



LAKELAND ◆UNIVERSITY◆

2019-2020 Student 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. Krueger 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 Student 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 Student 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.

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.

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.

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.

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

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.

Disciplinary Records

Disciplinary records and conduct records are stored electronically and are accessible by conduct coordinators, the director of campus safety and the Dean for 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.

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.

Academic Services, Information and Policies and Procedures

Academic Administrative withdrawal

Lakeland University reserves the right to administratively drop a student from any class during the semester regular term (fall/spring) or short term courses (7 or 10-week sessions) for failure to attend classes or commence enrollment during the first part of the term/session without an approved excuse.

- An instructor may excuse a student at their discretion.
- The instructor and student make agreed upon arrangements to submit assignments.

Commencing enrollment requires participation in the class meeting in person on campus or via Lakeland's courseware system, Blackboard.

- Simply logging into a class via Blackboard does not qualify as commencing enrollment.
- Student submits assignments or the student must participate in a discussion board activity in order to "commence enrollment."

If the student fails to commence enrollment the following process is followed:

- Instructor raises a flag in Starfish called "Student has not Commenced Enrollment."
- The Starfish process sends a notice to student, academic leadership, academic advisor, Financial Aid and athletic coach.
- Academic leadership verifies by reviewing any subsequent course participation in Blackboard or by contacting the instructor directly.
- If enrollment activity has since taken place, the instructor or staff clears the flag after verifying the activity. Student remains in the course.
- If the student fails to initiate the drop process or participate by the end of the add/drop deadline for the term or session, an administrative drop is completed.
 - Administration drops student from the course who no longer has access to the Blackboard platform.
 - The student's enrollment status may change based on the number of courses dropped.
 - Tuition and financial aid refund calculations will commence following the policies in place on the day prior to the start of the term/semester.

Academic Advising

Lakeland University advising is a collaborative process between students and faculty members based on the belief that each individual is capable of lifelong success.

Faculty advisors guide the development of students as they discover, clarify and work toward their educational and life goals. Academic advisors not only answer questions about campus resources, majors and course selection, but also assist in the development of strategies to help each student accomplish both short and long-term objectives.

Be sure to get to know your advisor and make the most of this key relationship. For more information about academic advising, send an e-mail inquiry to the advising director, Pam Engebretson, at engebretsonp@lakeland.edu.

Academic Calendar

Lakeland's academic calendar consists of traditional fall and spring terms, with an optional summer term. Each of the four-month fall and spring terms includes 14 weeks of class sessions and a one-week exam period. Fall term begins in late August/early September and concludes before Christmas. Spring term starts in the middle of January and continues through the beginning of May.

Summer courses offerings through Lakeland's centers and online span a term of 12 weeks, beginning the end of May. Lakeland also offers some seven-week online courses during the fall, spring and summer terms.

Academic Probation, Suspension, and Dismissal

Probation: Students whose term GPA falls below the minimum standard or who fail to pass the required number of semester hours will be placed on academic probation for the following semester. In addition, students classified as second-semester freshmen or higher whose cumulative GPA falls below 2.0 will be placed on academic probation for the following semester. Students placed on academic probation may take no more than 14 semester hours during the following term. These students should also meet with the director of the Hayssen Academic Resource Center to identify methods for improving performance. Students must fulfill the terms of their probation and improve their overall GPA each term until they have earned a return to good academic standing.

Suspension: Students who fail to fulfill the terms of their academic probation or who fail all of their courses in a single term will be suspended for one semester. Students who are admitted through the Promise Program but who fail to pass the minimum number of semester hours or achieve the required term GPA in their first semester may also be suspended. After a suspended student has been away from Lakeland University for one semester, he or she may apply for readmission through the Office of Admissions. A student who has been readmitted to the university after a period of academic suspension will return on academic probation.

Appeals to the above policy decisions may be made to the provost.

Dismissal: Students who are readmitted after an academic suspension and fail to meet the appropriate term GPA standard will be academically dismissed. Dismissed students may no longer enroll in Lakeland University coursework, are ineligible for readmission to Lakeland University, and may not appeal this determination.

Summary of Academic Probation, Suspension, and Dismissal Rules

Probation

Freshman (1st semester)

If term GPA falls below 1.75 or fewer than 9 semester hours are successfully completed

Freshman (after 1st semester)

If term GPA falls below 1.75, cumulative falls below 2.0, or fewer than 9 semester hours are successfully completed

Sophomore (or after 4th term of enrollment)

If term or cumulative GPA falls below 2.0, or fewer than 9 semester hours are successfully completed

| | |
|-------------------|---|
| Junior | If term <u>or cumulative</u> GPA falls below 2.0, or fewer than 9 semester hours are successfully completed |
| Senior | If term <u>or cumulative</u> GPA falls below 2.0, or fewer than 9 semester hours are successfully completed |
| Suspension | |
| All classes | Failure to meet the terms of probation or failure of all courses in a single term |
| Dismissal | |
| All classes | After readmission following suspension, failure to meet the appropriate term GPA standard |

Academic Resource Center (HARC)

The mission of the Hayssen Academic Resource Center (HARC) is to address the academic support needs of the students, faculty and staff of Lakeland University by providing information, skills training and support in the areas of learning skills, critical thinking, information access and assessment of students and their skills and competencies.

The Hayssen Academic Resource Center (HARC) is home to a variety of academic support services for all Lakeland University students. Located on the third floor of Old Main Hall, the HARC is where students go for drop-in tutoring in all subjects. In addition, HARC staff provide time management and organizational skill building, test taking and assistance with writing research papers. The HARC and tutor services are free.

The HARC's hours are set by the general hours of Old Main. So, the HARC is open from about 7:30 a.m. to 9:30 p.m. Tutors are usually available starting as early as 8 a.m. generally until 7 p.m. Check tutor schedules to find a tutor at a time that is convenient for you. For study tips, visit the following link: <https://lakeland.edu/Campus-Life/student-development#study-tips>

For more information including, please call 920-565-2115 or email HARC@lakeland.edu

Lakeland is also happy to have a significant number of international students. We encourage all students who use English as a second language to visit the HARC.

This printable handout, prepared by Purdue University's Online Writing Lab, is an appropriate starting place for any ESL writer and covers the essential basics. It emphasizes the important key strategies that anyone writing in academic English should rely upon (state a thesis, use a linear structure that includes well transitions, and be direct). Its tone is both clear and encouraging.

[Writing Tips for ESL Students](#)

The Hayssen Academic Resource Center also regularly sponsors workshops on a variety of academic topics, including:

- Time-Management
- Note-taking
- Evaluating and using web resources
- Test anxiety
- Choosing a major
- Math Anxiety
- Information Literacy

Location

Third floor of Old Main.

For more information regarding the HARC, please visit <https://lakeland.edu/Campus-Life/hayssen-academic-resource-center>.

Academic Standing

Academic standing categories are used to identify students who are doing exceptional work, those who are performing satisfactorily, and those who are not meeting Lakeland's minimum achievement expectations. While consistently exceptional performance over the full academic career is required to earn graduation honors, exceptional performance for one term may earn a place on the dean's list. Lakeland's academic standing categories are fully described in the following sections.

Accounts/Payments

Accounts are due on or before the first day of each term. Monthly payment options are available by contacting the Bursar's office at 920-565-1032 ext. 2378 or studentaccounts@lakeland.edu or in person at William A. Krueger Hall, Room 109. Students may also choose to sign agreements for work study funds go directly to their bill.

ADA (Students Disability Policy) Compliance

Lakeland University is committed to providing resources and services for students with disabilities. Under the Americans with Disabilities Act (ADA), assistance is available for students who qualify. Students who require disability-related accommodations should contact the ADA coordinator, Julia Rodemeier, for further assistance. Julia Rodemeier can be contacted by phone at 920-565-1021 ext. 2113 or by email at rodemeierja@lakeland.edu.

Application: To help us best meet your specific needs, please complete and return this application to ADA Coordinator. After the application has been reviewed, you will be contacted about the status of your application. You can download the application forms below.

[Preliminary Application for Disability Services Verification of Disability Form](#)

Required Documentation: All applications must be accompanied by the required documentation.

A DSM-IV-TR Diagnosis of ADD/ADHD or LD must be made by:

- A Ph.D. level Clinical or Counseling Psychologist; or
- A Medical Doctor

An Educational Diagnosis of ADD/ADHD or LD must be made by:

- A Ph.D. level Clinical or Counseling Psychologist; or
- A state-licensed and certified School Psychologist

To be eligible to receive services, the student must submit a request accompanied by the appropriate documentation of the student's disability. In cases involving a learning disability, this will require:

- A psychological assessment by a licensed and accredited educational psychologist or psychiatrist, **and**
- An education performance assessment, **and**

- An evaluation pertaining to the specific type of learning disability involved.

All evaluators contributing assessment information must be licensed/accredited in the area they are assessing or evaluating. The documentation of a learning disability must include:

- A clear statement of the DSM-IV-TR diagnosis of the disability or impairment
- A summary of procedures and instruments used to make the diagnosis
- A summary of the evaluation results, including standardized scores (e.g.: WAIS-III, Stanford-Binet)
- Past and present symptoms that meet criteria for diagnosis
- Medical history relating to current use of medications on the student's ability to meet the demands of the academic program
- A statement of the impact and limitations on the student's academic performance caused by the disability
- Recommendations for accommodations.

The diagnosis must be current (within the last three years) unless the Accommodations Review Committee extends that time period.

To be eligible to receive services, the student must submit requests accompanied by appropriate documentation of the student's disability. The student must have his/her Medical Doctor or his/her Clinical or Counseling Psychologist complete the Verification of Disability Form or use it as a basis for writing a narrative summary.

[Preliminary Application for Disability Services](#)

[Verification of Disability Form](#)

Application Procedures: Students with disabilities who require disability-related accommodations must make their requests in writing. For this purpose, an [application](#) can be obtained from either the ADA coordinator, or downloaded from this website. Applications must returned to the ADA coordinator at the email listed above.

All requests should be made in a timely fashion to allow Lakeland University time to review the requests and provide the approved accommodations. Generally, requests should be made a minimum of two weeks in advance of the accommodations needed. If the requests involve outside resources (e.g., special equipment, textbook taping, etc.), more notice may be necessary before the accommodations can be provided. After the application has been reviewed, you will be contacted about the status of your application.

The ADA coordinator is available to advise students on possible accommodations appropriate for their individual circumstances.

Review Procedure: Once the documentation has been received or is on file supporting the student's written request for ADA accommodations, the ADA Coordinator will review the submitted documentation and make a determination as to what accommodations are reasonable and appropriate.

ADA accommodations will be individually determined, and may include, but are not limited to:

- A reduced course load
- Alternative exam formats
- A quiet environment for test taking
- Permission to make audio recordings in the classroom
- Textbooks in audio version

Accommodations determined by the ACA coordinator will be continuous for the student, unless a new review is recommended by the ADA coordinator.

Resubmission Procedures: Students who are denied accommodations due to a lack of sufficient documentation of their disabilities may resubmit their requests when they have additional documentation. Those who have scheduled assessments or medical examinations in order to obtain more relevant documentation may request temporary approval of accommodations pending the timely receipt of assessment information by the ADA coordinator.

Appeal Process: Appeals of the ADA coordinator decisions must be in writing and contain all relevant documentation. Appeals must be submitted to the ADA coordinator within 14 calendar days of the student's receipt of the accommodation decision. The ADA coordinator will forward the student's appeal to the Vice President of Academic Affairs (or designee), who will make the final decision on the appeal. The student will be notified of the appeal decision within 14 calendar days.

Documentation Policy: Lakeland University Policy on the Provision of Accommodations for Students with Documented Disabilities: Lakeland University will provide, upon receipt and review of appropriate documentation from competent and licensed professionals, reasonable and effective accommodations to students with disabilities in an effort to equalize the students' abilities at the post-secondary level, in a manner consistent with federal and state regulations.

Limitations: The role of Lakeland University in this process is limited to reviewing documentation prepared by outside medical doctors, licensed clinical or counseling psychologists, and licensed school psychologists. Lakeland University will not diagnose, certify, define, or otherwise determine that a particular student does or does not have a disability of any type.

Administrative Withdrawal

Where judged appropriate, or under circumstances determined to be potentially dangerous, a student may be immediately suspended and removed from campus. This includes any student judged to be harmful to her or himself or others, or whose removal is judged to be in the best interest of the university. This action can be taken when evidence indicates that the student's continued presence is a threat to the health and safety of self, other, property, or the orderly functioning of the university. The university may require a medical (including mental health) evaluation at the student's expense. The university may select the medical provider for this purpose. The team will be comprised of professional staff members appropriate to the case. The decision of the administrative team will be final.

When reasonably possible, the university will seek remedies that enable the student to continue moving toward the achievement of academic goals either immediately or in the future. The university will act with respect to the laws regarding the educational opportunities of persons with disabilities, while recognizing that there may be situations where conduct or threatened conduct by any person, including persons with disabilities, requires their temporary removal or permanent dismissal from the university.

When a student is suspended for an interim period, the period and conditions of the suspension shall be provided to the student, along with a clear statement of what conditions must be met for the suspension to be lifted or for readmission to the university to be considered. An administrator will meet with the student to discuss re-entry in to the university at a time agreed upon by both student and the university.

Athletics

Lakeland University is a member of the National Collegiate Athletic Association (NCAA) Division III. The Muskies compete in the Northern Athletics Collegiate Conference. Lakeland has 10 intercollegiate varsity sports for men (baseball, cross country, wrestling, basketball, football, tennis, golf, track and field, soccer and volleyball) for nine varsity sports for women (basketball, cross country, golf, soccer, softball, tennis, track and field, volleyball and *wrestling). All home athletic events are free to students who present their Campus ID Card. *Women's wrestling is a member of the WCWA.

Athletic Eligibility

Lakeland University is a member of the Northern Athletics Collegiate Conference (NACC) and follows National Collegiate Athletic Association (NCAA) policies and procedures. Lakeland University is also a member of the Women's College Wrestling Association (WCWA) and must follow the bylaws of the WCWA for that particular sport.* In order to participate in athletics, full-time undergraduate students (students enrolled in 12 semester hours or more and designated as main-campus students) must maintain satisfactory academic progress towards completion of the college degree by earning at least a 2.0 cumulative GPA and by having earned a minimum of 24 semester hours during their last two full-time terms of attendance. Credit earned during part-time terms which occur between the student's last two (2) full-time terms of attendance or immediately following the student's last full-time term of attendance may be counted toward this 24-semester-hour rule. Also, summer courses qualify as hours earned during the previous spring term.

All students who have completed fewer than 19 semester hours and who have been enrolled at Lakeland University for only one fall or spring academic term will be allowed to remain academically eligible with a cumulative GPA of 1.75 or above.

A student-athlete may be on probation for a term, due to a low term GPA, but for athletic eligibility purposes is still regarded in good academic standing providing his/her cumulative GPA is 2.0 or better.

Developmental courses, [GEN 095 - Foundations of English](#), [GEN 100 - College Writing Workshop](#), [GEN 101 - Reading Workshop](#), and [GEN 102 - Mathematics Workshop](#), count toward the 12 semester hours of enrollment necessary to participate in a sport. However, only six (6) semester hours earned from the completion of developmental coursework may be counted in the student's cumulative GPA and applied toward degree completion.

A student athlete may repeat a failed course; however, any repeated courses previously earned with a passing grade do not count towards satisfactory academic progress, eligibility requirements, nor is additional credit awarded.

If a student-athlete withdraws from a full term of attendance after the add/drop period, that term will be counted for eligibility purposes. For example, a student completes the fall 2018 term and earns 16 semester hours, but withdraws from all of his/her 12 semester hours of classes following the add/drop period of the spring 2019 term. The fall 2018 and spring 2019 terms demonstrate the student's last two (2) full-time terms of attendance. Since student-athletes must earn 24 semester hours during their last two (2) terms of full-time attendance, this student is short eight (8) semester hours for eligibility purposes. The student must earn at least eight (8) semester hours during the summer term to be eligible athletically. Note: If there are extenuating circumstances that led to the complete withdrawal from a term, the individual's circumstance may be taken to the Athletic Appeal Committee for review.

Behavioral Suspension or Dismissal

Students who have violated established rules of the Lakeland University community, as published in the university's student handbook, may be immediately suspended or dismissed from the university. Unless other action is specifically approved by the provost or associate provost for student development, behavioral suspensions will result in the award of failing grades in all enrolled classes.

Cancellation of Classes

All campus closures and class cancellations due to inclement weather, students will receive a text via the emergency warning system, and this news will be posted on Lakeland Today Web page: <https://today.lakeland.edu/>. If a faculty member is unable to meet with a class, the cancellation will also be posted on Lakeland Today.

Cell phone Usage/Texting in Class

Cell phone, electronics, earbuds, headphones and other devices that have the potential to interfere with classroom instruction should be silenced during class. Each instructor has his/her own policies on electronics, which may be outlined in the syllabus for that class, but common courtesy requires that students turn off unnecessary electronic devices and refrain from using them

Class Absences

If a student needs to miss a class due to a university-sanctioned extra-curricular activity, he/she should notify his/her instructors as soon as possible and is expected to complete all work missed according to the instructors' policies. If concerns, problems or questions arise about absence policies, contact the individual instructor or faculty/staff member responsible for that activity.

Classroom Behavior

When in classroom environments, students remain subject to the student conduct policy outlined in this document. No student may unreasonably interfere with another's right to read, study or learn in the classroom. An instructor has the right to ask a student who is disruptive to leave class immediately and not return until the matter has been resolved. Classroom disruption of any kind will be referred to the Dean for Students for disciplinary action.

Computer Labs

Computer labs are located in Chase, the Laun Center, the HARC and the Esch Library. A Mac lab is located in Verhulst and is available for use by students enrolled in digital design courses.

Degree Requirements

Contingent upon continuous enrollment, students are allowed to complete any degree program offered by Lakeland University on the date of their first enrollment in the university, provided no substantive curricular changes have been made. At times, Lakeland University may sunset specific degree programs with notice to students and identify a deadline date by which the major, minor, emphasis or other credential must be completed in order to be conferred.

Dean's List

A dean's honor list is prepared at the close of each fall, spring and summer term. The dean's list includes those full-time students who have attained a grade-point-average of 3.5 or better for the term. Grades earned in courses transferred from another college are not included in the Lakeland grade-point-average.

Evening and Online Students

You'll need to have a webcam and microphone to participate in tutoring via Blackboard Collaborate. If this is your first time using Blackboard Collaborate Ultra, the web page below is helpful for your understanding of the program. Blackboard Collaborate Ultra will launch through your web browser, and the use of Google Chrome is strongly recommended for best performance.

<https://help.blackboard.com/Collaborate/Ultra/Participant>

If you would like more information about tutoring resources please visit the following link: <https://lakeland.edu/Campus-Life/tutoring-services>

Fall and Spring Term Policies

While enrollment in five courses (15 semester hours) is the normal full-time student workload during the fall or spring term, Lakeland's full-time tuition is applied to any enrollment from 12 to 18 semester hours during those terms. Students who have maintained a grade-point-average (GPA) above 3.0 or who have written approval from the provost may enroll in up to 21 semester hours during a term with payment of an overload tuition charge for the 18.5th through 21st semester hours. Part-time students and students taking evening or online courses pay on a course-by-course basis.

Financial

Students experiencing financial hardships, difficulties or seeking counseling/assistance with understanding their account should contact the bursar's 920-565-1027 ext. 2378 or studentaccounts@lakeland.edu or in person in William A. Krueger, Room 109

Financial Aid

Student financial aid information is available in the financial aid office located in William A. Krueger Hall, Room 103. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m. Walk-in appointments are available, but a scheduled appointment is preferred to ensure adequate time is available for questions and concerns.

Call the financial aid office at 920-565-1032 ext. 2372 or Financialaid@Lakeland.edu for assistance.

For more information about Financial Aid please visit the following link:

<https://catalog.lakeland.edu/content.php?catoid=16&navoid=874>

Financial Aid (change of Status Policy)

It is the student's responsibility to notify financial aid if his/her enrollment or residency status changes. Because financial aid awards are based in part on enrollment and residency status, moving off or on campus constitutes a redetermination of student aid.

Students considering a change in residency status are encouraged to meet with Financial Aid before making the decision.

Financial Aid Satisfactory Academic Progress Policy

Lakeland University is required to establish and consistently apply standards of satisfactory academic progress to all students who receive funds from Title IV programs of financial assistance. The policy is required to have quantitative and qualitative methods to measure students' academic progress. This policy will be reviewed after every term. This same policy will also apply to all students who receive funds from state or Lakeland University sources.

The qualitative measure is based on the cumulative grade point average (GPA). Only the highest grade of repeated courses is used in the cumulative GPA calculation.

The quantitative measure is based on the length of time for completion of the degree program. A student must complete the program within 150% of the time frame established. The bachelor's degree requires 120 credits; therefore, a student cannot exceed 180 credits to complete the requirements ($120 \text{ credits} \times 150\% = 180 \text{ credits}$). It takes four years to complete the bachelor's degree; therefore, a student has six years to complete the degree requirements ($4 \text{ years} \times 150\% = 6 \text{ years}$). Transfer credits accepted are counted as hours attempted and earned.

An appeal process exists for anyone whose financial aid eligibility is terminated as a result of the Financial Aid Satisfactory Academic Progress Policy. Those students affected will receive written notice of the appeal process.

No part of this policy is housed on the student's academic record. This financial aid policy is separate from the policy for Academic Good Standing as listed in the academic catalog under the Academic Policies.

Grading

The grades of A, AB, B, BC, C, CD, D and F are used to indicate the following:

A = 4.0 quality points per semester hour. Superior work.

AB = 3.5 quality points per semester hour. Intermediate grade.

B = 3.0 quality points per semester hour. Above average work.

BC = 2.5 quality points per semester hour. Intermediate grade.

C = 2.0 quality points per semester hour. Satisfactory achievement.

CD = 1.5 quality points per semester hour. Intermediate grade.

D = 1.0 quality points per semester hour. Course requirements were satisfied at a minimum level.

F = 0.0 quality points per semester hour. Course requirements were not satisfied.

The grades/notations of I, P, *, W, AU, UAU, WAU, X, and NR are also used as follows:

I = Incomplete: Indicates that the student has the prior consent of the instructor to complete required coursework after the end of the regular term. An “incomplete” grade will not be entered in the student’s record without a signed contract between the student and the instructor. This contract must be submitted on or before the last day of final exams for the relevant term. This form is available in the Office of the Registrar. Incomplete grades, if not resolved, are changed to the grade recorded on the incomplete contract in accord with the following rules:

- Fall term “Incomplete” must be completed by the end of the following spring term.
- Spring term “Incomplete” must be completed by the end of the following summer term.
- Summer term “Incomplete” must be completed by the end of the following fall term.

Incomplete grades may not be awarded to international students during their final term at Lakeland University.

P = Pass: Given in courses which are graded on a pass/fail basis.

***** = Repeated: Indicates a repeated course along with the original grade received.

W = Withdraw: Indicates that the student has formally withdrawn from a course.

Formal withdrawal must be completed before the published withdrawal dates for all terms.

AU = Audit: Used when students have formally declared that they are taking a course on an audit basis and have completed all work required of audit students by the course instructor. Formal declaration of audit status or withdrawal from an audit must be completed on or before the date announced as the last day to withdraw as indicated on the academic calendar for the relevant term. Failure to meet the instructor’s conditions will be recorded as **UAU**; withdrawal from the course will be recorded as **WAU**. These marks are not computed in GPAs. Refer to the section on [Auditing a Course](#) for more details.

NR = Not Reported: This is a temporary mark. It indicates that the grade for the course had not been received by the Registrar at the time the grades were reviewed.

X = Fundamental skills course semester hours and quality points removed. Only six semester hours of these courses allowed toward degree.

- Semester hours and quality points indicated as **X** grade on the transcript (example: **XBC** is entry if the **BC** grade was removed from these calculations).

Grade Appeal Policy

At the end of the semester, final, official grades are available to students on www.my.lakeland.edu. If a student identifies an error in calculation or has reason to believe the grade posted on my.Lakeland differs from the grade earned, the student may initiate a grade appeal. Students with questions about their grades must first contact the instructor. If the student is not able to resolve the concern with the instructor, the student may submit a written grade appeal to the provost. Grade appeals may be appropriate when there is a miscalculation or error on the part of the instructor or when the student is not held to the criteria identified in the course syllabus. Grades cannot be appealed on the basis of work that was submitted after the end of the semester or after an “incomplete” due date, or for work that was not submitted as directed by the instructor.

Grade appeals must be submitted no later than three (3) weeks after the university posts the official grade. Students submitting a grade appeal must include a written letter of appeal, a completed grade appeal

Form available through my.lakeland.edu, and all appropriate documentation. If necessary, the provost may form an Appeal Committee to investigate and review the appeal. A final decision will be made by the provost no later than one (1) week after the appeal submission due date. The decision of the provost will be final.

Grade Changes

Once grades have been submitted to the registrar, changes of grades must be approved by the provost. Faculty may initiate a grade change if an error was made or when no grade was entered upon initial grade entry. If a student identifies an error in the final grade, the student must first contact the instructor to resolve the issue, and if the issue cannot be resolved between the instructor and student, the student may submit a grade appeal following the procedure outlined below. Students are responsible for monitoring grades during and at the conclusion of a course, and addressing concerns as they arise during the course. Changes of grades will not be permitted on the basis of work submitted after the end of the semester.

Grade Reports

Midterm and final grade reports are available at my.lakeland.edu at the end of each grading period. Printer-friendly versions are also available on this website. Although parents may provide a major portion of the financial support for a student's education, they will not automatically receive college grade reports. Legally an adult, the student must authorize the release of grade report information to parents by signing a waiver form. Waiver forms are included in the orientation packet for each new, entering student and are also available in the Office of the Registrar. Parents of dependent students who wish to receive grade reports should ensure a completed FERPA waiver form is in the student's academic file.

Graduate Programs

1. Standards:

- a. **Qualitative Measure:** Students must meet the minimum cumulative GPA requirement of a 3.0. Only the highest grade of all repeated courses is used in the cumulative GPA calculation.
- b. **Quantitative Measure:** Students must complete their program within the timeframe described in the Graduate Academic Progress Policy.

2. Review Process: Students will be reviewed after each term.

3. Financial Aid Warning: When a student does not meet the standards described above in #1, a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.

4. Financial Aid Suspension: The student's financial aid will be terminated for all future semesters until he/she can return their academic record to good standing for Satisfactory Academic Progress, if one or more of the following conditions occur:

- a. The student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning;
- b. The student has a conditional acceptance to the University and does not meet the criteria for Satisfactory Academic Progress;
- c. The student fails all courses in a single term;

- d. The student fails to meet the conditions of a Financial Aid Probation.

5. Appeal Process: There is an appeal process for students that have their aid terminated.

- a. The form and instructions are included with the written communication to the student at the time of the termination.
- b. The time allowed for completing the appeal will be communicated in the letter.
- c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.

Financial Aid Probation: This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for the Satisfactory Academic Plan.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.

Information Technology Policy

Lakeland University encourages the use of its information technologies to support research, enhance instruction and act as a resource for the needs of the campus community. To provide these services and protect its information systems, the university requires that members of its educational community use these resources in a manner consistent with the goals of the university. Users of university equipment, software and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. Unauthorized use or misuse of any computer, computer system, service, program data, network, cable television network or communication network is prohibited. Also prohibited are:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Use of computing facilities to interfere with the work of another students, faculty member or university official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the university computing system.
- Connecting unauthorized/ personal networking equipment to Lakeland's network (i.e. personal routers or networking switches).

Users of any university equipment, software and computer accounts are expected to follow acceptable standards of ethics and conduct in their use of computing resources. All students should not assume any confidentiality when using university technology resources. The full and binding policy can be found online at <https://lakeland.edu/itpolicy.pdf>.

Library Services

The John H. Esch Library is dedicated to supporting student learning and the professional development and research needs of faculty and staff. The library is located in the heart of the campus, between Old Main and the Younger Campus Center, and includes

- A print book collection consisting of approximately 71,000 items
- 61+ research databases providing access to more than 309,000 full-text journals.
- A print journal collection of more than 290 titles
- MonarchCat, our online catalog providing easy access to our materials and those of 33 area libraries in the Monarch Library System.
- Specialized collections in: religion, curriculum
- 300+ video/DVD collection for in library use
- A 18-station computer lab providing Lakeland students and faculty access to library resources and various software applications.
- 3 group study rooms
- Headphones
- Wi-Fi access
- A black & white photocopier/scanner
- Microfilm reader

Lakeland students, faculty and staff are eligible to checkout materials in the library and to access the library's online offerings. Library staff prides itself on its customer focus, and we look forward to helping you with your research needs.

For more **FAQs** please visit the following link:

<https://lakeland.edu/John-Esch-Library/frequently-asked-questions>

Library Hours

| Fall & Spring Semester Hours | |
|------------------------------|------------------------------|
| Monday | 7:30 a.m. - 10 p.m. |
| Tuesday | 7:30 a.m. - 10 p.m. |
| Wednesday | 7:30 a.m. - 10 p.m. |
| Thursday | 7:30 a.m. - 10 p.m. |
| Friday | 7:30 a.m. - 4:30 p.m. |
| Saturday | Noon - 5 p.m. |
| Sunday | Noon - 10 p.m. |

| Summer Hours (June-August) | |
|----------------------------|---------------------------|
| Monday | 8 a.m. - 4:30 p.m. |
| Tuesday | 8 a.m. - 8 p.m. |
| Wednesday | 8 a.m. - 4:30 p.m. |
| Thursday | 8 a.m. - 8 p.m. |
| Friday | 8 a.m. - 4:30 p.m. |
| Saturday | closed |
| Sunday | closed |

*Reference Librarian available Monday through Friday (all day).

Mid-term Suspension or Dismissal

Where judged appropriate by the Provost, students who have earned unsatisfactory grades in all courses

(D/F/W) on the mid-term grade report may be immediately suspended or dismissed from the university. Students who earn unsatisfactory grades in all courses and who are not suspended or dismissed will be monitored throughout the remainder of the term and may be suspended or dismissed from the university before the end of the term.

Military Benefits

Lakeland University is dedicated to serving students who receive military benefits by providing timely and accurate information about the institution and benefit certification prior to and during a student's enrollment at the university.

Lakeland University is state agency approved to certify all programs with the exception of the Wisconsin GI Bill, which is restricted to public institutions, and the VRAP program, which is restricted to approved two-year institutions. Lakeland's Director of Veteran Services, Sue Bialk, will process all appropriate military paperwork on a semester-by-semester basis. You can reach her by telephone at 920-565-1032 ext. 2377 or by email at. Her office is located in William A. Krueger, Room #108.

You may also contact Assistant Director of Financial Aid at 920-565-1032 ext. 2376 for assistance with VA concerns.

If you are unsure of your eligibility for benefits, please contact your local VA Service Office (located in your local courthouse), go to vets.gov, or call the GI Bill Call Center at 1-888-GIBILL-1. Once you are certain of your eligibility, you can access all pertinent forms required to apply for your military benefits or to transfer your benefits to Lakeland University from another college or university by visiting vets.gov. Complete all pertinent forms, and submit them.

Veterans should notify Sue Bialk of enrollment each term, and any changes in enrollment (add/drops/withdrawals). Failure to do so could result in benefits not being processed or in overpayments.

Benefit programs include:

- Chapter 33 (Post 9/11 Bill/Yellow Ribbon)
- State Veterans (VET ED and DMA 189)
- Montgomery GI Bill-Chapter 30
- Tuition Assistance
- Chapter 31
- Chapter 35

Click the link below to download the brochure.

<https://lakeland.edu/pdfs/veterans-brochure.pdf>

Military Student Mobilization Policy

Lakeland University provides reasonable accommodations to any student called to emergency national or other mandatory government service. In the event a Lakeland University student is mobilized into the armed forces of the United States, the National Guard, or other mandatory government service, the following policy shall pertain. Students receiving orders to report for active duty or other mandatory emergency government service should notify the Veterans Coordinator of the date for activation and the projected length of active service when known. Preliminary notice may be given by phone, email, or by letter, but must be followed by the submission of a copy of the government orders or notice of activation. This document will be forwarded to the Office of the Registrar for inclusion in the official record of the student.

Mobilization On or Prior to the Last Day to Withdraw

If a student is mobilized on or prior to the last day to withdraw from a course, the student will receive a “W” as the course grade and will be entitled to full refund of the course or courses enrolled for the term.

Mobilization Following the Last Day to Withdraw

If a student is mobilized after the last day to withdraw from a course, the student may elect one of the following:

1. With the full consent and cooperation of the instructor, receive an “I” (Incomplete) as the temporary course grade; and within 90 days of deactivation from mobilization, complete the course requirements, and receive a permanent course grade. Failure to complete the work within the prescribed time will result in the student receiving an “F” as the permanent course grade, or
2. Receive a “W” as the course grade and a full refund for the course(s).

It is the student’s responsibility to notify Lakeland University of his/her mobilization status and to contact the instructor to make appropriate arrangements if option 1 is chosen. Failure to follow this procedure will result in the student receiving an “F” for any course unofficially vacated.

Non-Discrimination Policy

Lakeland University provides equal educational and employment opportunity without regard to sex, race, age, religion, national origin, marital/parental status or handicap. All equal opportunity questions should be referred to Human Resources. Lakeland University is authorized under federal law to enroll nonimmigrant alien students.

Plagiarism and Cheating

Lakeland University expects academic honesty from all of its students. It is assumed that the work turned in by a student is the student’s own work. Cheating, plagiarism or other kinds of academic dishonesty are considered violations of established university expectations and may result in penalties ranging from failure of an assignment to dismissal from the university, dependent upon the severity of the offense. It is the student’s responsibility to understand and avoid plagiarism and cheating. Students who believe they have been unfairly accused or penalized may submit a written appeal, stating the specific details of their situation, to the Provost. Where appropriate, the Provost may take such appeals to the Academic Appeals Committee for a formal hearing and decision. In matters of plagiarism and cheating, the decision of the Academic Appeals Committee is final.

Promise Program

Students who do not meet the stated admission requirements but whose academic records reveal significant potential for academic success, may be invited to apply for entry into Lakeland's Promise Program. The Promise Program admits a small number of students each year and provides them additional support for the transition to collegiate expectations through [GEN 103 - College Success Seminar](#), a course designed to strengthen study skills, provide career exploration opportunities, and personal mentoring. Students invited to apply for the Promise Program are asked to submit an additional statement of interest and participate in an interview with members of the university's admissions, academic affairs, and student affairs teams.

Students admitted to the Promise Program must enroll in [GEN 103](#) and must limit their enrollment to no more than 15 semester hours in their first full-time semester at Lakeland. They must also pass at least 9 semester hours and earn a 1.75 term GPA or higher in their first semester of Lakeland coursework. Failure to meet these expectations may result in suspension.

Readmission to the University

Students who have withdrawn, fallen out of continuous enrollment, or who have been suspended from the university must apply for readmission to the Office of Admissions in order to be re-enrolled in Lakeland classes. Application for readmission should be made at least two months prior to the date on which the student wishes to begin coursework. Successful readmission requires the complete payment of all prior balances due to the university, and the approval of the Provost or his/her designee. Students who were suspended or who were not in good academic standing at the time they left the university will be asked to submit grades from any college-level coursework they may have completed elsewhere and/or letters of recommendation from any employers or supervisors who observed their work during the time they were absent from Lakeland.

An overall review of the student's records relating to his or her prior experience at Lakeland University will occur. This review will include academic performance, conduct, participation in campus community life, compliance with financial obligations and any other factors deemed relevant. The university reserves the right to make the readmission decision based on any combination of the above factors in the best interests of the student as well as the university community. The policy applies to all readmissions regardless of the reasons for the student's initial withdrawal or suspension from the institution.

Readmitted students are subject to the degree requirements in effect at the point of their re-entry to the university. Students readmitted after suspension are placed on academic probation for their first term of re-enrollment and must meet the terms of probation in order to be eligible for continuing enrollment.

Readmission Following Suspension

Students who have been suspended may apply for readmission after one academic semester has elapsed. Successful readmission requires the complete payment of all prior balances due to the university and the approval of the Provost. Students may initiate their request to return through the Office of Admissions. They will be asked to submit a written request and transcripts for any coursework taken since prior enrollment at Lakeland. Students who were previously suspended will be placed on probation status upon readmission until their coursework merits a return to good academic standing. Students who have been readmitted following a suspension must improve their overall GPA each term until they have earned a return to good academic standing. Failure to earn a return to good standing will result in dismissal from the university.

Readmission Following Withdrawal

Students who have voluntarily withdrawn may apply for readmission under the same procedures listed above for readmission to the university. Students who officially withdrew in good standing and are readmitted will return in good academic standing.

Refunds

Students who withdraw from the university may receive a refund of their tuition, fees and board costs, in accordance with the academic calendar.

It is recommended students review the published refund dates prior to the beginning of the term. The number of classes a student actually attends is not considered in the calculation of refunds. A student who has not prepaid his/her tuition in full at the beginning of the semester and then subsequently withdraws may have a balance due, not a refund. The university does not make exceptions to this policy.

Eligibility for a refund is contingent upon official notification of withdrawal, in writing, directed to the Office of the Registrar. For purposes of withdrawal and refund, telephone or verbal notice of withdrawal is not adequate and the official date of withdrawal will be established only by the receipt of formal written notice or a completed student withdrawal form, which may be obtained from the Student Success and Engagement Office.

University housing contracts are written for the entire term. Therefore, no refunds for room rent will be granted for students who withdraw after the end of the first week of classes. For the fall, spring and summer terms, one week of housing expense will be deducted from the refund for those who withdraw before the beginning of the second week of classes.

Refunds will be made 30 days after the official date of withdrawal from the university, and then only after all forms and procedures for aid application and official withdrawal have been completed and signed. Students who are suspended or who are asked to withdraw for disciplinary reasons are not eligible for refunds, regardless of the date of withdrawal.

Registrar's Office

Students may validate much of their registration and student record information via self-service features via my.LAKELAND.edu interface. This can include:

- Convocation requirement balances
- Course Schedules
 - Course search and add/drop feature (through add/drop deadline date)
- Degree audit/advising worksheets (denotes any transfer credit, if applicable)
- Diploma Requests (apply for degree conferral)
- Enrollment data and academic standing
- Transcripts
 - Official-online order link
 - Unofficial-to view or print transcript data

If a student is not able to verify information via the self-serve options, services are available in the Registrar's office located in the William A. Krueger building, floor 1, and room 115:

- Change of address

- Change of enrollment:
 - Late add
 - Withdrawal from one or some courses
 - Withdrawal from all courses and exit from the University *please see your success coach for paperwork*
- Diploma replacements
- Enrollment verifications
- Enrollment histories
- Good student verification (for insurance purposes)
- Name changes *legal documentation required
- Registration of specialized courses (additional paperwork or entry requirements, consent needed, time conflicts, etc.

If further information is needed contact staff at registrar@lakeland.edu

Registration

Students must be officially registered for all courses for which they intend to earn semester hour credit. Registration dates are included on the academic calendar. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; returning students, at their home address or through on-campus mail and at my.lakeland.edu. In general, registration for each term involves these essential steps, though not necessarily in this order:

1. Application for financial aid is made during spring term for the following academic year through the Financial Aid and Educational Funding Office.
2. Financial obligations are settled through the Business Office.
3. Parking permits are obtained through the Office of Campus Safety and Security.
4. Identification pictures for Campus Cards are taken at the Business Office. The Campus Card is activated through the Business Office.
5. Academic progress is reviewed and course selections are made with the assistance of academic advisors.
6. Students log on to my.lakeland.edu in order to pre-register for their courses and review progress on requirements for declared degree.
7. Through my.lakeland.edu, academic advisors approve course registrations for their advisees.
8. Residence hall arrangements are made with the Residence Life Office.

A schedule of courses may be found on lakeland.edu or my.lakeland.edu.

Registration for course(s)

First-time students enroll working with an assigned advisor during the Early Enrollment day visit to campus or with admissions personnel upon initial entry.

Continuing students work with advisors to review degree, general education and major requirements each semester and complete registration and enrollment activities with advisor approval.

Semester Hour Definition

Lakeland's academic policies all assume that the basic credit unit is the semester hour.

- One Lakeland semester hour is equivalent to 1.5-quarter hours.
- Unless designated otherwise, all Lakeland courses carry three semester hours of credit.
- A full-time load for a student enrolled in a year of Lakeland classes is 24-36 semester hours (12-18 fall and 12-18

spring).

- A semester hour represents not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week, for approximately fifteen weeks, or an equivalent amount of hours worked over a different span of time, or the equivalent amount of hours worked during other activities established by the University including but not limited to internships, practice, research studies, cooperative placements and other academic work leading toward the awarding of semester hours.

Standards for Academic Good Standing

Students must maintain a minimum grade-point-average (GPA) during each of their terms at Lakeland University. These term GPA standards are as follows: freshmen—1.75, sophomores—2.0, juniors—2.0, and seniors—2.0. In addition, students classified as second-semester freshmen or higher must maintain a minimum cumulative GPA of 2.0. Students who fail to meet these minimum term and/or cumulative GPA standards face academic probation, suspension, or dismissal from the university.

All full-time students in the traditional undergraduate program must also successfully complete a minimum of nine (9) semester hours of coursework during each of their terms at Lakeland University. Students who fail to pass the required number of semester hours also face academic probation, suspension, or dismissal from Lakeland University.

Summary of Standards for Academic Good Standing

Minimum Requirements for Each Class:

| Class Standing | Required Minimum Term GPA | Required Minimum Cumulative GPA | Required Minimum Number of Credits Successfully Completed Each Term |
|---|----------------------------------|--|--|
| First-time, first-semester freshman | 1.75 | 1.75 | 9 credits |
| Freshman in second or subsequent term | 1.75 | 2.0 | 9 credits |
| Sophomore or after 4th term of enrollment | 2.0 | 2.0 | 9 credits |
| Junior | 2.0 | 2.0 | 9 credits |
| Senior | 2.0 | 2.0 | 9 credits |

The intent of these minimum performance standards is to encourage students to strive to excel in their college classes, thereby enhancing their own future opportunities for employment and the timely completion of their degrees. Maintenance of good academic standing and minimum academic progress is also required in order to retain eligibility for future financial aid awards.

The Provost will review each student's term GPA at the end of regular semesters, in collaboration with his or her designees, including but not limited to the Registrar, the Director of the Hayssen Academic Resource Center, the Dean for Students, the Associate Provost for Academic Affairs and the Director of Financial Aid and Educational Funding. Based on the findings of this review, the Provost will implement the following policies.

For polices please see link: <https://catalog.lakeland.edu/content.php?catoid=18&navoid=1016>

Success and Engagement Coaches

All students will be assigned a student success and engagement coach. Success and engagement coaches are available to assist students personally, socially, academically and professionally as they persist towards graduation. Student success and engagement coaches are located in the Lauer Center for Student Development and Success. You can access your support network by viewing your Starfish homepage under ‘network’ or calling 920-565-1000 x2507. Students are encouraged to reach out their success coach. Success coaches help students connect to existing university resources, off-campus resources, reinforce strong study habits, create a strong resume and overall help in navigating college life.

Summer Term Policies

Lakeland offers a selection of summer term courses in the evening once per week at its center locations or online via BlendEd® class sessions spread over term of 12 weeks, typically beginning end of May. Seven-week online courses are also offered during the summer. Traditional students will be charged the Kellett rate for all summer enrollments.

- Students who have not yet reached transfer limit thresholds may transfer up to twelve (12) semester hours of coursework from summer classes taken at another college in any one year. Students who plan to transfer work from another college during the summer must notify the Office of the Registrar of that intent and complete all forms and arrangements before the end of the spring term. Grades earned in transferred courses are not included in the official Lakeland University GPA. A student receives a TR grade for transfer courses.

Transfer Students

Upon entry to Lakeland University, a transfer student-athlete must be in good academic standing at the transferring institution, and must be confirmed as eligible to participate by that institution in order to participate immediately at Lakeland. Confirmation of athletic eligibility must be verified by the Northern Athletics Collegiate Conference tracer report. The transfer student must have earned a 2.0 cumulative GPA and 24 semester hours within the last two (2) terms of full-time attendance.

Upon completion of one full-time term of attendance (enrollment in at least 12 semester hours), the student’s grade-point-averages from Lakeland and the transfer institutions are combined to determine if the student has a cumulative GPA of 2.0 or better. The semester hours from the last full-time term of attendance at the transfer institution will be combined with the number of semester hours earned during the student’s first full-time term of attendance at Lakeland to determine if the student meets the 24-semester-hour rule. After two (2) full-time terms of attendance at Lakeland, the transfer credit and GPA will not be included in the determination of athletic eligibility; however, the transfer terms will be counted to determine if the student is within his/her first 10 semesters of full-time enrollment. A student who transfers to the certifying institution shall be immediately eligible if the student has never practiced or completed in intercollegiate athletics. This must be confirmed on the Athletics Tracer Report.

Graduate students who have not exhausted their eligibility must adhere to the NCAA guidelines. Student participation in athletics is limited to 10 terms of full-time enrollment, and/or four seasons of participation, whichever occurs first.

Contingent upon approval of the Athletic Director, a student-athlete who is in his/her last term before graduation may be enrolled in fewer than 12 semester hours as long as he/she is enrolled in the courses which will enable him/her to graduate at the end of that term.

Academic eligibility requirements may be adjusted based on conference and NCAA legislation updates.

*Please see the Athletic Director or Registrar's Office if you have questions regarding the WCWA Academic Bylaws.

Tutoring and Academic Support

Our goal is to ensure the academic success of all Lakeland University students.

- We help students who are underprepared for the demands of a 4-year college experience to become prepared to meet those demands.
- We help students who are prepared to meet the demands of a 4-year college experience to become advanced in their studies.
- We help students who are advanced in their studies students to achieve academic excellence.

We work with all levels of students who need help, so they may be academically successful. Many students eventually become peer tutors, offering assistance to others who may benefit from this academic support service.

Tutor Appointment Request

Whether you're trying to pass a course or maintain a 4.0, working with a tutor can be extremely helpful. Tutors provide FREE one-on-one assistance that may not be available in the classroom. They are experienced and qualified students who can enable you to have a better understanding of the materials at hand and teach you how to find and correct your own errors. Tutors make it possible for you to do your homework and learn from your mistakes.

Main Campus and Evening/Online/BlendEd Tutoring Request

1. Go to login.lakeland.edu and select Starfish.
2. Select Services tab.
3. Select HARC Tutoring.
4. Search for a tutor. Tutors' subjects are listed under General Overview.
5. Select Schedule Appointment for the appropriate tutor.
6. Select a date (dates in bold indicate tutor availability).
7. Select Sign Up for an available timeframe.
8. Input information and select Submit.
9. See schedules below for tutor availability.

Can't find a tutor for your subject or availability? Contact HARC@Lakeland.edu. Remember that writing tutors can help with any writing assignment for any subject!

Undergraduate Programs

1. Standards:

| Undergraduate Class Standing | Required Cumulative Grade | Required Course Completion |
|------------------------------|---------------------------|----------------------------|
| First-time Freshman | 1.75 | 67% |
| Freshman in second semester | 2.0 | 67% |
| Sophomore | 2.0 | 67% |
| Junior | 2.0 | 67% |

| | | |
|--------|-----|-----|
| Senior | 2.0 | 67% |
|--------|-----|-----|

** Students must complete 67% of the credits attempted with a grade of ‘D’ or greater. All withdrawals, incompletes, and audits are considered unsatisfactory and must be included in the calculation. If a grade of incomplete is changed, it is the student’s responsibility to notify the financial aid office of the grade change.

2. **Review Process:** Students will be reviewed after each term.
3. **Financial Aid Warning:** When a student does not complete 67% of the credits and/or the minimum cumulative GPA requirement noted in the table then a Financial Aid Warning is imposed. Aid will continue during the term the student is on Financial Aid Warning.
4. **Financial Aid Suspension:** The student’s financial aid will be terminated for all future semesters until he/she can return their academic record to good standing for Satisfactory Academic Progress, if one or more of the following conditions occur:
 - a. The student does not meet the criteria for Satisfactory Academic Progress while on Financial Aid Warning
 - b. The student has a conditional acceptance to the University and does not meet the criteria for Satisfactory Academic Progress.
 - c. The student fails all courses in a single term (excluding May Term).
 - d. The student fails to meet the conditions of a Financial Aid Probation.
5. **Appeal Process:** There is an appeal process for students that have their aid terminated.
 - a. The form and instructions are included with the written communication to the student at the time of the termination.
 - b. The time allowed for completing the appeal will be communicated in the letter.
 - c. The appeal committee will notify the student of the decision within two weeks of receiving the appeal.
6. **Financial Aid Probation:** This is the status the student is placed on when an appeal is granted. Probation is allowed for one term and the student must return to good standing for Satisfactory Academic Progress unless the student has an approved Academic Plan in place which includes conditions of the probation and notes when the student will return to good standing for Satisfactory Academic Progress.

Academic records will be reviewed for all matriculated students that are first-time aid applicants to determine if they are in good standing and making satisfactory progress. If the student does not meet the minimum standards, they will be placed on an immediate financial aid warning.

University Catalog

Students must meet general degree requirements for their major as stated in the catalog at the time of admission, or as stated in the catalog for the year they graduate. Students may request a catalog from the Admissions Office and should keep it until graduation. An online catalog is available at <https://catalog.lakeland.edu/>.

Withdrawing from the University

A student who wishes to withdraw all courses must do so during the middle of the term or after completing their current coursework need to complete the withdrawal from institution process by:

- Contacting the Dean for Students or their appropriate Success Coach at least 24 hours before leaving the campus.
- Using the withdrawal from institution form consult with and collect the additional signatures/approvals needed from:
 - Athletics - regarding athletic eligibility
 - Academic Advisor - academic impact
 - Business Office - in order to clear student account
 - Financial Aid or Veteran's Coordinator - regarding impact on eligibility and current term benefits
 - International-SEVIS Official - regarding F1/J1 visa status issues
 - Library Services - to return materials
 - Residence Hall - turn in keys and remove belongings
 - Success Coach - completing the process
- Starfish is used to send notices of intent to withdrawal for other transactions to take place.
- A student receives a W grade for a withdrawn course if completed prior to the deadline.

Withdrawing from a Course

A student who wishes to withdraw from one, some or all courses must do so in accordance with the withdrawal dates published for each term. Official withdrawal from course(s) requires the student secure approval from their academic advisor and completion of the add/drop/withdrawal form.

- Additional signatures/approvals is needed for athletes, international students, or those individuals receiving military benefits as withdrawn course may affect a student's monetary benefits or enrollment eligibility status.
- Add/drop/withdrawal form is available to download from my.lakeland.edu.
 - Students bring the approved form to the Registrar's Office for processing.
- Students are responsible for withdrawing from courses within the stated deadlines.

Students must be officially registered for all courses for which they intend to earn semester hour credit. Registration dates are included on the academic calendar. First-time students will receive registration materials from the Office of Admissions after they are accepted for admission; returning students, at their home address or through on-campus mail and at my.lakeland.edu. In general, registration for each term involves these essential steps, though not necessarily in this order:

1. Application for financial aid is made during spring term for the following academic year through the Financial Aid and Educational Funding Office.
2. Financial obligations are settled through the Business Office.
3. Parking permits are obtained through the Office of Campus Safety and Security.
4. Identification pictures for Campus Cards are taken at the Business Office. The Campus Card is activated through the Business Office.
5. Academic progress is reviewed and course selections are made with the assistance of academic advisors.
6. Students log on to my.lakeland.edu in order to pre-register for their courses and review progress on requirements for declared degree.
7. Through my.lakeland.edu, academic advisors approve course registrations for their advisees.
8. Residence hall arrangements are made with the Residence Life Office.

A Schedule of Courses may be found on lakeland.edu or my.lakeland.edu.

Withdrawal Medical and Family Leave

Students may withdraw from one or more courses up to the published withdrawal deadline date. (See [Withdrawing from a Course](#) and [Withdrawal from the University](#)) If an extraordinary situation related to the physical or mental health of the student or an immediate family member emerges after the withdrawal deadline expires, a student may submit a request for medical withdrawal or family leave.

Students seeking medical withdrawal or family leave must submit an application to the Provost within six (6) months of the last day of the term for which the leave is requested. Applications must include two things:

- A letter from the student outlining his/her situation and;
- Credible documentation from supervising physician, caregiver, or authorized professional that includes:
 - Dates and duration of student or family member's condition and accompanying treatment;
 - Assessment of whether the condition or treatment of it reasonably interfered with the student's ability to attend classes or complete coursework.

Notes:

- Successful applications for medical withdrawal or family leave require withdrawal from all courses within the term. Students may not seek medical withdrawal or family for a single course when enrolled in multiple courses.
- Incomplete applications will require additional time to process, which can delay applications for readmission or resolution of academic standing issues.
- Requests for refunds related to withdrawal for medical situations requires a separate request to the Bursar's office.

Student Life Services, Information and Policies and Procedures

AIDS and HIV Policy

Lakeland University AIDS and HIV policy has been established to protect both the rights of individuals infected with HIV (Human Immunodeficiency Virus) as well as the health and safety of all others at the institution. Current research indicates that AIDS (Acquired Immune Deficiency Syndrome) may develop from HIV infection. Individuals infected with HIV may not always be diagnosed or have symptoms of AIDS; HIV infection is not transmitted by casual contact.

Discrimination: Lakeland University will not discriminate in any manner against any person with is infected with HIV. This includes admissions, facilities access, hiring, residential housing, promotion, tenure and/or termination.

Testing: Lakeland University will not require HIV testing for either its students or employees. Persons who want more information on HIV testing may contact a campus Health Services.

Confidentiality: All university personnel should think carefully before any information about known or suspected HIV infection is included in any student or employee record. Information about a person's HIV status may only be included in medical or health care records and not in student or employee records of a general nature. Furthermore, it is against the law to disclose HIV test results to anyone without written consent of the person tested. This means that no one, under any circumstances, may discuss or share records of HIV test results with anyone other than individuals designated in writing by the tested person.

Penalties Disclosing a person's HIV test results without written consent may result in disciplinary measures under University policy.

To maintain a healthy and safe environment for all members of the university community, the university will:

- Offer confidential medical, spiritual, psychological assistance to any university member who contract or has AIDS/HIV;
- Provide information about the disease to any university member requesting it and periodically, disseminate information to the university community;
- Accommodate, within the university's prevailing resource constraints, special needs of a student or employee with AIDS.

Safety in the event of exposure to potentially infectious body fluids (blood, semen, vaginal secretions) surfaces should be cleaned with a commercial disinfectant or household bleach (diluted with 10 parts water). Gloves should be worn while cleaning the area.

Alcohol and Drug Use Policy Notice

Lakeland University is concerned about the way in which alcohol use and abuse can affect the individual student, the rights and well-being of non-users and the primary mission of the university. The primary objective of the Lakeland University Alcohol Policy and procedures are as follows:

- To promote among the students of the university community responsible behaviors and attitudes as they relate to the use of alcohol.
- To inform students about the possible effect of the use of alcohol upon themselves and the community.
- To offer help to individual students experiencing special difficulties associated with the use of alcohol.
- To promote an understanding of reasonable behaviors and attitudes related to complying with state law.
- To offer alcohol-free living environments and activities for those who desire them.

Lakeland University recognizes that alcohol and drug abuse are significant public health problems, which may result in impairment of social, educational and /or occupational functions. The goal of the university is to protect the health and environment of those associated with the university by promoting a broad program of education to all employees and students regarding substances associated with abuse and dependence. This would also include alcohol, prescription drugs and nonprescription drugs.

The university strives to establish and maintain an alcohol and drug-free working environment. Consequently, unlawful manufacturing, distribution, possession of use of illicit drugs or alcohol is prohibited in, on or about the university property, or as part of a university sponsored activity by the student or employees (individuals who receive any reimbursement from the University for their Services).

The university expects all faculty, staff and students to report to work and/or class free of the influence of alcohol or controlled substances, to refrain from the abuse of alcohol or use of controlled substances and to obey related laws established and enforced by legal authorities (local, state, or federal).

A member of the university community who violates the provision of this policy or whose behavior is impaired by alcohol or agents that are controlled substances may be required to complete an appropriate rehabilitation program, at their own

expense, as a condition to remain part of the university. Violations of this policy may also result in disciplinary action, up to and including suspension or termination of employment/enrollment from the university and referral for prosecution.

Employees and students who need help in dealing with alcohol or drug related problems are encouraged to seek professional assistance. The department of human resources or health services can help in locating agencies that can provide assessments or interventions for the individual seeking help. An employee or student's conscientious effort to discontinue the use or abuse of alcohol or drugs will be encouraged and handled confidentially. The university recognizes that the abuse of alcohol or drugs impairs the proper performance of duties and responsibilities. Steps taken to deter the abuse of alcohol or drugs include a continuing program of education emphasizing the facts about drugs and alcohol, referral on a non-punitive basis to support services (medical or personal counseling) and a campus climate where personal influence deters drug use/abuse and alcohol abuse.

The policy expresses Lakeland University's commitment to the maintenance of a drug and alcohol-free workplace. All students and employees, as members of the Lakeland University community, must abide by the terms of this policy and report their own conviction under a criminal drug statute for violations incurring either in the workplace or during the performance of university-related duties within five (5) days after the conviction, as required by the Drug-Free Workplace Act of 1988. Within 30 days of receiving the notice of a conviction, the university will take appropriate action, such as employee termination, student dismissal or required participation in a drug abuse assistance or rehabilitation program.

Alcoholic Beverages Policy

Lakeland University prohibits the unlawful possession, use and sale of alcoholic beverages on campus. The Department of Campus Safety is responsible for the enforcement of state underage drinking laws.

The use of alcoholic beverages by members of the Lakeland University community is at all times subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed only in The Pub and the residence halls (South, Morland, Kurtz and Hill) and suites (Friedli, Hofer) where the occupants and guests are of legal drinking age. Alcohol is not allowed in Krueger, Muehlmeier and Brotz residence halls.

State of Wisconsin Drinking Laws

It is unlawful for any person:

- Under the age of 21 years to have alcoholic beverages in his/her possession;
- To sell, give, serve or permit alcoholic beverages to be served to a person under 21 years of age;
- To misrepresent or misstate his or her age or that of any other person for the purpose of selling, giving, serving or delivering any alcoholic beverages to a person under 21 years of age.

The following specific policies address involvement with alcohol:

- Individuals prohibited from the use of alcoholic beverages, as defined by State of Wisconsin law, cannot drink while on the campus of Lakeland University or at university-sponsored off-campus events;
- Individuals and members of organizations who are permitted to drink must refrain from sharing, purchasing, serving or encouraging the consumption of alcoholic beverages by underage individuals whether in privacy of one's residence unit or in other university facilities. Individuals who furnish alcohol to minors will face legal and/or university disciplinary action;
- Individuals are encouraged to look out for the safety and welfare of their university peers and/or guests who have been drinking. This includes providing transportation to/from off-campus events or to a hospital, or calling the Department of Safety and Security, the Sheriff or medical personnel;

- Social events where alcohol is consumed must have a proportionate amount of non-alcoholic beverages and food such as chips, crackers, popcorn, etc;
- With the issuance of a party permit or scheduling of event, individuals or organization shall be assigned responsibility to implement a system to ensure that underage individuals are not served alcoholic beverages;
- Inappropriate behavior stemming from the consumption of alcohol shall result in conduct action against the individual or organization;

Open Containers

It is unlawful for any person to consume or have in his or her possession any alcoholic beverages in an open container on any campus street, sidewalk or undesignated area.

Alcohol Violation Sanctions

Typically, the following sanctions apply, but the university reserves the right to enact any sanction it deems appropriate for any offense, up to and including immediate suspension or dismissal for the first offense.

Sanctions for First Offense can include:

- A formal warning in the student's judicial file
- Community service
- Counseling
- Educational sanction at the students expense

Sanctions for Second Offense can include:

- Any of the above sanctions
- Disciplinary probation
- Behavioral contract
- Alcohol assessment with the campus counselor
- Contact of listed emergency contact
- Suspension from residence halls or apartments

Sanctions for Third Offense can include:

- Any of the above sanctions
- Appearance before the campus judicial board
- Alcohol assessment with an AODA counselor at the student's expense
- Contact of listed emergency contact

Sanctions for Fourth Offense can include:

- Any of the above sanctions
- Immediate suspension or dismissal from Lakeland University

Alcohol/Drugs on University-Funded Trips

Students are not allowed to transport or consume alcoholic beverages or illegal drugs while participating in any university-sponsored trips or events. This policy applies to travel in university, public, rental or personal vehicles. Students must adhere to university policy while representing the institution at off-campus events.

Health Risks Associated with Use/Abuse of Alcohol and Drugs

Please refer to the below website to view the health risks associated with the use/abuse of alcohol and drugs
<https://www.drugabuse.gov/drugs-abuse/alcohol>

On campus alcohol/drug abuse resources:

- Health Center 920-565-1043 ext.2509 or ext. 2385
- Counselors 920-565-1034 ext. 2387 or ext. 2388
- Student Success and Engagement Office 920-565-1043 ext. 2507

Off-Campus Support Groups:

Alcoholics Anonymous (AA) – A self-supporting fellowship based on a twelve step program that offers individual sponsorship, group meetings and membership to anyone interested in dealing with an alcohol problem:

- **AA - Alcoholics Anonymous** – (920) 457-9633
2908 North 21st street Sheboygan, WI 53083
<http://www.aa.org/>

Behavioral Intervention

When a student communicates suicidal thoughts and/or engages in self-harm behaviors, law enforcement and/or Mobile Crisis will be contacted. Law enforcement or Mobile Crisis will assess a student's safety. Lakeland University expects one of the following:

- The student requires hospitalization. Mobile Crisis or law enforcement will transport the student to the hospital or request the student's emergency contact to transport student. Lakeland University staff and students will not provide transportation. The university requests notification from the hospital when the student is released.
- The student does not require hospitalization, but a crisis intervention safety plan agreement is deemed necessary. The Mobile Crisis counselor will contact the student's emergency contact to make arrangements. It is strongly recommended that the student be under the direct care of his or her emergency contact should he or she require a safety plan agreement. Lakeland University will supply emergency contact information. Lakeland University students will not be involved in the safety plan agreement.
- It is expected that law enforcement and/or Mobile Crisis communicate a plan of action with a Lakeland University official. (i.e., Campus Counseling representative, Dean for Students, Residential Hall Director). A Lakeland University official can be contacted through the Department of Campus Safety (920) 565-1126.
- It is expected that the student will follow up for treatment with a counselor in the Lakeland University Counseling Services or seek the care of a therapist in the community upon completion of the crisis intervention. Student must sign a release of information to provide ongoing communication between the community therapist and Lakeland University Counseling Services.

Calendar of Events

A master calendar of all Campus Life events and social activities is kept in the Student Success and Engagement office in the Laun Center. Any University activity, organizational activity, program, or special event should be reported to the

Student Success Office, at the earliest possible date to see if your event is available and to avoid double scheduling of events. Student Success Office will also advertise and help promote prescheduled events.

Campus General Communication

Email Communication with Students: The University has the right to communicate with students through email and the right to expect those communications will be read in a timely manner. It is expected that students read their Lakeland e-mail daily as this is the method that most faculty and staff use to communicate with students. The university's email system can be accessed on and off-campus and students may forward emails to another account checked regularly if desired. Each student is provided an official university email address. Students are encouraged to download the outlook app from the app store for easy access on their mobile device.

Mail: All student mail and packages can be picked up at the Younger Family Campus Center Information Desk. Mail is delivered Monday-Friday and packages may be sent via UPS from the business Office between the hours of 8 a.m.-4 p.m. UPS usually arrives on campus between 9 a.m. and 10 a.m. For UPS freight deliveries please use the following address:

Your Name
Lakeland University
W3718 South Drive
Plymouth WI 53073

Campus Shop

The campus shop, located in South Hall, is the source for textbook rentals, purchases and e-books, snacks, school supplies, beverages and Lakeland apparel and giftware. Purchases may be made by cash, check and all major credit cards. Course materials and school supplies may be charged to a student's account if sufficient financial aid is available. Hours: Monday –Thursday 7:45 a.m. – 5 p.m.; Friday 7:45 a.m. – 4:30 p.m.; Saturday 10 a.m.-2 p.m.; Sunday-Closed.

Campus Recreational Sports (Intramurals)

The goal of Campus Recreational Sports is to be diverse and to offer each student the opportunity to participate, regardless of ability. Campus recreational sports are activities designed to engage students in a fun, healthy environment. These activities include, but are not limited to, bowling, e-sports, dodgeball, chess tournaments, video game tournaments, running, hiking etc. All activities are free of charge. Please contact 920-565-1043 ext. 2510 to learn more.

Campus Student Organizations

Lakeland has more than 40 active student organizations. To participate in a Lakeland University student organization, students must be enrolled full time and have a minimum cumulative GPA of 2.0. To learn more about student organization opportunities, contact a Success and Engagement Coach at 920-565-1043 ext. 2508

Campus LU Vehicles

Campus vehicles may be driven only by those students who have been hired by the university and are authorized to do so. The Lakeland University student driver record check application form must be submitted and a behind the wheel road test must be completed and an online driver's awareness course must be completed before driving any campus vehicle.

Career Readiness, Cooperative Education and Professional Development

The Career Readiness and Cooperative Education staff at Lakeland University are available to assist all students and alumni in their journey toward a successful career. We support students looking for all types of career-related experiences, including on/off campus employment, part-time/full-time employment, internship/co-op experiences and graduate school searches/applications. Through campus wide programming and individual appointments, we focus on major/career exploration, resume/job application assistance, interviewing strategies, salary negotiation, dressing for the workplace and much more. Students have access to Handshake, an online job board with access to more than 300,000 employers around the world. Contact career@lakeland.edu or visit the Lauer Center for Student Development to connect!

Check Cashing

Personal checks made out to Lakeland University or Lakeland University issued checks up to \$100 may be cashed in the business office with proper identification, either driver's license or campus ID. Lakeland University will not accept third party checks. An ATM is located in the entryway of the Younger Family Campus Center.

Clery Act Information

Lakeland University publishes this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998). The Clery Act requires institutions to prepare, publish, and distribute an annual security report containing specific information about campus security policies and campus crime statistics. In addition, the Higher Education Opportunity Act, enacted on Aug. 14, 2008, requires institutions that maintain on campus student housing facilities to publish an Annual Fire Safety Report.

This report contains information about campus fire safety practices and standards of the institution. The Lakeland University Campus Safety Department is responsible for preparing and distributing this report in accordance with the Clery Act. The Campus Safety Department works with many other departments and agencies to compile the information required for this report. Other campus offices such as the Office of Residential Life, Athletics, Health Services and Counseling Services, all provide critical information concerning campus security policies and campus crime statistics inclusion in this report. Our local law enforcement department also provides information concerning crime statistics for disclosure in the report. We encourage all members of the Lakeland University community to use this report as a guide for safe practices on and off-campus. It outlines campus policies and provides important safety and crime prevention tips.

A copy of Lakeland University's ASFSR is available at:

<https://lakeland.edu/Campus-Life/campus-safety#more-info-about-asfsr-annual-security-fire-safety-report>.

To obtain a hard or e-mailed copy please contact the Vice President for Campus Life, at 920-565-1000 ext.2501 or email: Simondr@lakeland.edu.

Communicable Disease Policy

The university has a commitment to health, human dignity and concern for others. To educate all members of the university community about communicable diseases, the Dean for Students in co-ordination with the student health and counseling services and Sheboygan County Public Health Professionals will coordinate their efforts with campus programs and student organizations in order to comply with federal, state and local laws protecting persons who have a communicable disease.

Students who have been diagnosed with an infectious disease need to notify Health Services office at 920-565-1034 ext. 2385.

The university will support the special needs of student with communicable disease through services offered by the Student Health Center and the Division of student Development. These services include support, education and referrals. The University reserves the right to require an individual to obtain medical evaluation when a communicable disease becomes a risk. In serious situations relating to a contagious illness, the university will require isolation according to public health standards. The university supports and will comply with laws respecting confidentiality of individuals having a communicable disease.

Counseling Services

The Counseling Center promotes the well-being of students by providing support and assistance to students as they develop academically, personally, socially, and spiritually. Services include: short-term mental health counseling for matters such as depression and anxiety; assistance with issues pertaining to stress, relationships, grief, sexual orientation, identity, coping skills and self-esteem; referrals to off-campus resources and other resources on campus; screenings and assessments; crisis intervention; assessment, brief intervention and referral for substance abuse, and referrals for psychiatric evaluations.

- Lakeland University Counseling Center Counselors adhere to the ethical standards and best practices of the American Counseling Association (ACA), the American College Counseling Association (ACCA) and the International Association of Counseling Services (IACS.)
- Confidentiality is strictly maintained. Only with the student’s written consent can information be disclosed to another party. The exceptions to confidentiality are on the Informed Consent form which students receive and sign during the first meeting with a counselor. Records are kept separately from academic records.
- The Counseling Center is located in Brotz Hall. Individual counseling appointments are available Monday through Friday at no cost. Appointments can be made by email (used only for appointments and scheduling) or by calling 920-565-1034 ext. 2387 or 2388.

Alex Liosatos, Director of Health and Counseling Center, can be reached at 920-565-1034 ext. 2388 or by emailing liosatos@lakeland.edu.

Christine Jenkins, Aurora Behavioral Health (contracted to Lakeland University Counseling Services) can be reached at 920-565-1034 ext. 2387 or by emailing christine.jenkins@aurora.org.

Off Campus Crisis & Mental health services:

Services are generally covered by student or family health insurance plans.

- Mobile Crisis (24 hour - free) 920-459-3151
- Hopeline (24 hour texting – free) 741741
- Lakeshore Community Health Care (comprehensive) 920-783-6633
- Sheboygan County HHS (mental health and substance) 920-459-3155
- Aurora Behavioral Health 920-457-4461
- Prevea Behavioral Health` 920-458-5557
- Life Point Counseling 920-892-7606

- Nett-Work Family Counseling 920-451-6908
- Northshore Clinic (counseling) 920-457-8866

Death of a Family Member of a Student

Please notify the Campus Chaplain at 920 565-1021 ext.2114 or the Dean for Students at 920 565-1043 ext.2507 in the event of the death of a student's family member. The Campus Chaplain or the Dean for Students will notify others in the university community, as appropriate, so assistance can be offered to the student and family.

Death of a Student on Campus

The Department of Campus Safety is responsible for coordinating matters related to the death of a student and the following procedures will be followed:

- If a deceased person is discovered, immediately contact Campus Safety at 920-565-1126.
- Also contact on duty Hall Director at 920-838-2008.
- Do not give out any information concerning the death. Contact should be made through the Dean for Students. At all times, the parents of the deceased must be the first to be informed.
- Director of Campus Safety will initiate the emergency call tree.
- The Dean for Students will:
 - Coordinate, with the hospital, notification of the parent/guardian;
 - After time, ascertain from the parents/guardians what they wish to have done with the student's personal property and what their wishes are concerning funeral arrangements and memorial services.
- The official correspondence will be sent from the Dean of Student so the parents/guardians or appropriate relatives of the student. This letter will also contain any information/directives necessary to conclude official business between the student and the university. (Such official business may include refunds, or accounts receivable.) No other university office will initiate contact with the parent/guardian of the student.
- If the death occurs in an off campus location, contact the Dean for Students who will contact the police or the appropriate county Sheriff. The Dean for Students will follow through on the procedures outlined above.
- If the death involves an international student, the Dean for Students will notify International Programs and the procedure outlined above will be followed
- If any residence hall staff member receives a call or letter from the parents/guardians of the deceased student, this staff member is to contact the Dean for Students, who will handle communication working with the Director of External Relations.

Dining Services

Dining Services consists of five operations:

- Lakeland University Dining- Lakeland's dining services provide breakfast, lunch and dinner options Monday-Friday and brunch and dinner on Saturday and Sunday. Dining services are located on the Younger Family Campus Center's second floor.
- Grill and Pub- Lakeland University's campus bar and short order grill, located on the Younger Family Campus Center's second floor, is open late nights and during lunches.
- The Daily Grind- coffee and sandwich shop with Grab and Go options located on the Younger Family Campus Center's first floor.

- Muskie Mart- located on the first floor of the Younger Family Campus Center is the location for your convenience store needs.
- Lakeland University's catering- preferred catering service for all campus activities. For catering questions or needs, please contact the catering manager at 920-565-2248.

Hours of operation are posted at individual food outlets and on my.lakeland.edu. All outlets accept cash, credit cards and campus card payment. Interdepartmental charges may be used for some catered events. For special dietary needs, contact Dining services at 920-565-1030 ext. 2246. For more information about what Lakeland University Dining services has to offer, please visit:

<http://lakeland.edu/campus-life/dining-services>.

Disclaimer of liability

Lakeland University and the Lakeland University Foundation disclaims liability for death, damages or loss involving any student. This liability disclaimer applies to, but is not limited to the following:

- Any injuries, including death, damages or loss, regardless of severity, resulting from fire, theft, the elements or other causes.
- Any injuries, including death, damages or loss regardless of severity, sustained on property owned by or under the control of the university. This includes classrooms, residential units, structures, buildings, public areas and grounds, vehicles, etc.
- Any injuries, including death, damages or loss, regardless of severity, as a result of an act or omission by any Lakeland University trustee, officer, servants, employees, students agents or their successors.
- Any injuries, including death or damage, suffered in intercollegiate or intramural events (athletic or otherwise) as a participant, spectator or otherwise. This also includes transit to or from events (athletic, intramural, student activities based).

Students accept the foregoing disclaimer and agree to be bound thereby upon admission, readmission or continued enrollment with Lakeland University. Any student enrolled in or attending classes at Lakeland University is bound to follow all of the university's policies, procedures and regulations and is subject to the jurisdiction of the university with regard to violations of such policies, procedures and regulations. Failure to read and understand this handbook does not excuse one from compliance to the policies and procedures it contains or give omission to its contents.

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. For the purposes of university policy, the term harassment is defined as any verbal, written, electronic or physical conduct that a person knows or has reasonable grounds to know would intimidate, demean or degrade an individual's or group's character, self-worth or dignity. Behavior that will not be tolerated includes, but is not limited to, physical force or violence, stalking and threats.

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.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates intimidating hostile or demanding environment for an individual's a) academic pursuits, b) university employment, c) participation in activities sponsored by the university or organizations or groups related to the university or d) opportunities to benefit from other aspects of university life.

Reporting Suspected Sexual Harassment Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Dean for Students office, Success and Engagement Coaches, LU Campus Safety Department, Residence Life staff member, or the Title IX Coordinator for counsel and 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 Department of Human Resources
- The Dean for Students office
- LU Campus Safety Department
- The complainant's supervisor when the supervisor is not the accused
- The Title IX Coordinator

Reports/complaints received by 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 and or the Title IX Coordinator 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, although the university reserves the right to alter or modify the procedures, in its sole discretion, in order to effectively handle these complaints.

Emergency Notification

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, 10 U.S.C. §1092(f) et. seq., and its implementing regulations require colleges and universities to do the following:

- Issue an emergency notification, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Emergency Notification: Lakeland University has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed or dangerous hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist event; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, Lakeland University will initiate and provide, without delay, emergency notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

Notification will be made by using some or all of the following methods depending on the type of emergency: University RAVE Alert System (which contains email, cell phone text); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the university deems it appropriate, in person communication may be used to communicate an emergency.

All Lakeland students, Faculty and staff are automatically opted-in to receive emergency text and emails. The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the LU community and will direct them to where they can receive additional information.

For more information about emergency notification please visit the following link:

<https://lakeland.edu/pdfs/security/2018-ASFSSR.pdf>

Emergency Transport Policy

If an injury or illness is significant or potentially life-threatening, or if a student requests it, an ambulance will be called. Ambulance provide transportation to Aurora Sheboygan Memorial Hospital or St. Nicolas Hospital; both are located in the City of Sheboygan. Lakeland University officials cannot transport students to the hospital in emergency situations.

Emotional Support Animal Policy Certified Registered Service Animal/Emotional Support Animal

In compliance with the Americans with Disabilities Act, Lakeland University allows the use of service animals in order to achieve access to programs, activities and services. Under this policy, service animals are allowed in all buildings, classrooms, residence halls, meetings, dining areas, recreational activities and events when the animal is accompanied by individuals with a disability or who indicate the service animal provides a specific service to them. If a residential student requires use of a service animal, they will be placed in a single or single/double room and pay for that room according to the single or single/double price.

The ADA defines “Service Animal” as any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The university reserves the right to inquire about specific tasks a service animal will perform and/or request documentation in instances where the identified tasks are not obvious. In the event documentation is required, it should be printed on professional letterhead and be less than one year old.

If an animal is not controlled properly, it ceases to provide a service and will be excluded from the campus areas mentioned above. The following guidelines are set forth by the university to ensure the animal does not engage in behavior that would be a direct threat to the health and welfare of others. If the animal's behavior is deemed disruptive, aggressive or destructive, the student will be held responsible and may be asked to remove the animal from campus.

The guidelines for service animals on campus:

- Service animals must be in good health;
- Service animals must be on a leash at all times;
- Service animals must be controlled by handler at all times;
- Service animals must be properly vaccinated; vaccinations must be current;
- Service animals must be well-groomed;
- Service animals must be maintained in a manner that takes into consideration the health and hygiene of the animal and those who come in contact with the animal;
- The student must be on campus with the animal at all times; and
- Students who use service animals should meet with a representative from the Department of Residence Life or Facilities before the start of each semester to identify proper waste disposal areas. The student is ultimately responsible for the proper disposal of all waste.

Emotional Support Animal

As defined by the Fair Housing Act, an emotional support/therapy/assistance animal may provide physical assistance, emotional support, calming, stability, and other kinds of support. The presence of the animal must be necessary in order to provide the resident with a disability the use and enjoyment of the dwelling. There must be an identifiable relationship or nexus between the disability and the assistance or support the animal provides. Emotional support/therapy/assistance animals do not perform work or tasks that qualify them as "Service Animals" under the Americans with Disabilities Act. Animals defined as "emotional support animals" are subject to approval by the Division of Student Affairs after review of professional documentation issued by a licensed psychiatrist or psychologist. The student must submit reliable documentation of a disability and their disability-related need for an assistance animal. The Division of Student Affairs must be provided the contact information of the issuing psychiatrist or psychologist to verify that the support animal is necessary for the well-being of the student. If approved, similar conditions and guidelines for service animals will apply.

No emotional support/therapy/assistance animal may be in a residence hall without it having been approved as an accommodation for the resident by the Hayssen Academic Resource Center (HARC). (Guests of any resident may not bring an emotional support/therapy/assistance animal into a residence hall.) The deliberative process that is necessary to consider a request for accommodation can take time. Residents should start the process of registering with the HARC well in advance of when s/he would ideally like to bring the animal into the residence hall. Although the registration process may vary depending on the complexity of the request, residents are encouraged to begin the process at least four weeks in advance. Under no circumstances may an emotional support/therapy/assistance animal be brought into a residence hall without the approval of the HARC.

If an animal is approved as an accommodation by the HARC for a resident, the Department of Residence Life will be notified. The Department of Residence Life will in turn notify the other residents of the floor or community where the individual resides. The student will also be given a letter of accommodation verifying the approval of the accommodation. The letter of accommodation should be retained by the student so that she or he can provide it as proof of the approval of the accommodation, in the event that it is questioned.

The letter will specifically state that the animal has been approved to accompany the student in his or her residence hall. If the accommodation is approved, it shall be for one academic year and will need to be renewed annually. Generally, emotional support animals are only permitted in an individual's university residence hall room. However, requests for accommodations beyond the residence halls will be considered and assessed on a case-by-case basis by the HARC. Control removal of waste, and removal for a direct threat posed by an emotional support/therapy/assistance animal.

All emotional support/therapy/assistance animals must be under the control of the individual who has had the animal approved as an accommodation by the HARC) (hereafter referred to as "owner"). If the animal repeatedly acts inappropriately or is not under control, the animal may be excluded from being on campus until it can be demonstrated that the animal's inappropriate behavior has been addressed and the animal is under control. (See, *infra*, Responsibility of Persons with Service Dogs or Emotional Support/Therapy/Assistance Animals.) An animal may also be excluded if it poses a direct threat to the health and safety of individuals. This might include, but is not limited to, the animal's illness, lack of cleanliness, and presence in an inappropriate area that might put the animal or others at risk.

Cleaning up the waste of an emotional support/therapy/assistance animal is the sole responsibility of the owner. The animal's feces must be removed by placing the waste in a closed container and depositing it in an appropriate outdoor waste receptacle. It is the responsibility of the owner to clean up any mess created by the animal. Any cost incurred by the university to clean up a mess or repair property damage caused by an animal is the responsibility of the owner. If the animal has fleas, the owner may also be responsible for the cost of flea abatement in the areas where the animal resides, as well as other areas it frequents routinely.

Licensing requirements for a dog or a cat approved as an emotional support therapy/assistance animal proof of the following must be provided to the HARC:

Dogs:

1. Proof of up-to-date rabies and distemper vaccinations;
2. Proof of sterilization (spaying or neutering); and
3. Each dog over four months old must have a Wisconsin license and wear it on a collar at all times.

Cats:

1. Proof of up-to-date rabies and distemper vaccinations. (Kittens need distemper shots at eight weeks of age, and a booster every three weeks until they are 12–16 weeks old. Their first rabies shot is given at 14–16 weeks, and it is good for one year only. After receiving the second rabies shot, a cat must be re-vaccinated at least every three years; and
2. Proof of sterilization (spaying or neutering).
Limitations on Animals allowed in the District of Columbia and Emotional Support/Therapy/Assistance Animals
No animal will be approved as an emotional support/therapy/assistance animal that does not qualify as an allowable animal under Wisconsin law.

Special Considerations: Due to the unique living environments of a university setting, i.e., density of population, food preparation and multi-use of space, some types of animals may not be permitted even if such animals are permitted to be owned in Wisconsin. If an emotional support/therapy/assistance animal is not a dog or cat, other restrictions may apply as warranted by the unique living environment.

Responsibility of Persons with Service Dogs or Emotional Support/Therapy/Assistance Animals

1. The animal must never be let out of the residence hall room without being attended and under the control of the handler. This means the animal must be on a leash or in a carrier or cage. The owner is liable for all actions of the animal and should be in total control and restraint of the animal at all times.
2. The owner must clean up all messes immediately. Any waste material, including litter, should be placed in a plastic bag and disposed of in an outside trash receptacle. Indoor trashcans should not be used for this purpose.
3. The animal must be properly cared for and nourished.
4. The animal must not be unduly disruptive or pose an immediate threat to others. The department of residence life shall be responsible for making such determinations about an animal's conduct within the residence halls. The Department of Safety and Security shall be responsible for making such determinations about an animal's conduct on all other university property. If a decision is made that an animal has been unduly disruptive or poses an immediate threat to others, the animal must be removed immediately. The owner may appeal the decision to whichever unit made the decision to remove the animal. The appeal shall be in writing. A decision on the appeal will be made within three business days of receipt of the appeal and will be final.
5. In the event that the Department of Residence Life or the Department of Safety and Security determines that an animal should be removed from campus, including a residence hall, for disruptive behavior, provided the decision is not based on the animal posing an immediate threat or being unduly disruptive (see 4 above), the owner shall be given written notice to remove the animal within 48 hours. The owner will have 24 hours to respond. The response, if any, will be reviewed and a final decision made within the same 48 hour period. The decision of the Department of Residence Life or the Department of Safety and Security shall be final.
6. All liability for the actions of the animal (bites, scratches, running away, etc.) are the responsibility of the owner. The university encourages owners to consider appropriate liability insurance.
7. The owner is responsible for taking all reasonable precautions to protect the property of the university and its residents.
8. If the owner takes vacation or has extended leave (more than 24 hours), the animal must be removed from the residence hall.
9. If the owner resides in a residence hall, the owner will notify a Department of Residence Life staff member if the animal escapes.
10. Necessary precautions should be made for university personnel to enter the residence hall room when the owner is not present. The animal must be caged or crated, or removed from the room, during the time that university personnel are in the room. The university is not liable if the animal escapes during one of these visits.
11. The owner of an emotional support/therapy/assistance animal in a residence hall will provide to the Department of Residence Life the emergency contact information of an individual to who will be on call to care for the animal in the event the owner is unable to care for the animal.
12. Owners of animals are solely responsible for any damage to university property caused by the animal. This shall include, after the owner vacates the premises, any cleaning outside that routinely done for any room. Cleaning services outside those routinely performed may include, but are not limited to, steam cleaning of all carpets and

drapes, and abatement for fleas or other pests and odor. If furniture requires replacing, that also shall be the responsibility of the owner. Any such fees will be posted to the owner's individual student account.

Freedom of Expression

Lakeland University insists that student disagreements, in whatever form it takes on, must always be considerate and respectful for:

- Faculty, staff and their peers;
- Their university and public property and private property;
- The rights and freedoms of others, both individuals and or groups;
- The orderly function of the university;
- The moral and ethical concepts on which the university is based.

Gender Neutral Restrooms

Lakeland University strives to create and sustain a campus environment that supports, foster and values all members of our community. One aspect of creating a supportive environment is to provide, safe, accessible and convenient restroom facilities. Students, faculty, staff and campus guests should use the bathroom facilities that correspond to their gender or gender identity, or utilize restrooms that are designated gender-neutral or gender-inclusive.

Greek Life

Hazing Policy: Lakeland University prohibits hazing. Please refer to the university's Hazing Policy found later in this section of the handbook.

Greek "Good Standing": All fraternity and sorority programs must be in good standing as defined by the university. Please contact the Greek Coordinator for specific requirements.

Membership Eligibility: First semester freshmen must have a high school cumulative grade point average of 2.75 or higher, while returning students need a 2.25 cumulative grade point average to pledge.

Social Events in the Greek Suites: Social events within the Greek suites is a privilege that the university grants to Greek organizations. Greek organizations must abide by the policies established by the university. Please contact the Greek Coordinator for a copy of the guidelines.

Grether Natural Laboratory (The Woods)

The woods are for the use of all Lakeland University students, but alcohol, fires and camping is prohibited. Snowmobiles and other motorized vehicles are prohibited as they destroy the trails and disrupt wildlife within the woods.

Grievance Procedure

Students are encouraged to use the grievance procedure when they feel that a university policy or procedure has not been followed. The procedure outlined below is designed to assure full, fair, equitable and prompt consideration of the student's grievance. Absent any abuse of the system, the student initiating a grievance or participating in its settlement will not be retaliated against.

Procedure:

1. The student should bring the matter to the attention of the Dean for Students. Grievances shall be addressed expeditiously and consistent with university policies and applicable law.
2. The student must put the grievance in written form and file it with the Dean for Students. The student and a representative appointed by the Dean for Students will meet and try to resolve the matter within a reasonable amount of time necessary.
3. If the matter is not resolved, the student's grievance will be reviewed by a four-member appeals committee to be appointed by a representative from the Dean for Students office. The appeals committee will be made up of a standing member from a student government i.e. president or vice president of the student cabinet, a faculty member and administrative staff. Members from the campus Judicial Board may be used. The student will meet with the appeals committee to discuss the concern and to come to a resolution. The committee will give a written recommendation to a representative from the Dean for Students office within 10 business days of the filing of the complaint.
4. The representative from the Dean for Students office will present the student with the decision.
5. Should the student wish to appeal this decision, the matter should be submitted in writing to the Vice President for Campus Life for final review.
6. The Vice President for Campus Life will give careful consideration to the matter and will present a decision in writing to the student within 10 business days of notice of appeal from the student. The decision from the Vice President for Campus Life is final.

Health Services

Medical: The Health Center is an on campus health resource located on the ground floor of Brotz Hall. We are here to help with your acute health care needs such as colds, sore throats, sinus problems, rashes, testing (strep, pregnancy, TB), prescriptions, injury assessment, ordering labs etc., and with chronic care in collaboration with your primary care provider. We can assist with referrals to outside providers as needed. Most services and over-the-counter medications are free, though sports physicals cost \$25, to be paid in advance at the business office.

Health Services Hours: Mondays and Wednesdays 1-4 p.m., Tuesdays and Thursdays 7-10 a.m. An Aurora health care provider is available during these times to attend to your health needs.

If you have any questions please call us at 920-565-1034 ext. 2386.

Lakeland University is a hard waiver institution requiring all full-time students to show proof of insurance. These forms can be completed online and found on the links below. Those students who do not complete the insurance forms by a designated date will be put on the University's insurance and billed accordingly with no refund.

Each student is required to have a health form on file. These forms will be sent to you but are also available below.

- Health Forms: <https://lakeland.edu/Campus-Life/health-services#health-forms>
- Health Services link: <https://lakeland.edu/Campus-Life/health-services>
- Health links: <https://lakeland.edu/Campus-Life/health-services#healthy-links>

Hunting

Hunting is not allowed on campus, in the campus woods or within 150 yards of campus property without expressed written consent of the landowner. The campus woods are designated as a State Game Reserve.

Possession of firearms, including ammunition, on the Lakeland campus is discouraged (see weapons and firearms policy). In the event that no other off-campus arrangements can be made, it is encouraged that all firearms, bows, weapons be stored for safekeeping in the Campus Safety office weapon safe on a temporary basis.

International Students

International Student Advising and Maintaining Legal Status in the Federal SEVIS: The university assists its international students through a wide variety of service support. One of the most important areas of support is assistance in attaining and maintaining legal status in the U.S. Government's Student and Exchange Visitor Information System (SEVIS). Detailed SEVIS rules and regulations require approved U.S. educational institutions to closely track and report detailed information about international student course loads, requests for off-campus internships and employment, training opportunities, and more, both during and after education.

Specific details of U.S. Bureau of Citizenship and Immigration Services, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection and other U.S. federal regulations enforced through SEVIS are available through the university's principal SEVIS official in W.A.K. 119 or at 920-565-1000. Ext. 2452.

For more information about please follow this link: <https://lakeland.edu/Academics/international-forms>

Information Desk

The information desk is located on the first floor of the Younger Family Campus Center. The following services are provided at the information desk:

- Mail & package pick up;
- Shuttle reservations;
- Residential room keys.

Lakeland Intervention Team (L.I.T)

The L.I.T is a multi-disciplinary group of employees whose purpose is to meet on a regular basis to support our students' mental, emotional, physical health and well-being as well as their academic success. Our goal is to determine and utilize protocol for early detection of indicators/behaviors that cause potential harm, disruptive conduct issues and risk violence to others and to use data gathered through Starfish to identify students at risk academically. This group tracks student behavior in a confidential setting and identifies action plans to address those behaviors. Reports made to the LIT will provide an opportunity for all members to work together in investigating, determining threat assessment, and means of

support or intervention and warning/notifications and response time. This team will identify resources available on- and off-campus and coordinate follow-up for the student.

The Purpose: To identify behaviors/patterns of behavior that signal risk and to provide resources in an attempt to mitigate disruptive or dangerous behaviors.

Report a concern: Incidents or concerns may be reported directly to the chair of the team, or to anyone else on the Intervention Team. A printable reporting form is available below for reference. When describing the concern or incident, please list all pertinent information such as location, room number, time of incident, members involved or any descriptive information of the individual if the name is not known. If the situation needs immediate attention, please report directly to your on duty Hall Director or R.A. to assist you.

The team encourages members of the Lakeland community to refer any community member when they witness or suspect behaviors or situations which are of concern and may cause harm to this individual or others. The following are a few examples of behaviors to report:

- Signs of depression and other mental health concerns
- Physical health issues such as abrupt changes in eating or sleeping habits
- Sudden changes in routine or behavior
- Risky behaviors regarding drugs or alcohol
- Inappropriate and/or disruptive classroom behavior
- Abrupt changes in classroom attendance or academic performance
- Increased nervousness or agitation
- Social anxiety or difficulty in adjusting to college
- Threats of harm to self or others
- Suicidal ideation
- Extreme and/or inappropriate expression of emotions

Confidential: All information shared with the Lakeland Intervention Team will be kept in the strictest confidence. The web-based reporting system connects to a confidential database. The form will ask for your name, but you may also report anonymously if you so desire. If you chose to report anonymously, please keep the referral number so you may check on the status of your report and respond to any questions the team may have.

L.I.T. Reporting Form: <https://lakeland.edu/Special/lit-reporting-form>

Liability Policy

Students are responsible for all personal items. The university does not assume responsibility for any personal items that are lost, stolen, or damaged. The university recommends that all residents acquire renter's insurance for their property and belongings

Lost and Found

All lost items should be reported to the Campus Safety Department and or the Campus Center information desk. Any found items should be brought to Campus Safety or the Campus Center information desk.

Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act, P.L. 110-315, (2008) “Missing Student Notification Policy and Procedures,” each college and university that provides on-campus housing must establish a “missing student notification policy” for students who reside in on-campus housing. Each resident will be notified of the Missing Student Notification Policy and Procedures during residence hall check-in as well as in this Student Handbook.

Each student who resides in on-campus housing has the option to identify an individual to be contacted by the university, no later than 24 hours after they should be considered “missing.” Lakeland University has developed a policy for notifying the designated emergency contact should a resident student be considered “missing.” A “missing student” is defined as any currently registered residential student who has not been seen by friends, family members, instructors or staff for a reasonable length of time, whose absence is contrary to his/her usual pattern of behavior or where there is reason to believe that unusual circumstances may have contributed to their unexplained absence.

Such circumstances could include, but are not limited to, a suspicion that the missing person may be the victim of foul play, has a known medical condition (physical, emotional or mental), has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or is believed to have been with, or associating with, persons who there is reason to suspect may pose a danger to the student’s welfare.

If anyone in the Lakeland University community has reason to believe that a student is missing, student affairs personnel or the director of campus safety must be notified. Upon receiving notification, student affairs personnel, the Campus Safety Department and other appropriate university staff will make reasonable efforts to locate the student to determine his or her whereabouts and to inquire regarding the well-being of such student. Reasonable efforts to locate a student may include, but are not limited to, checking his/her residence hall room, reviewing class schedule, talking with roommate(s) and friends, ID card access, locating their vehicle, visiting last known locations and contacting any known cell phone number. As a part of the investigation, the university reserves the right to make contact with emergency contacts to help assist in determining the whereabouts and well-being of the missing student.

Each student, through the completion of the insurance information and emergency contact form has the option of identifying a person or persons who will be contacted in the event that student is determined missing. If a student does not want their primary contact earmarked on their emergency form contacted, a confidential notification information form can be filled with the contact information of an alternative contact. These forms are kept confidential in the residence life office and the office of safety and security.

Once a student meets the definition of “missing,” the following is to occur:

- The Campus Safety Department will initiate a campus investigation into the student’s whereabouts.
- If it is determined that a residential student is considered missing, a missing person report is to be generated.
- Student affairs personnel will notify the designated contact person or persons of the missing student within 24 hours of determining the student missing. This confidential contact person has been designated by the student through their:
 - Confidential Notification Information form, or in the absence of such;
 - Insurance information and Emergency Contact Form. If neither form were made available to the university, the relative with the closest family relationship to the student as determined by their official application will be contacted.
- If the student is under the age of 18 and not an emancipated individual, the university will notify a custodial parent or guardian no later than 24 hours after that individual is determined to be missing;
- Jurisdictional law enforcement agency is to be contacted no later than 24 hours after the resident is determined to be missing;
- In cases where the university has reasonable cause to suspect that a missing student may be at personal risk due to circumstances discovered in the investigation, safety and security personnel will initiate contact with law

enforcement authorities requesting appropriate assistance. In such situations, the university reserves to itself the right to determine when law enforcement authorities should be advised of concerns for the safety and well-being of a missing student.

Parental Notification

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

Parking Policies

All students residential and commuters must register their vehicle for a campus parking permit. Failure to do so will result in receiving a parking citation.

- All Lakeland University Main Campus parking lots require a parking permit 24 hours a day.
- Student parking permits are issued only to LU students. All students must present a valid driver's license at the time registering. Selling, lending or otherwise transferring a parking permit to a person other than the registered permit holder is prohibited. Transferring a permit from one vehicle to another vehicle is also prohibited.
- New or alternate vehicles will require an additional separate parking permit. Students can bring their old parking permit to the Campus Safety office when registering for a new permit.
- All parking permits must be properly displayed from the rear view mirror of the vehicle with the permit number facing the windshield. The responsibility for the proper displaying of a parking permit lies with the owner of the vehicle/permit holder. Failure to properly display any parking permit on LU campus will be subject to a parking citation.
- Information provided to obtain a parking permit or authorization must be correct and current. If there is a change in information, such as the license plate number or new vehicle, it must be reported to the Campus Safety Department as soon as possible to prevent receiving a parking citation.
- A permit will be honored only in the parking areas for which it is designated.
- Parking is permitted only within marked spaces. Every legal space within the university parking system is clearly marked. Any vehicle occupying more than one space, or extended beyond the marked space, is in violation of parking regulations and subject to a parking citation. Back-in parking is not allowed in any of Lakeland University's parking lots due to the potential risk for pedestrian injury and vehicular damage.
- Parking or driving on campus lawn and/or sidewalks will result in a ticket and/or cost of damages.
- Habitual Violators may be subject to receiving a vehicle parking boot implemented by the Campus Safety Department.
- Vehicles in violation of parking regulations can be towed depending on the urgency or violation. The vehicle will be towed at the owner's expense.
- Lakeland University is not responsible or liable for any damage to and/or theft of any vehicle, its equipment or content while the vehicle is parked on university owned property.
- **Students/Staff/Faculty/Visitors and Guests** are prohibited from driving or parking their vehicles on campus lawns or walkways, including: when loading or unloading personal property to and from the residence halls. Campus Safety will not authorize you to park on lawns or sidewalks. Any vehicle(s) that violate the Lakeland University parking regulation will be ticketed and any cost of repairs to lawn or sidewalk associated with the violation will be charged to the student/staff/faculty's account.

Abandoned Vehicles: Lakeland University prohibits partially dismantled or otherwise inoperable motor vehicles to be park or stored in any parking lots. This also includes any vehicle, operable or inoperable, that does not have a valid license plate displayed. Any vehicles in these categories can be towed at the owner's expense and, in addition may be ticketed.

Fines for Citations Issued by the Campus Safety Department:

- Visitor Parking \$30.00
- Over-time Parking \$30.00 (Exceed the 30 minutes)
- Illegal Parking \$30.00 (Wrong parking lot, No visible parking permit or expired parking permit displayed)
- Parked in Front of Dumpster \$50.00
- Parked in Roadway \$30.00 (Impeding traffic, or parked on a campus street without using hazards)
- Parked in Handicap \$80.00
- Vehicle Boot removal fee \$35.00

Guests & Visitors

- Lot C, Lot H, Lot I & Campus Center lot all have designated areas for visitors and guests.

Loading Zones: Use of Lakeland's loading zone at Brotz Hall circle drive must be authorized by the Campus Safety Department. To avoid a citation, please call Campus Safety at 920-565-1126 as soon as you arrive on campus to load/unload your vehicle. The loading area is restricted for loading/unloading at all times. Due to space constraints, abuse of this privilege will not be tolerated and will be ticketed.

Snow removal: To aid in the prompt and efficient removal of snow from parking lots, cooperation is necessary. Once an announcement of a snow emergency or Snow removal has been made, students will be asked to move their vehicle to a cleared area by the posted time so that the area where vehicles were originally parked can be plowed. After the lot in which you were originally parked has been cleared, you may return your vehicle to it. Snow removal statements will be posted in each residence hall or communicated to students via Lakeland Today.

Parking Appeals: A special Ad Hoc Student Appeals Committee will be reviewing all parking citation appeals. All citations are assumed to be valid; however, if an issued citation is felt unwarranted it may be appealed. To appeal a university parking citation, fill out an appeal form found either in the Campus Safety Department in Brotz Hall or at the Campus Safety webpage: <http://www.lakeland.edu/student-services/security.asp> and return it within five (5) business days of receiving the citation.

Campus Safety will turn over all appeals to the Ad Hoc Committee for review on a monthly basis. Payment any fines will be deferred until the person appealing is notified. If the appeal is upheld, the citation will be cancelled. If the appeal is denied, the amount of the citation will be applied to the receiver of the citations account, unless payment was already made. A written reply to an appeal will be emailed in a timely manner. Appeals may also be submitted via email to SafetyandSecurity@lakeland.edu.

For more information please see the Campus Safety webpage on campus parking regulations: <https://lakeland.edu/Campus-Life/campus-safety#more-info-about-parking-regulations>

Posting and Advertising Policies

All non-residential buildings: Bring a master copy of the flier to the Activities Coordinator located in student success and engagement office for approval. Once approved, posters may be posted in designated areas only. Fliers cannot contain for-profit solicitation, alcohol references, and off-campus parties hosted by a Lakeland University organization or any illegal activity. Plan accordingly, as it may take more than 24 hours for approval.

Residence Halls- Only Lakeland University residence life professional staff may post in the residence halls, suites or apartments. If one wishes to have fliers posted in the residence halls, bring a master copy for approval to the director of residence life office, located in the lower level of WAK.

Chapel- Please bring two copies of the flier to be posted in the Chapel to the chaplain's office for approval. The chaplain is located on the second floor of the library.

Reservations of Facilities

To assist in locating and reserving on-campus facilities for meetings and other social events, please contact your student organization advisor or for individual purposes, contact your success coach. Reservations for students, faculty and staff are made without charge unless additional facility requirements such as special lighting, room prep, sound system, movement of staging or furniture or if cleaning outside of regular business hours is necessary. Please give a two-week advance notice for special accommodations while other reservations should be given a 48-hour notice. Groups using university facilities must abide by university regulations governing behavior on the campus, and are expected to maintain those facilities in good condition.

Safety and Security

Lakeland University Campus Safety Department (LUCSD): Our mission is to provide professional and courteous service to the Lakeland University students, faculty and staff by providing a safe and secure environment in which to learn, grow and enjoy the Lakeland University community experience. Please visit any time to talk with us about any safety concerns or questions you may have. Please remember your voice and opinion matters in our community.

LUCSD maintains the safety, security of the Lakeland University campus community including its grounds, buildings and property. Through programs, events and publications, LUCSD educates students, staff & faculty in efforts to create a resilient campus community. LUCSD is located in the lower level of Brotz Hall, and may be reached 24 hours a day, 7 days a week by calling 920- 565-1126.

For more information about LUCSD please visit: <https://lakeland.edu/Campus-Life/campus-safety>

Severe Weather and Tornado Procedures

The National Weather Service issues a severe weather watches and warnings when severe conditions exist.

- **Severe Thunderstorm Watch:** Means conditions are conducive to the development of severe thunderstorms in and close to the watch area.
- **Severe Thunderstorm Warning:** Means a severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or is coming to the warning area. Severe weather storms are usually characterized by intense electrical activity, heavy rains, high winds, and hail.
- **Tornado Watch:** Means conditions are favorable to the development of a tornado in and close to the watch area.
- **Tornado Warning:** Means a tornado has actually been sighted by spotters or indicated on radar and is occurring or forthcoming in the warning area. If a tornado warning is issued, all residents should seek shelter immediately.

Lakeland is equipped with a weather siren that will sound continuously to signal you to take cover during a tornado warning. Campus Safety officers, residence life staff and other members of the professional staff of Lakeland University will inform you when it is safe to come out of shelter.

If one becomes aware of severe weather or a tornado watch, or has questions about severe weather, call Campus Safety 24 hours a day, seven days a week at 920-565-1126.

Designated Shelter Areas

All shelter areas are labeled with a “Severe Weather Shelter” sign in each building, or proceed to the lowest level of a building closet, or room that is free of windows.

Smoking Policy

Smoking (including e-cigarettes, juul, vaping and the like) is not allowed in any enclosed public (indoor) areas on campus. This campus policy is accordance with Wisconsin State Law, which took effect on July 5, 2010. An enclosed public area is defined as, “any enclosed public space to include an office, work area, elevator, employee lounge, stairway, lobby common areal school vehicle or cafeteria.” The university reserves the right to ask people to refrain from smoking or using tobacco. Should the person refuse to do so, the university has the right to ask that person to leave the premises. Anyone who fails to abide by the law may face penalties, including a forfeiture of \$100 for each violation. All administrative, academic and residential buildings on the Lakeland University campus are smoke and tobacco free.

Spiritual Life (Campus Chaplin)

The campus chaplain is available for personal and spiritual counseling to all Lakeland University students regardless of religious beliefs. The Chaplains office is located in the Lauer Center, 122F and can be reached by calling 920-565-1021 ext. 2114.

Weekly ecumenical worship services are held in the chapel providing evening and day services fostering all religious beliefs. In addition, there are three faith based student organizations: Fellowship of Christian Athletes (FCA), Campus Crusade for Christ (CRU), and Spiritual Life Council (SLC) which is the student programming board for spiritual activities on campus. The SLC brings together students who have interests that are religious in nature, but diverse inexpression. The schedule of events will be posted each semester and are open to the entire Lakeland University community.

Un-crewed Aerial Devices (Drones)

Lakeland University prohibits students from operating or using un-crewed aerial devices on campus. Students seeking exceptions for use of such devices for co-curricular purposes may contact the Director of External Relations at 920-565-1119. Any use of these devices must comply with state and federal regulations and requires the prior filing and approval of an operating plan.

University Officials

All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus ID Card. Faculty members have full authority in their respective classes and any such activities related to the instructional process to ask students to present their student I.D. cards. Verbal and/or physical abuse directed toward any university official will not be tolerated and will be subject to severe disciplinary action.

Vending and lost money

Vending machines malfunctions should be reported to Dining Services at 920-565-1030 ext. 2246 or in person to any dining service staff.

Student Conduct Policies and Procedures

At Lakeland University we hold our faculty, staff and students to high standards. We expect the very best from our students as they develop and persist in the classroom, but also in activities and experiences held both on and off campus. Students will go through an equitable process should they enter the conduct process.

Mission Statement

The Dean for Students Office supports the mission of Lakeland University and the Division of Campus Life by creating and fostering a safe and peaceful learning environment for students, faculty, and staff. The Student Conduct process strives to achieve this goal through the adjudication of the standards set by the Student Code of Conduct and by providing additional programs and services designed to promote the concepts of civility, integrity, responsibility, and community.

Goals of the Conduct Process

1. To provide an equitable process for all students to persist academically, personally, socially and professionally.
2. To provide fairness for students by looking into the root cause of their behavior, using a hands-on, developmental approach to understand and provide the appropriate response to prevent the behavior from reoccurring.

Explanation of Student Conduct (Flow Chart)

1. Incident reports are generated through the Department of Campus Safety and or Residence Life, and then forwarded on to the Chief Conduct Coordinator for review.
2. An initial discussion will take place with the Chief Conduct Coordinator and students involved in the report to explain the process, possible sanctions, incident they are associated with and answer any and all questions, as well as distribute the student's rights.
3. If the student accepts responsibility, another meeting is held with the Chief Conduct Coordinator to re-explain policy violation, deliver the sanction and explain the appeals process.
4. If the student accepts responsibility but disagrees with the sanction, they will go to the formal hearing. (i.e. 3a).
 - a. The outcome of the formal hearing will be reviewed by the Dean for Students and the decision is final to impose the previously designated sanction. *Students will not gain additional sanctions for demonstrating their right to appeal, nor will they gain a harsher sanction for choosing to do so.*
5. If the student does not accept responsibility then the incident report goes to a formal hearing process.
 - a. The formal hearing process will be made up of the Chief Conduct Coordinator(non-voting), 2 staff members and the SGA President or SGA Vice President.
 - i. In the formal hearing the student will have the opportunity to bring forth any information pertaining to the hearing that could affect the outcome.
 - ii. The Formal Hearing Board will take all the information into consideration. After all evidence has been heard and facts have been reviewed, the Chief Conduct Coordinator and student will step out to let the Hearing Board discuss and render a decision.
 - iii. When the Hearing Board has reached a final decision, the Chief Conduct Coordinator and student will re-enter to hear whether the student is being found responsible or not responsible.
 - iv. After the Formal Hearing decision, the student will meet with the Chief Conduct Coordinator to complete the Student Disciplinary Record process.
 - a. If student is found responsible, sanctions will be implemented and enforced, as well as informed of their right to appeal.
 - b. If the student is found not responsible the disciplinary process will be closed.

***In the event that there is a conflict of interest, the Chief Conduct Coordinator will defer the implantation of sanctions to the Dean for Students.*

Sanctioning

Sanctions will follow the conduct grid. In addition, Lakeland University will utilize transformative justice when sanctioning students. What this means for students:

1. Following the mission and values of Lakeland University, we will seek to understand, develop and provide opportunities for students to grow through a process that focuses more on the why it happened, who you are and what can you learn from this situation. These sanctions will allow students the opportunity to live meaningful and purposeful lives.
 - a. Examples of what that may look like:
 - i. Health and/or Counseling appointment
 - ii. Drug /Alcohol Screening
 - iii. Smoking Cessation Programs
 - iv. Community Service
 - v. Workshops
 1. Healthy Decision-Making
 2. Anger Management
 3. Happy Hour and Last Call (Drinking programs)
 4. Conflict Resolution
 5. Self-Care
 6. Anxiety and Stress
 - vi. Mentor Programs
 1. Dean's Leadership Council members and Blue and Gold Champions as peer to peer supports.
 2. Mix, Mingle and Mentor Muskies Leadership program
2. What if I am placed on Probation?
 - a. Probation will be monitored by the Conduct Administrator and students will check in if/when necessary for support services, questions etc. *Please use your success coach as well to navigate your academic, personal, and social challenges.*
3. Incident reports that involve safety of our campus, the individual, are threatening in nature or demonstrate a high level of risk will be considered inactive sanctions.
 - a. An Inactive Sanction- Suspension or Expulsion- These will not go to a formal hearing, but will be reviewed by the Conduct Administrator and Dean of Students. Students going through this process may have the success coach present as well as a designee of their choice.
4. Two types of Sanctions:
 - a. Active Sanction-
 - i. Educational sanction to help a student develop and learn from the incident.
 - b. In-Active Sanction-
 - i. Verbal/written reprimand/warning, probation, suspension or expulsion.
5. Right to Notify
 - a. All students who are involved in athletics and co-curricular activities, i.e. Greek life, student organizations, campus clubs may have the coach and/or advisor notified if you are sanctioned through student conduct process.

Students at Lakeland University are highly encouraged to be active participants in the campus and greater community. The Student conduct process is not part of a legal system nor is it meant to be punitive, but developmental, equitable and one that assures all students are treated equal and are aware of their rights.

Appeals

A petition to appeal must be sent to the Dean for Students within 48 hours of written notification of the sanction. The decision of the appeal will be made within 7 business days. The decision of the appeal is final.

You may appeal the decision and/or sanctions imposed by the above staff member. An appeal must be made to Leslie Laster, Dean of Students, in writing within 48 hours of the date of receipt of this disciplinary record. Failure to file a request or extension in a timely manner constitutes a waiver of any right to request an appeal. The appeal decision will be final. The written appeal must be based on these grounds: (1) Insufficient proof of being found responsible; (2) Violation of student rights; and/or (3) Sanction is inappropriate for circumstances of the violation.

Honesty

Each participant in the conduct process, either as an accuser or the accused, must present the facts of the case with honesty. The conduct process depends on each participant being totally truthful. Individuals who are dishonest are subject to their own disciplinary action which could result sanctions, up to dismissal from the university.

Drug-Free Schools and Communities Act Amendments of 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Lakeland University shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Campus Life or the Human Resources Office. Lakeland's prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

Drug Policy

The possession and use of controlled substances must, at all times, be in accordance with the provisions of federal and Wisconsin law and the rules of Lakeland University. No person may possess substances regulated by state or federal law unless dispensed and used according to prescription or otherwise authorized by law. Students who possess, use or deliver controlled substances not dispensed and used according to prescription are subject to disciplinary action.

Disciplinary action against a student under university policies does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the university. For the purpose of these policies, drugs include any controlled substance, including, but not limited to, marijuana, cocaine, amphetamines, ecstasy, LSD compounds, mescaline, psilocybin (psychedelic mushrooms), DMT, narcotics, opiates and other hallucinogens, except when taken pursuant to a physician's prescription in accordance with law.

Drug Violation Sanctions

For sanctions please Conduct Grid

Health Risks Associated with Use/Abuse of Alcohol and Drugs

Please refer to the below website to view the health risks associated with the use/abuse of alcohol and drugs

<https://www.drugabuse.gov/drugs-abuse>

On campus alcohol/drug abuse resources:

- Health Center 920-565-1043 ext.2509 or ext. 2385
- Counselors 920-565-1034 ext. 2387 or ext. 2388
- Student Success and Engagement Office 920-565-1043 ext. 2507

Firearms and Weapons policy

The storage, possession, or use of firearms, knives, fireworks, explosives or others weapons are strictly prohibited on University property, in any vehicle on University property and at any sanctioned Lakeland University event on or off campus. Prohibited weapons include but are not limited to: any firearm, pellet gun, B.B. gun, air soft gun, spring-loaded weapon, stun gun or taser, any knife having a blade that projects or swings into position by force of a spring or by centrifugal force, any knife with a blade longer than 3-½ inches, any dirk, dagger, ice pick, sling shot, metal knuckles, nunchaku, studded hand coverings, sword, straight razor, tear gas container, sap, sap gloves, hatchet, axe, or any other weapon, as determined by the University. This policy does not include basic table knives and kitchen knives used for culinary purposes on campus, use of work tools by maintenance staff on campus, or use of gardening and landscaping tools by grounds keeping staff on campus.

Carrying, possessing, etc., is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Violations include: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons and attempts to commit any of the above.

As required under Wisconsin Law, all university buildings are posted, “Firearms and weapons are prohibited on these premises.” Persons with a valid concealed carry permit must leave their weapon(s) in their locked vehicle before entering any campus or residential building. Any questions regarding this should be directed to the Director of Campus Safety at 920-565-1000 ext.2501

Hazing Policy

Students, staff, faculty, student organizations, athletic teams and other student groups of the Lakeland University community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined in the Wisconsin State Statute 948.51 (<https://docs.legis.wisconsin.gov/statutes/statutes/948/51>) and by Lakeland University as, “any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him or her or which may in any way compromise his or her inherent dignity as a person.”

Any student organization, group, team or individual student violating the university “Hazing” policy will be subject to the student judicial conduct process.

Reporting: Any alleged incident of hazing should be reported to the Department of Campus Safety, the Greek Coordinator and or the Dean for Students Office.

Enforcement: The Lakeland University judicial conduct process will handle any alleged infractions of the hazing policy; if found responsible for an infraction, sanctions may be imposed upon individual(s) or group specifically responsible. Sanctions may include, but are not limited to: loss of playing time, loss of organizational privileges, loss of a chapter room/Greek suite, an educational task, community service project or dismissal from the institution.

With regard to Greek organizations, severe violations could result in the suspension of the chapter president and/or pledge master. In addition, the offender(s) may be subjected to any applicable criminal status defined by Wisconsin State Law (such as reckless endangerment, assault, and/or manslaughter, etc.) Each club, organization and team is responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights, and the values of Lakeland University.

On Campus Lake/Pond Rules

Swimming, wading, boating, water floats, fishing, is strictly prohibited on all campus ponds/lakes. Ice fishing or walking/playing on the frozen ice on all campus ponds/lakes is strictly prohibited.

University Policy Violations and Definitions

Aggravated Assault: is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Examples include: assaults or attempts to kill or murder; poisoning including the use of date rape drugs; assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives and assault with disease (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.)

Aiding and Abetting: Assisting, hiring or encouraging another person to engage in a policy violation.

Arson: is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Bodily or Mental Harm: The following behaviors are prohibited: Intentionally inflicting mental or bodily harm upon any person; taking any action for the purpose of inflicting mental or bodily harm upon any person; taking any reckless but not accidental action from which mental or bodily harm could result to any person; causing a person to believe that the offender may cause mental or bodily harm; and/or any act that demeans, degrades or disgraces any person. "Any person" as used in this section may include oneself.

Burglary: is the unlawful entry of a structure to commit a felony or a theft. Offenses that are classified by jurisdictional enforcement agency(s) as burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking and all attempts at these offenses:

- **Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes burglary by concealment inside a

building followed by exiting the structure.

- **Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.
- **Attempted Forcible Entry:** A situation where a forcible entry into a locked structure is attempted but not completed. An attempt to commit the crime of burglary must be evaluated in context based on all available information. Such incidents must not be classified merely as “suspicious activity” or “vandalism” where the totality of facts indicates that a burglary was in fact attempted. Possible indicators of an attempted burglary may include, but are not limited to, damage to a door or window, the presence of burglary tools, a recurring or similar modus operandi or “signature” that ties an incident to other similar offenses (sometimes referred to as “common plan and scheme”), and/or proximity in time and place to a pattern of other similar crimes.

Campus Demonstration. The following are prohibited: Participation in a campus demonstration which disrupts the normal operations of the university and infringes on the rights of other members of the university community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which reasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

Community Misbehavior. An action or conduct that is considered inappropriate, improper, incorrect or unexpected in a community setting is prohibited and may result in disciplinary action.

Destruction of Property/Vandalism. Intentionally or recklessly damaging, destroying, defacing or tampering with university property or the property of any person is prohibited.

Discrimination. Intentional discrimination against a person on the basis of race, color, religion, national origin, sex, age, disability, veteran status, gender identification, or sexual orientation except where such distinction is required by law is prohibited. (See full definition in preceding section).

Disorderly Conduct. Disorderly conduct is disturbing the peace and good order of the university. Prohibited behaviors include, but are not limited to: fighting, quarreling, disruptive behavior, indecent behavior, public urination and/or lewd behavior. This includes violating quiet hours.

Disruption/Obstruction. Obstructing or interfering with university functions of any university activity to include, but not limited to: the obstruction of teaching, research, administration, disciplinary proceedings and other university activities, including its community service functions on or off campus, or other authorized non-university activities, when the act occurs on university premises is prohibited.

Drug Abuse Violations: Are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). (Also see the Illegal Drugs Policy in “Policies and Procedures section”).

False Report of Emergency. Causing, making or circulating a false report or warning of a fire, explosion, bomb, policy violation, crime, or other catastrophe is prohibited. If a false report is deemed to have been generated with malicious intent or in bad faith, the consequences may be severe.

Falsification of Records. Altering, tampering, forging or knowingly using falsified documents or records of the university (including, but not limited to Lakeland's parking permits and student ID's); being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any university proceeding or to any university official is prohibited.

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. Students found responsible for activating a false alarm, tampering with fire alarms, fire extinguishers, or fire equipment will be assessed a \$150 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 negligence, the responsible party may be held financially responsible for property damage and personal loss.

Forcible Entry or Trespass. Forcible or unauthorized entry to any building, structure or facility and/or unauthorized entry or use of university grounds is prohibited.

Harassment. Any speech, action, or behavior that is focused on any individual or group based on the individual's or group's gender, gender identity, race, sexual orientation, religion or ethnicity is a form of harassment and will not be tolerated. Any speech, action or behavior that demeans, degrades, is inflammatory, or could be considered "fighting words" are not acceptable for the Lakeland University community.

Hate Crime: is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes include any of the following offenses that are motivated by bias: Murder/Non-Negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism of Property.

- **Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.)
- **Destruction/Damage/Vandalism of Property:** Is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. Such as: cutting auto tires; drawing obscene pictures on restroom walls; smashing windows; destroying school records, and defacing library books.)
- **Intimidation:** Is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Simple Assault:** Is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Hazing. Defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited. (Also see the Hazing Policy in preceding section).

Liquor Law Violations: Are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Violations include: maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; and drinking on a train or public conveyance. (Also see Alcohol and Drug Use Policy Notice under “Policies and Procedures” section).

The violation of laws or ordinance prohibiting: the manufacture sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; includes all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Misuse of Abuse of Computers/Electronic Devices. Unauthorized misuse of any computer, computer system, electronic device, service, program data, network, cable television network, or communication network is prohibited. Also to include but is not limited to: unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and/or password; use of computing facilities to interfere with the work of another student, faculty member, or university official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the university computing system.

Misuse of Identification. Transferring, lending, borrowing, altering or unauthorized creation of university identification is prohibited.

Misuse of Safety Equipment. Unauthorized use or alteration of fire-fighting equipment, safety devices or other emergency equipment is prohibited.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle. This includes the theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized

wheelchairs.

Possession of Stolen Property. Possessing property suspected by the possessor to be stolen and that may be identified as property of the university or any other person is prohibited. The burden of proof is that the possessor “suspects” such property is stolen, and not necessarily “knows” the same is stolen.

Robbery. The taking or attempting to take anything of value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault/Sexual Misconduct/Harassment. Any violation specified under the university’s sexual misconduct or harassment policy is prohibited. (Also see Sexual Misconduct, VAWA, Harassment and Discrimination Policy on page 64 of the student handbook)

Theft. Theft or attempted theft of property or services from any person, the university or business is prohibited.

Unauthorized Use of University Keys. Unauthorized use, distribution, duplication or possession of any key(s) issued for any building, laboratory, facility, room, or other university property is prohibited.

Unauthorized Use of Property or Services. Unauthorized use of property or services, unauthorized possession of university property, or the property of any other person or business is prohibited.

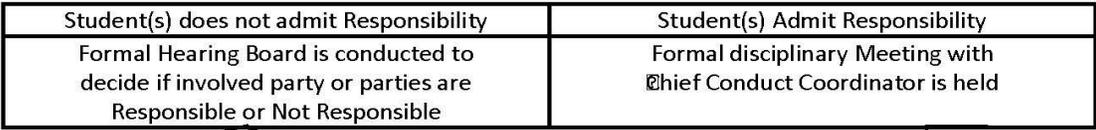
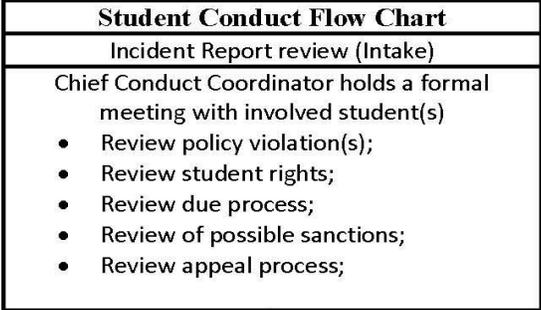
University Officials. All employees of Lakeland University are considered university officials. Students are to comply with all reasonable directions and requests of all university officials. This includes the request to present a valid Campus Card. Members of the faculty have full authority in their respective classes and any such activities related to the instructional process. Verbal and/or physical abuse directed toward any university official will not be tolerated and will be subject to severe disciplinary action.

Violation of Any Lakeland University Policy. Violation of any policy outlined in any university publication is prohibited.

Violation of Criminal Law. Alleged violation of any criminal law where the student’s conduct interferes with the university’s exercise of its educational objectives or responsibilities to its members is prohibited.

Violation of Probation. Violation of any policy while on probation, or violation of the terms of that probation is prohibited. Additional sanctions will be determined on a case by case basis.

Violation of Rules Regarding Residence Facilities (See Residential Handbook



Student found responsible

Student found not responsible

Sanction is implemented

Sanction(s) implemented according to conduct grid.
 Student(s) may appeal only if the following rights were violated:

- i. Insufficient proof of being found responsible;
- ii. Violation of student rights;
- iii. Sanction is inappropriate for circumstances of the violation.

- Student(s) must submit their appeal within 72 hours of receiving notification to the Dean for Students;
- Dean for Students has seven (7) business days to render a response.
- Deans decision will be the final decision;

Case closed

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 of 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 and 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 Sherriff’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 choses 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 of 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.

For more about Lakeland's Title IX Policy please visit: <https://lakeland.edu/Inside-Lakeland/title-ix>

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.

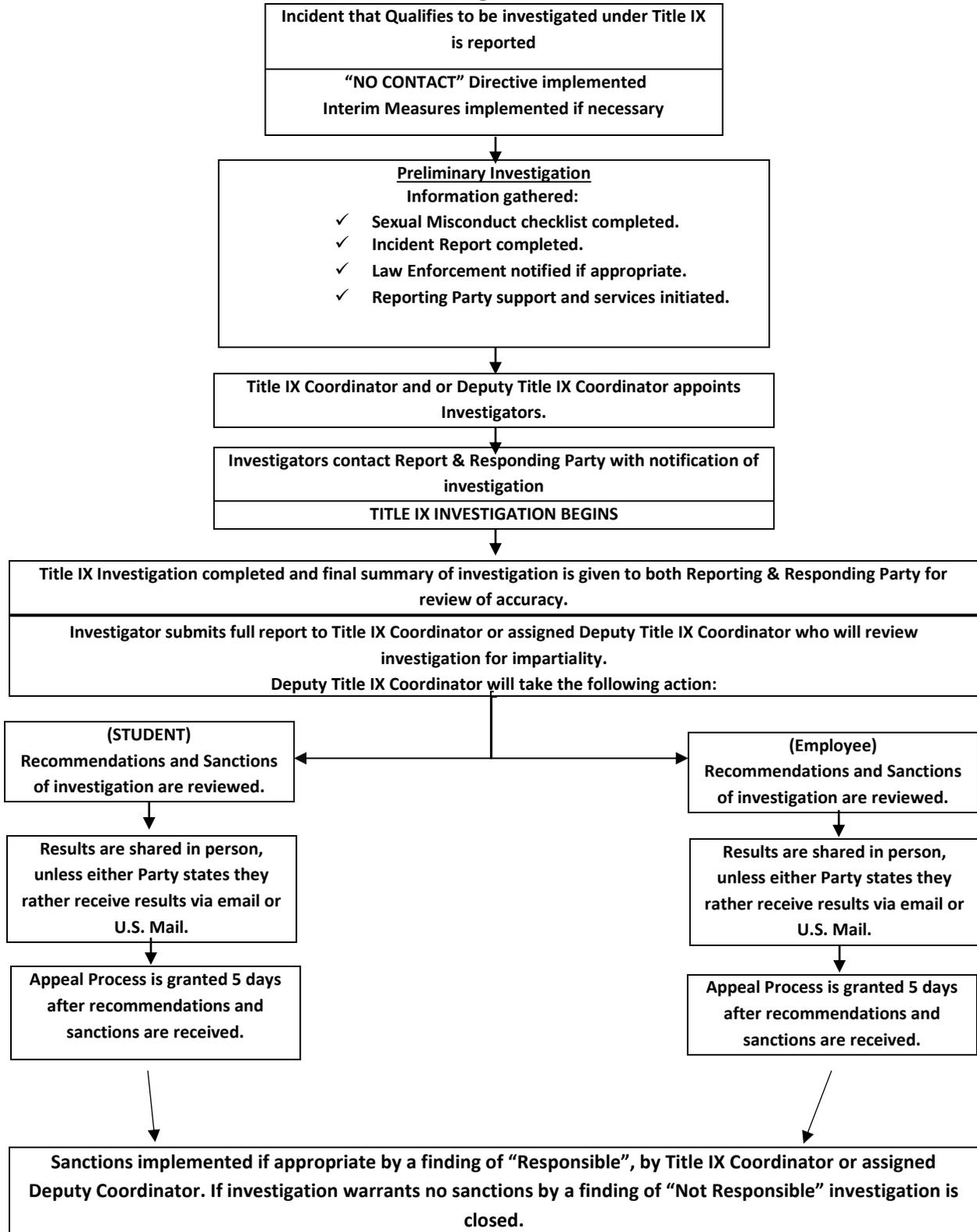
Aurora Sheboygan Memorial Medical Center, in cooperation with Safe Harbor, offers safe and caring services to survivors of rape, incest, sexual abuse and sexual assault. Aurora Sheboygan Memorial Medical center staff will help victims and survivors soon after an assault or even weeks later. The Sexual 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

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|---|--|
| 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

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|---|--|
| 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 |

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| 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> |