals, either directly or through clothing without consent. Non-Consensual Sexual Contact includes disrobing or exposure of breasts, buttocks, groin or genitals to any individual”. Sexual violence (including sexual assault and intimate partner violence), coercion, stalking or harassment against individuals, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the campus community or someone outside of the campus community, will not be tolerated and can lead to university judicial action and/or civil action.

Lakeland University recognizes the need to promote educational programs and has completed programs through new student orientation and special workshops held on campus.

Lakeland University recognizes that sexual assaults occur under a variety of circumstances:

- On- and off-campus
- Between people of any gender or sexual identity
- Between students, faculty, staff, alumni, and visitors to campus
- Where consent existed and was retracted
- When impaired by drugs and/or alcohol
- Regardless of any previous interaction or relationship

No matter what the circumstances, sexual assault violates the standards of acceptable behavior at Lakeland University. If you are a victim of sexual assault or misconduct, please refer to the on campus resources and reporting options or off campus resources and reporting options in this handbook.

Consent: Lakeland University requires that consent to sexual activity be informed, freely and actively given through the demonstration of clear words or actions that a person has indicated permission to engage in mutually agreed-upon sexual activity. Consent cannot be obtained by force which includes the use of physical violence, threats, intimidation or coercion.

Consent cannot be obtained by taking advantage of the incapacitation of another where the person initializing sexual activity should have reasonably known the other lacks the ability to make rational and informed judgements whether to engage in sexual activity. A person who has consumed alcohol or drugs may be incapacitated yet appear lucid and conscious so sexual activity following the ingestion of drugs or alcohol should be exercised with caution. Consenting to one type of sexual behavior does not constitute consent for other types of sexual behavior. Additionally, previous consent to sexual activity does not constitute consent to future sexual activity. Consent can be withdrawn at any time through clean words or actions that an individual wants the sexual activity to cease. Once consent is withdrawn the sexual activity is to cease immediately.

Having sex with someone you know to be, or whom you should know to be, beyond their normal cognitive function is a violation of the Lakeland University Sexual Assault policy. Sexual contact with anyone who is inebriated, mentally or

physically impaired, or incapacitated is a violation of this policy. People who have a mental illness or deficiency, are unconscious for any reason, or are physically unable to communicate are assumed to be incapable of giving consent.

If any of the following are present, consent cannot be given:

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.
- Threats are words or actions that would compel a reasonable person to engage in sexual activity.
- Intimidation is an implied threat that may cause another to have reasonable fear for their safety.
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand “who, what, where, when or how” of their sexual interaction). Sexual activity with someone who you should know to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated constitutes a violation of this university policy. University policy covers a person whose incapacity results from mental disability, sleep, involuntary physical restraints, or from taking drugs or other substances.
- Silence or inaction does not constitute consent. Returning to an individual’s room, being physically aroused, removing clothing, stroking, assenting to dancing or cuddling, obtaining contraception, etc. do not constitute consent.

Sexual Exploitation: Occurs when a person takes a non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another person; non-consensual recording or broadcast of sexual activity; going beyond the boundaries of consent (such as letting another person hide in a closet to watch another having consensual sex; engaging in voyeurism; knowingly transmitting and STD or HIV to another person; exposing one’s genitals in non-consensual circumstances – inducing another to expose their genitals; and sexually-based stalking, bullying and cyber-bullying.

Intimate Partner Violence (Dating Violence, Domestic Violence): includes any act of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person cohabitating with or has cohabitated with the complainant as a spouse or intimate partner.

Sexual or Gender-Based Harassment: includes “unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.” (U.S. Dept. of Ed. Office for Civil Rights)

Gender-Based Harassment includes harassment based on an individual’s gender, gender identity, gender expression or sexual orientation that (a) is sufficiently severe, persistent, or pervasive to limit a student’s or employee’s ability to benefit from an educational program; (b) explicitly or implicitly affects an individual’s academic or work performance, or creates an intimidating, hostile, or offensive academic or work environment, or (c) submission to or rejection of such advances, requests or conduct either explicitly or implicitly is made a term or condition of employment or education.

Hostile Environment: The U.S. Department of Education and Justice defines “hostile environment” as an occurrence where a student is sexually harassed and the harassing conduct is sufficiently serious to deny or limit the student’s ability

to participate in or benefit from the program. In determining whether this denial or limitation has occurred, Lakeland will examine all relevant circumstances from an objective and subjective perspective, including:

- The type of harassment (verbal or physical);
- The frequency and severity of the conduct;
- The age, gender, and relationship of the individuals involved;
- The setting and context of the alleged harassment;
- Whether similar incidents occurred at the university;
- And other relevant factors.

Sexual harassment can be blatant or it can be subtle. Blatant forms of sexual harassment include sexual propositions, inappropriate touching, unsolicited embracing or kissing, assault or rape. Subtle forms of sexual harassment include inappropriate or obscene jokes, intimate language, (i.e. dear, sweetheart, darling) and leering.

All forms of sexual harassment cause the victim to feel uncomfortable or threatened by the behavior and may cause the victim to fear retaliation such as the loss of a job or poor grades. Sexual harassment often involves a power differential, and in such cases the appearance of mutual consent does not necessarily constitute a defense against the charge of sexual harassment. Conduct toward a peer, which creates a coercive situation, may also be grounds for a sexual harassment complaint, even if a power differential does not exist.

It is expected that all interpersonal relationships of students will be characterized by honesty, equality, open communication and the nonviolent resolution of conflict. Any form of sexual contact without the free and full consent of both parties is completely contrary to these values and to other values that respect the integrity of the human person.

Retaliation: It is a violation of university policy to retaliate against any person reporting or filing a complaint of harassment, discrimination, or sexual misconduct. Such conduct is inconsistent with University policy and may also be prohibited by law.

“Retaliation” is defined as any adverse action taken against a person making a complaint of prohibited conduct or against any person involved or participating in the investigation of any such allegation. Retaliation is prohibited with or without a University “No Contact” Order in place. The University will treat retaliation with the same strict discipline as discrimination or harassment. As such, any acts determined retaliatory will be subject to appropriate disciplinary action, including but not limited to suspension, expulsion, probation, deferred suspension, removal from campus, and/or any combination of the previously mentioned. Report alleged acts of retaliation to the Title IX Coordinator, Deputy Title IX Coordinator(s), and/or LUCSD.

Complicity: Is any act taken to aid, abet, facilitate, promote or encourage a prohibited act by another person. Students who have been sexually assaulted, have witnessed a sexual assault or have information about a sexual assault are urged to report the information to the either the Lakeland University Safety and Security Office, the Division of Student Affairs and/or to the Sheboygan County Sheriff’s Department.

Sexual Misconduct: Is a range of behaviors including, but not limited to, sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment, complicity and sexual exploitation.

Students are subject to criminal statutes and various federal, state and local laws which regulate civil conduct including sexual misconduct. The university is also bound by and supports all applicable laws. Consistent with the law, Lakeland University intends to provide a safe and welcoming campus environment. Lakeland University offers educational

programming to promote the awareness of rape, acquaintance rape and other sexual misconduct, forcible and non-forcible. There are instances where conduct or content of a sexual nature is a legitimate part of the curriculum, whereas the same conduct might be sexual harassment in another context. Reports of sexual misconduct will be taken seriously and incidents will be responded to appropriately and in a timely manner. To report issues of sexual misconduct please contact the Department of Campus Safety at 920-565-1126.

Reporting and Confidentiality: The university will make all reasonable attempts to protect the identity of persons who report having been victims of sexual assault, intimate partner violence, stalking, retaliation, sexual or gender-based harassment sexual exploitation.

However, reporting individuals should be aware the university's confidentiality and mandating reporting obligation in order to make informed choices. Some "confidential reporting positions" such as the campus chaplain or campus counselor offer confidentiality without the obligation to inform anyone unless the complainant wants them to. Other university faculty and staff (including RA's) are considered "mandatory reporters" and must inform the Department of Campus Safety or Title IX team member who, in turn, must contact law enforcement for reporting purposes.

It is important to note the reporting party still maintains the choice of whether or not to file a criminal complaint with law enforcement or campus officials. If the reporting party decides not to pursue the case through the university's judicial system, the university may decide to pursue the case if they feel campus safety is a concern. Information regarding the case will only be told to individuals with a need to know.

Victims may request that directory information on file with the university be withheld and protected by making a request to the Dean for Students or Title IX Coordinator.

Regardless of whether a victim has opted-out of allowing the university to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures.

By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Reporting Sexual Assault, Domestic Violence, Dating Violence and Stalking: If you feel you are or have been the victim of sexual assault, domestic violence, dating violence or stalking please do the following:

- Report the incident to a confidential reporter if you wish to have the incident remain confidential (see "confidential employees" above);
- Report the incident to a mandatory reporter (see "mandatory reporters" above);
- If applicable do not disturb any evidence; this includes bedding, clothing, e-mails, texts or anything that may assist in an investigation.
- If sexually assaulted, do not shower, wash yourself or go to the bathroom.

- If sexually assaulted, it is advised to get medical attention at Aurora hospital (SANE Exam).

A report is written documentation of sexual assault, domestic violence, dating violence, or stalking. It contains the name(s) of those involved, the date, time, and location of the alleged event, and a short written summary of what is reported. When a student reports any VAWA crimes, the university will investigate by conducting a Title IX investigation.

Title IX Investigators will consult with the reporting party about his/her wishes regarding how the investigation should proceed; the university may investigate even if the complainant decides not to participate. There is no statute of limitations for university complaints, but potential complainants are advised that the university's ability to effectively investigate complaints can be impaired or negated as time passes.

All reports of VAWA crimes are kept in the office of the Title IX Coordinator and/or the Department of Campus Safety, for use in reports required by the Clery Act.

Reported incidents will show up in campus crime statistics without identifying the person filing the report.

Reporting Your Assault to Lakeland University: If you have been the victim of domestic violence, dating violence, sexual misconduct, or stalking, you should report the incident promptly to the:

Department	Location	Phone Number
Title IX Coordinator David Simon	W3718 South Dr. Lauer Center 122G	920-565-1000 ext. 2501 simondr@lakeland.edu

By calling, writing or coming into the office to report in person to Campus Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the reporting party chooses to pursue criminal charges.

Confidential Employees: Lakeland University provides trained counselors, chaplain and crisis advocates on campus who can legally keep a sexual assault, domestic/dating violence and stalking discussions confidential. This gives the reporting party complete control over her/his decisions to report. They will supply students with information regarding medical care and options.

Department	Location	Phone Number
Director of Health & Counseling Center	W3745 North Dr. Brotz Hall Rm: 25	920-565-1034 ext. 2388
Campus Counselor	W3745 North Dr. Brotz Hall Rm: 24	920-565-1034 ext. 2387
Campus Chaplin	W3744 South Dr. Lauer Center 122F	920-565-1021 ext. 2114
Safe Harbor Crisis Advocate On Campus	W3745 North Dr. Brotz Hall Rm: 23	920-565-1034 ext. 2389

*(Counselors are not required by law to file an official report if told about sexual misconduct/assault unless the individual is under the age of 18).

Mandatory Reporters: If the accused is a Lakeland University student, the following individuals will ensure a report is filed when they are made aware of an alleged incident involving any of the aforementioned Sexual Misconduct, VAWA, Harassment crimes:

- Lakeland University Campus Safety **920-565-1126**
- Title IX Coordinator
- Student Success and Engagement Coaches
- Department for Residence Life
- Any university employee including faculty and staff (mandatory reporter) who has the ability to address the incident.

The above listed people are required to file a report if told about sexual assault, Dating/Domestic Violence and or stalking.

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement including the department of campus safety, it is the victim's choice whether or not to make such a report. If so desired, students should report the assaults to the Department of Campus Safety at 920-565-1126.

The Department of Campus Safety can help a student report an assault to the sheriff's office. The Sheboygan County Sheriff's Office may also be reached directly by calling 920 459-3111, in person at 525 N 6th St, Sheboygan, WI 53081. Additional information about the Sheboygan County Sheriff's Office may be found online at: <http://www.sheboygancounty.com/government/departments-r-z/sheriff-s-department>.

Informing the Campus Safety Department does not obligate a student to pursue action through the police or the campus judicial process. Furthermore, victims have the right to decline to notify law enforcement. The information remains confidential until a victim chooses to pursue conduct or police action. Campus resources for supporting victims and survivors include the Health Center and the campus chaplain. If the victim is below the age of 21 and the consumption of alcohol by that minor was involved, the university will not pursue conduct action against the victim in relation to the alcohol consumption.

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs: After a sexual assault, dating violence or domestic violence has occurred get to a safe place. Call someone. Don't be alone. Seek immediate medical treatment for injuries and to preserve evidence. Aurora Sheboygan Memorial Medical Center in Sheboygan has specially trained staff specializing in assisting victims of sexual assault. The victim of an assault can receive treatment to injuries and preserve evidence at no cost to the victim, which means a claim does not need to be filed with your medical insurer.

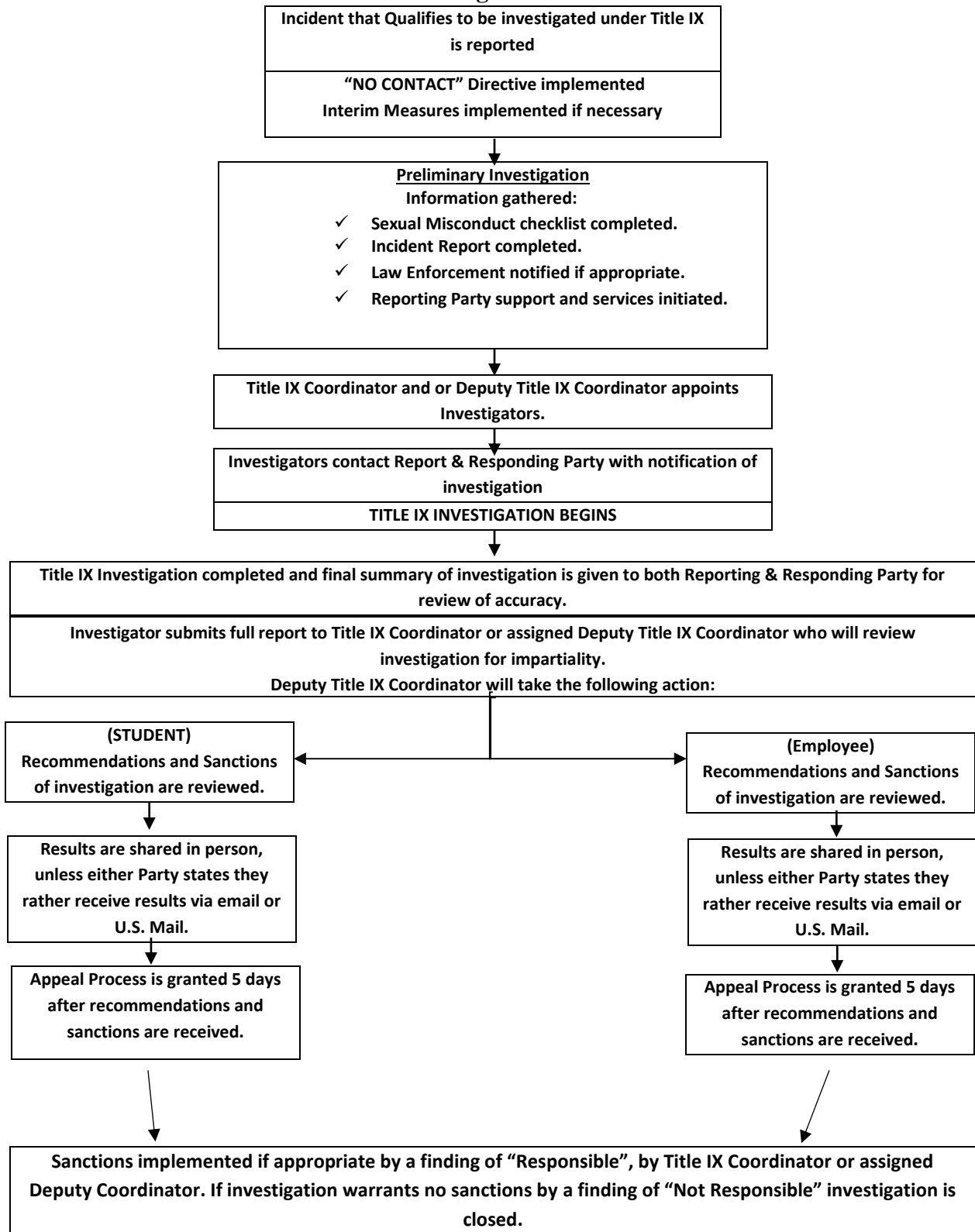
Aurora Sheboygan Memorial Medical Center, in cooperation with Safe Harbor, offers safe and caring services to survivors of rape, incest, sexual abuse and sexual assault. Aurora Sheboygan Memorial Medical center staff will help victims and survivors soon after an assault or even weeks later. The Sexual Assault Response Team can be contacted at 920-451-5553. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections.

Victims of sexual assault, domestic violence, stalking and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to university adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the university at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

The university has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available.

Title IX Investigation Flow Chart



2019-2020 Traditional (Day) Undergraduate Academic Calendar

Fall Term 2019

Faculty Workshop	Tuesday, August 27 – Wednesday, August 28
New Student & Transfer Move-in Day	Tuesday, August 27
Returning Student Move-in Day	Saturday, August 31
No Classes – Labor Day	Monday, September 2
First Day of Classes – Regular & Main 7W1	Tuesday, September 3
Opening Convocation	Thursday, September 5
Last Day to Add Classes – Main 7W1	Thursday, September 5
Last Day to Add/Drop Classes – Regular Term	Tuesday, September 10
Last Day to Drop Classes – Main 7W1	Tuesday, September 10
Last Day to Withdraw/Change to Audit – Main 7W1	Friday, October 4
Homecoming	Saturday, October 12
Mid-Term	Thursday, October 17 – Friday, October 18
Last Regular Class Day – Main 7W1	Monday, October 21
<i>Grades Due – Main 7W1</i>	<i>Thursday, October 24</i>
Fall Break	Thursday, October 24 – Friday, October 25
Classes Resume & Start of Main 7W2	Monday, October 28
Last Day to Add Classes – Main 7W2	Wednesday, October 30
<i>Anticipated</i> Registration for Spring 2020 Term (ALL)	Thursday, October 31 – Friday, November 8
Last Day to Drop Classes – Main 7W2	Monday, November 4
Last Day to Withdraw/Change to Audit – Regular Term	Friday, November 8
Thanksgiving Recess	Wednesday, November 27 – Sunday, December 1
Classes Resume & Last Day to Withdraw/Change to Audit – Main 7W2	Monday, December 2
Last Regular Class Day – Regular Term & Main 7W2	Friday, December 13
<i>Grades Due – Main 7W2</i>	<i>Monday, December 16</i>
Finals Week	Monday, December 16 – Friday, December 20
Christmas Break	Saturday, December 21 – Monday, January 20, 2020
<i>Grades Due – Regular Term</i>	<i>Monday, December 23</i>

Spring Term 2020

No Classes – Martin Luther King Day	Monday, January 20
First Day of Classes – Regular & Main 7W1	Tuesday, January 21
Last Day to Add Classes – Main 7W1	Thursday, January 23
Last Day to Add/Drop Classes – Regular Term	Tuesday, January 28
Last Day to Drop Classes – Main 7W1	Tuesday, January 28
Last Day to Withdraw/Change to Audit – Main 7W1	Friday, February 21
Mid-Term	Thursday, March 5 – Friday, March 6

Last Regular Class Day – Main 7W1	Friday, March 6
Spring Break	Saturday, March 7 – Sunday, March 15
<i>Grades Due – Main 7W1</i>	<i>Monday, March 9</i>
Classes Resume & Start of Main 7W2	Monday, March 16
Last Day to Add Classes – 7W2	Wednesday, March 18
<i>Anticipated Registration for Summer & Fall (Main) 2020 Term (Registration for Fall (Kellett) 2020 Term - TBD)</i>	Thursday, March 19 – Friday, March 27
Last Day to Drop Classes – Main 7W2	Monday, March 23
Last Day to Withdraw/Change to Audit – Regular Term	Friday, March 27
Easter Break	Friday, April 10
Classes Resume	Monday, April 13
Last Day to Withdraw/Change to Audit – Main 7W2	Friday, April 17
Last Regular Class Day – Regular Term & Main 7W2	Friday, May 1
<i>Grades Due – Main 7W2</i>	<i>Monday, May 4</i>
Finals Week	Monday, May 4 – Friday, May 8
Commencement	Saturday, May 9
<i>Grades Due – Regular Term</i>	<i>Monday, May 11</i>