



**LAKELAND
UNIVERSITY**

STUDENT HANDBOOK

2025-2026

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 with the policies and procedures it contains or give omission to its contents.

Lack of familiarity with the contents of this handbook does not absolve a student of the requirement to adhere to its contents.

Lakeland University reserves the right to update this handbook at any time. Students will be notified of any updates.

Welcome from the President

Dear Students,

Welcome to your new home. Lakeland is filled with people who are now a part of your new community. Some of them are neighbors. Some of them you will work with. Some will be teammates, and some will be acquaintances. Regardless of how you connect, at Lakeland, we are a family. Neighbors at Lakeland almost always become friends. Mutual understanding and respect often grow into lifelong relationships. An incalculable number of Lakeland graduates have remained close friends for decades after graduating.

Take a moment to get to know your neighbor. Even though we all come from different backgrounds, you now share a common bond. Learn from each other and support one another as you navigate your new “college life.” A little bit of kindness can go a long way.

I also want to welcome you to my family’s neighborhood. You may see three little Muskies venturing around campus, as this is their backyard. We look forward to seeing you around campus!

Sincerely,
Beth Borgen
President





Table of Contents

INTRODUCTION

Disclaimer of Liability.....	2
Welcome from the President	3
Table of Contents.....	4
Lakeland University Statement of Mission, Values, and Expectations.....	11
Lakeland University Statement on Diversity.....	11
Land Acknowledgement Statement	12
Statement of Civility.....	13
UNIVERSITY SERVICES	14
Calendar of Events.....	15
Campus Shop	15
Career Readiness, Cooperative Education and Professional Development	15
Check Cashing	15
Counseling Services.....	15
Local Crisis & Mental health services:.....	16
Dining Services	16
Emergency Transport Policy	17
Greek Life	17
Health Services.....	17

Intramural Sports	17
Lost and Found	18
Mail	18
Packages	18
Safety and Security	18
Spiritual Life	18
Student Activities	19
Student Organizations	19
Ulrich Center for Faith, Ethics, and Justice	19
Welcome Desk	20
Campus Resources and Information	21
GENERAL INFORMATION	22
Behavioral Intervention	23
Clery Act Information	23
Death of a Loved One	24
Drug-Free Schools and Communities Act Amendments of 1989	24
Email Communication with Students	24
Emergency Notification	25
Freedom of Expression	25
Gender Neutral Restrooms	26
Grether Natural Laboratory (The Woods)	26
Grievance Procedure	26
Health and Wellness Status	27
International Students	28
Involuntary Leave of Absence	28
Lakeland Intervention Team (L.I.T.)	28
Missing Student Notification Policy and Procedures	29
Parental Notification	30
Property Liability Policy	30
Reservations of Facilities	31
Severe Weather and Tornado Procedures	31
Designated Shelter Areas	31
Service Animals	31

CONDUCT PROCESS	33
Goals of the Conduct Process	34
Explanation of Student Conduct	34
Honesty.....	35
Conduct Flowchart.....	36
Sanctions	37
Educational and Developmental Sanctions	37
Administrative Sanctions	37
Warning and Probationary Sanctions.....	37
Restrictions and Loss of Privileges	38
Financial Sanctions	38
Separation from the University	39
Vehicle Sanctions.....	39
Alcohol Sanctions	40
Drug Sanctions.....	41
Citizenship Sanctions	42
Appeals	43
CLERY ACT AND VAWA CRIME DEFINITIONS.....	44
Aggravated Assault	45
Arson.....	45
Burglary.....	45
Criminal Homicide – Manslaughter by Negligence	46
Criminal Homicide-- Murder and Nonnegligent Manslaughter.....	46
Drug Law Violations	46
Hate Crimes	46
Hazing.....	46
Liquor Law Violations	47
Motor Vehicle Theft	47
Robbery.....	47
Weapons	47
Sex Offences	47
Sexual Assault.....	47
Non-Consensual Sexual Contact	48

Consent	48
Fondling	49
Incest	49
Rape	49
Statutory Rape	49
Violence Against Women Act (VAWA) Crimes	49
Domestic Violence	50
Dating Violence	50
Stalking	51
Reporting Sexual Assault, Domestic Violence, Dating Violence and Stalking	51
Reporting Your Assault to Lakeland University	52
Confidential Employees	52
Mandatory Reporters	52
Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs	53
Title IX Investigation Flow Chart	55
UNIVERSITY POLICIES	56
Aiding and Abetting	57
Alcoholic Beverages Policy - General	57
Alcoholic Beverages Policy - Open Containers	57
State of Wisconsin Liquor Laws	57
Drug Policy	58
On-Campus Alcohol/Drug Abuse Resources:	58
Off-Campus Support Groups:	59
Alcohol/Drugs on University-Funded Trips	59
Campus Demonstration	59
Complicity	59
Destruction/Damage/Vandalism of Property	60
Destruction of Property/Vandalism of University Property	60
Discrimination and Harassment	60
Discrimination	60
Harassment	60
Racial Harassment	60

Harassment based on Gender	61
Sexual Harassment	61
Disorderly Conduct.....	62
Disruption/Obstruction	62
False Report of Emergency	62
Falsification of Records.....	63
Fire Safety	63
Firearms and Weapons Policy	63
Forcible Entry or Trespass	64
Gambling.....	64
Good Samaritan Provision.....	64
Hazing Policy	64
Hostile Environment	65
Hunting	65
Intimidation	66
Lake/Ponds on Campus	66
Larceny	66
LU Campus Vehicles	66
Misuse of Abuse of Computers/Electronic Devices	66
Misuse of Identification	66
Misuse of Safety Equipment	66
Posting and Advertising Policies	66
Possession of Stolen Property	67
Retaliation	67
Sexual Exploitation	67
Sexual Misconduct.....	67
Simple Assault.....	68
Smoking	68
Theft.....	68
Threats to cause Bodily or Mental Harm.....	68
Unauthorized Use of University Keys.....	68
Un-crewed Aerial Devices (Drones)	68
University Officials	69

Violation of any Lakeland University Policy.....	69
Violation of Community Standards (Off-Campus Reporting of Community behavior).....	69
Violation of Conduct Probation.....	69
Reporting and Confidentiality	70
PARKING POLICIES.....	71
Parking Policies	72
Abandoned Vehicles.....	72
Guests & Visitor Parking.....	72
Snow removal	73
Parking Appeals.....	73
RESIDENTIAL POLICIES.....	74
Residence Life Department Vision	75
Residence Halls.....	75
Residence Life Policies	75
Housing Contract	75
Contract Terms and Dates of Occupancy	75
Checking In and Checking Out Procedures	76
Application/Reapplication Process	77
Air Conditioners, Humidifiers, and Dehumidifiers.....	77
Alcohol and Illegal Substances	77
Binge Drinking.....	78
Cell Phones/Electronic Devices.....	78
Damages to Housing Facilities	78
Electrical Appliances	78
Emotional Support Animal.....	79
Fire Safety	80
Procedures For Student Housing Evacuation in Case of a Fire	81
Residential Evacuation Locations	82
Fire Reporting.....	82
Fire Safety & Training Programs	82
Furniture.....	83
Guests and Visitation	83
Overnight Guest	83

Minor Guest	85
Host Responsibility	85
Kitchens	85
Keys	85
Laundry	86
Mold and Mildew Prevention.....	86
Noxious Odor Policy.....	86
Pets.....	86
Quiet Hours and Study Hours	87
Recreation in the Residence Facilities	87
Responding to the Requests of Staff	87
Room Cleanliness.....	87
Room Decorating.....	87
Room Entry.....	88
Room Search	88
Wellness Checks.....	88
Safety and Security Concerns within the Residence Halls.....	89
Sales and Solicitation.....	89
Social Events	90
Theft.....	90
Tornado Warning Regulations.....	90
Vandalism	90
Changes to the Student Handbook	91

Lakeland University Statement of Mission, Values, and Expectations

Mission: Lakeland University educates individuals of diverse backgrounds, preparing them to think critically, communicate effectively, succeed professionally, and 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 expectations 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.

Lakeland University Statement on Diversity

Lakeland aims to promote and foster an environment that supports diversity and inclusion for our students, faculty, and staff. To that end, this institution will be a safe and affirming learning space for all students, regardless of race, ethnicity, socio-economic status, gender, sexuality, gender identity, religion, body size, nation of origin, immigration status, and ability. The campus life staff will respect all students, use preferred names and appropriate pronouns, and encourage open, collegial, and relevant communication from all members of the class.

Land Acknowledgement Statement

We respectfully acknowledge and honor all Indigenous nations-past, present, and future for their ongoing and fundamental relationships to this region. They lived here before and during the colonization of the Americas, colonization which continues today. Lakeland University recognizes the Indigenous People of the Potawatomi, Menominee, Miami, Ho-Chunk, and Sioux tribes, their deracination, expropriation, and continued presence.

This statement is a reminder to reflect on our past as we contemplate our way forward in partnership with Indigenous Peoples.



Statement of Civility

Lakeland University aspires to promote the growth of all people in their academic, professional, social, and personal lives as a university of different individuals, cultures, and perspectives. Students, faculty, and staff join to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. As members of the LU Community, we challenge you to strive to achieve the following individual commitments:

- **Strengthen the university for academic success;** I will demonstrate integrity, be accountable for my behavior and continuous learning, and respect the freedom and rights of others to express their views openly.
- **To foster an environment for personal growth,** I will honor and take care of my body, mind, and character. Demonstrate and promote fair and just treatment, and practice forgiveness and compassion.
- **Advocating for a community of belonging,** I will discourage intolerance, hatred, and injustice and promote constructive conflict resolution.
- **To contribute to the future,** I will strive for the betterment of the community, myself, my university, the nation, and the world.

UNIVERSITY **SERVICES**

Calendar of Events

A master calendar of all Campus Life events and social activities is added to Lakeland's Main webpage <https://lakeland.edu/calendar>. Any University activity, organizational activity, program, or special event should be reported to the Campus Life Coordinator at the earliest possible date to see if your event is available and to avoid double-scheduling. The Campus Life Office will also advertise and help promote prescheduled events.

Campus Shop

Musko's Campus Shop, located in the Wehr Center, is run by Launch: Lakeland Student-Run Businesses and is the source for Lakeland-branded merchandise. Purchases may be made by cash, check, and all major credit cards. Store hours vary. The online store link: <https://muskosshop.lakeland.edu/>.

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 employees around the world. Contact career@lakeland.edu or visit the first-floor north wing of WAK 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 main entryway of the Younger Family Campus Center.

Counseling Services

The Counseling Center promotes the well-being of undergraduate students by providing support and assistance as they develop academically, personally, socially, and spiritually. Services include individual mental health counseling (virtually or in person) for matters such as depression, anxiety, stress, relationships, grief, sexual orientation, gender identity, coping skills, and self-esteem; referrals to off-campus resources and other resources on campus; screenings and assessments; crisis intervention; brief intervention and referral for substance abuse; and referrals for psychiatric evaluations and medication if needed.

- 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 online before 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. Virtual appointments are conducted through doxy.me, which is a HIPAA- compliant clinical platform. Appointments can be made confidentially by email: counselingcenter@lakeland.edu (used only for appointments and scheduling, no personal information) or by contacting the counselors directly (see web page).

Alex Liosatos, director for counseling services, can be reached at 920-565-1034 ext. 2388 or by emailing: liosatosa@lakeland.edu.

<https://lakeland.edu/student-experience/health-and-counseling/counseling-services>

Local Crisis & Mental health services:

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

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

Dining Services

Dining Services consists of six operations:

1. Lakeland University Dining – Lakeland's Dining Services provides breakfast, lunch and dinner options Monday – Friday, and brunch and dinner on Saturday and Sunday. Dining Services is located on the Younger Family Campus Center's second floor in the Eatery.
2. The Grill & Corner Deli – Lakeland University's campus short order grill and sandwich shop, located on the Younger Family Campus Center's second floor. The Grill is open during lunches and late nights. The Corner Deli is open during lunches.
3. The Daily Grind – Lakeland University's coffee shop with some food options and Grab and Go options is located on the Younger Family Campus Center's first floor.
4. The Pub – Lakeland University's campus bar is located in Gould Hall. (Only location to not accept campus card payment)
5. Muskies Market – Lakeland University's convenience store is located on the second floor of the Campus Center
6. Lakeland University's Catering – Lakeland University's preferred catering service for all campus activities. For catering questions or needs, please contact the catering manager at 920-565-1030 ext. 2248.

Hours of operations are posted at individual food outlets and on today.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>.

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. Ambulances provide transportation to Aurora Sheboygan Memorial Hospital or St. Nicholas Hospital; both are located in the City of Sheboygan. Lakeland University officials cannot transport students to the hospital in emergency situations.

Greek Life

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

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

Membership Eligibility: First-year students must be in good academic standing while returning students need a 2.00 cumulative grade point average to pledge.

Social Events in the Greek Living Community: Social events within the Greek apartments are a privilege the university grants to Greek organizations. Greek organizations must abide by the policies established by the university. Please get in touch with Greek Affairs for a copy of the guidelines.

Health Services (Provided by Prevea Health)

Medical: The Lakeland Wellness Center is an on-campus health resource located on the ground floor of Brotz Hall. Prevea Health is 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.

Prevea can assist with referrals to outside providers as needed. Most services and over-the-counter medications are free, though sports physicals cost \$50, to be paid in advance at the business office.

If you have any questions, please call 920-565-1034 ext. 2386 or visit Lakeland Wellness Center.

Intramural Sports

Campus Recreational Intramural Sports aims to promote teamwork and friendly competition through diverse student opportunities regardless of ability. Student Activities and Intramural Sports offers season-style leagues that run the duration of the semester and tournaments that take place on a single day. The intramural activities provided are open to all registered students and free of charge to participate. Participants can sign up either as a team or as an individual 'free agent.' Examples of intramurals offered include badminton, softball, flag football, yard games, frisbee golf, kickball, and dodgeball. To learn more about Intramural Sports, please contact the Director for Student Activities at 920-565-1043 ext. 1058.

Lost and Found

The Department for Campus Safety offers a Lost and Found Service for the Lakeland University community. Items are housed in the Department for Campus Safety office located in Brotz Hall's north entrance on North Drive. Students are asked to turn items they have found into the Campus Safety office.

Mail

Mail is delivered Monday-Friday and will be sorted and available for pickup at the welcome desk in the campus center. For all student deliveries, please use the following address:

Your Name
Your Hall or Apartment Name and Apartment Number
W3718 South Drive
Plymouth WI 53073

Packages

All packages can be picked up at the Younger Family Campus Center Welcome Desk. Once a package arrives, students will receive an email notification through their Lakeland-assigned email.

Safety and Security

Lakeland University Department for Campus Safety 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 anytime to talk with us about any safety concerns or questions you may have. Please remember your voice and opinion matters in our community.

Campus Safety maintains the safety and security of the Lakeland University campus community, including its grounds, buildings, and property. Through programs, events, and publications, Campus Safety educates students, staff & faculty in efforts to create a resilient campus community. Campus Safety 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 CS please visit: <https://lakeland.edu/Campus-Life/campus-safety>

Spiritual Life

Chaplain's Office: At Lakeland University, we are committed not only to academic growth, but also to moral and spiritual growth. Religious and spiritual life activities at Lakeland are designed to create a safe place for students to grow in faith, encounter new religious traditions, and even ask questions about their own faith. The Office of the Chaplain is committed to respecting and supporting all spiritual and religious traditions represented on Lakeland's campus. Students needing support to practice their religion, whether dietary, prayer or meditation space, connection to area religious communities, etc., should contact the Chaplain's Office. Lakeland is the perfect place to explore your faith and nurture your spiritual life.

Ley Chapel: They Ley Chapel, built in 1971, has been a home for Spiritual Life activities for more than five decades. This space belongs to the community, as such, it is open and available for your use from 7:00 a.m. - 10:00 p.m. daily.

You are welcome to use the sanctuary for personal prayer, devotion and reflection. In addition, an interfaith prayer room is in the Oasis on the 3rd floor of Old Main. For questions contact:

Julie Mavity Maddalena, University Chaplain, Director of the Ulrich Center for Faith, Ethics, and Justice, Ulrich Ethicist in Residence, can be reached at 920-565-1000 ext. 2114 or by emailing mavmadja@lakeland.edu.

Spiritual and Religious Life webpage: <https://lakeland.edu/ulrich-center/spiritual-and-religious-life>

Student Activities

Mission statement: The Student Activities Department seeks to support the mission of Lakeland University. We enrich the University's life and enhance our students' success by providing the Lakeland University community members opportunities to explore and develop themselves as individuals, leaders, and citizens through involvement with and development of clubs, organizations, programming, and activities.

Student Activities provides various programs, events, and services to offer a fun and engaging campus atmosphere. Student Activities oversees multiple programs, including Extensive Campus Programs (Muskie Extravaganza, Winter Carnival), Campus Community Engagement programs, Daytime Programming, support Greek Life programming, Leadership Development, Orientation, Recreation, and Wellness, Student Clubs and Organizations.

Student Organizations

Lakeland has more than 30 active student organizations, including 7 Greek organizations. To participate in a Lakeland University student organization, students must be enrolled full-time on the Lakeland University main campus and have a minimum cumulative GPA of 2.0. To learn more about student organization opportunities, contact the Director for Student Activities at 920.565.1000 ext.1058 or Director for Leadership and Student Engagement at 920.565.1000 ext.2509 for more information.

Ulrich Center for Faith, Ethics, and Justice

The Ulrich Center for Faith, Ethics, and Justice is committed to engaging the complex issues of our time while building communities of equity and belonging. The Ulrich Center is home to Lakeland's diversity, equity, inclusion, and belonging initiatives, providing leadership, support, and inspiration to the Lakeland and Sheboygan County communities. The center invites members of the Lakeland community and surrounding communities to explore intersections between faith, ethical discernment, and social justice through campus-wide programming, community conversations, and trainings.

Lakeland University Ulrich Center staff offers several affirming and safer spaces for students and employees. This includes the CCEB (Community Center for Equity and Belonging), the Oasis, the chapel, and the offices of the Director of the Ulrich Center/ Chaplain and Director of Student Diversity, Equity, and Belonging Initiatives.

The Ulrich Center is in the Lauer Center. Students can walk in at any time, or make an appointment by emailing dei@lakeland.edu or by contacting:

Julie Mavity Maddalena, University Chaplain, Director of the Ulrich Center for Faith, Ethics,

and Justice, Ulrich Ethicist in Residence, can be reached at 920-565-1000 ext. 2114 or by emailing mavmadja@lakeland.edu.

Ulrich Center webpage: <https://lakeland.edu/ulrich-center>

Welcome Desk

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

- Package pick up.
- Shuttle reservations.

Campus Resources and Information

Department	Contact
Accommodations (Academic, 504, ADA, ESA, Pregnant & Parenting, Meal Plans, and Tutoring)	920-565-1000 ext. 2115 or eckhardtkl@lakeland.edu
Athletics	920-565-1000 ext. 2171 or artamenkodj@lakeland.edu
Buildings and Grounds	920-565-1021 ext. 2267 or benigerJW@lakeland.edu
Business Office	920-565-1000 ext. 2223 or businessOffice@lakeland.edu
Bursar's Office (Student bills and accounts)	920-565-1021 ext. 2378 or studentaccounts@lakeland.edu
Campus Ministry (Faith-based student orgs, Spiritual life matters)	920-565-1000 ext. 2114 or mavmadja@lakeland.edu
Campus Safety (lost & found, parking, reporting)	920-565-1126 or SafetyAndSecurity@lakeland.edu
Co-Operative Education Office	920-565-1000 ext. 2511 or career@lakeland.edu
Counseling and Prevea Wellness Center	920-565-1034 ext. 2388, 2387 counselingcenter@lakeland.edu 920-565-1034 ext. 1 or Prevea Lakeland Wellness Center
Emergency Student Funding	920-565-1000 ext. 2501 or feldj@lakeland.edu
Financial Aid	920-565-1000 ext. 1032 or financialaid@Lakeland.edu
Food Services	920-565-1000 ext. 2246 or diningServices@lakeland.edu
Greek Affairs	920-565-1000 ext. 2509 or robersonCD@lakeland.edu
Identification Cards (Student IDs)	920-565-1000 ext. 2621 or vanstelleAK@lakeland.edu
Information Technology	920-565-1143 or HelpDesk@lakeland.edu
International Center/Study Abroad	studyAbroad@lakeland.edu
Intramural & Club Sports	920-565-1000 ext. 1058 or edgeLY@lakeland.edu
Library	920-565-1000 ext. 1038 or library@lakeland.edu
Lockers (Commuters)	920-565-1000 ext. 1058 or edgeLY@lakeland.edu
Mailroom (Packages)	920-565-1000 ext. 2621 or vanstelleAK@lakeland.edu
Notary Public	jonesJ3@lakeland.edu
Parking Information and Vehicle Registration	920-565-1126 or SafetyAndSecurity@lakeland.edu
Registrar's Office	registrar@lakeland.edu
Residence Life Administration	920-565-1000 ext. 2465 or HallDirectors@lakeland.edu
Shuttle Operations	920-627-0882 or LUShuttle@lakeland.edu
Student Affairs (Student Activities, programs, leadership orgs, multicultural orgs.)	l@studentaffairs@lakeland.edu
Student Employment	920-565-1000 ext. 2506 or youngh@lakeland.edu
Title IX Coordinator	920-565-1000 ext. 2501 or feldj@lakeland.edu
Veterans Service Office	920-565-1021 ext. 2377 or bialkse@lakeland.edu
Vice President for Academic Affairs (Academic concerns)	920-565-1000 ext. 2314 or kutneyJP@lakeland.edu
Vice President of Student Affairs (Non-Academic Student concerns)	920-565-1000 ext. 2501 or feldj@lakeland.edu

GENERAL INFORMATION

Behavioral Intervention

When a student communicates active suicidal thoughts or engages in deliberate self-harming or suicidal behaviors, the local Mobile Crisis unit will be contacted.

- Elevate Mobile Crisis: Mental health professionals from Mobile Crisis arrive within 20 – 30 minutes unless they advise otherwise. They collaborate with the involved Lakeland staff and students and provide trauma-sensitive crisis intervention and de-escalation, assessment, support/safety planning, and connection with community resources if needed.
- Safety Planning: Mobile Crisis staff may create an on-campus safety plan. Hall directors and campus safety can be involved in planning, but not RAs or other students. Students are given a choice about whom to involve. Confidentiality is preserved though hall directors and campus safety may be notified. Counseling services may be informed later, with a signed release of information (voluntary). Emergency contacts may also become involved, depending on the severity of the crisis, in consultation with the student. When a safety plan is in place, there may be some monitoring of the student by the hall director and/or campus safety. Mobile Crisis will follow up daily (usually once or twice a day) for at least three days.
- Hospital Admissions (voluntary): If a hospital admission is deemed the safest course of action, Mobile Crisis staff will collaborate with the student, LU staff, and emergency responders (if involved), to coordinate transport to Aurora Behavioral Health, and will help with admission. Mobile Crisis is not able to provide transport but can meet students in the ER to support them, and advocate for them. There are also finance and insurance advocates at the hospital, with regular hours, to help students.
- Hospital admissions (involuntary): Mobile Crisis staff can approve an emergency detention (rare), called a Chapter 51, which is when a person is a significant danger to themselves or others. The sheriff's department will be contacted. They will facilitate a 72-hour hold, during which the student will be admitted and evaluated at a hospital.

Note: a short document about the hospitalization process ("what to expect") is available from campus safety and residence life.

It is expected that the student will either follow up for treatment with a campus counselor in the Lakeland University Counseling Services or seek the care of a counselor off campus upon completion of the crisis intervention. If hospitalized, students are encouraged to sign a release of information for a Lakeland University administrator or the counseling center (counseling center affords the most confidentiality) to facilitate discharge communication. If using an off-campus counselor post-crisis, a release should be signed with them to facilitate communication with a campus counselor. This ensures ongoing care and best practices for confidentiality.

Clergy 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 included 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: [Annual Security Fire Safety Report](#).

To obtain a hard or e-mailed copy, please contact the Director for Campus Safety at 920-565-1000 ext.2503 or email: HrabanJM@lakeland.edu.

Death of a Loved One

If services are needed, please notify the Associate Dean for Wellness and Director for Counseling Services, at 920-565-1034 ext. 2388 or the Campus Chaplain at 920 565-1021 ext. 2114 in the event of the death of a student's loved one. The Associate Dean for Wellness and Director for Counseling Services or the Campus Chaplain will notify others in the university community, as appropriate, so assistance can be offered to the student and family.

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 alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

Email Communication with Students

The University has the right to communicate with students through email and the right to expect those communications to be read in a timely manner. Official communications must be sent through your Lakeland University email address. Students are expected to 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 with an official university email address.

Students are encouraged to download the Outlook app from the app store for easy access on their mobile devices.

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.

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 that 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 and employees.

Notification will be made by using some or all of the following methods depending on the type of emergency: University RAVE Muskie Alert System (which contains email, cell phone text); fire alarm (where available), sirens, public address systems (where available), social media, digital signage (where available), posted signage (when appropriate), local media, webpage and/or in-person communication. If any of 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 texts 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 notifications, please visit the Annual Security Fire Safety Report.

Freedom of Expression

Lakeland University insists that student disagreements, in whatever form they take 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 our groups.
- The orderly function of the university.
- The moral and ethical concepts on which the university is based.
- Protesting

Gender Neutral Restrooms

Lakeland University strives to create and sustain a campus environment that supports, fosters 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.

Grether Natural Laboratory (The Woods)

Grether Natural Woods is for all Lakeland University students, faculty, and staff to enjoy. Motorized vehicles of any type are prohibited; this includes but is not limited to electrically powered scooters, unicycles, hoverboards, and gas-powered vehicles such as ATVs or motorcycles, as they destroy the trails and disrupt wildlife within the woods. People with mobility limitations are allowed to use personal mobility devices. Lakeland community members are required to respect this space, as littering is strictly prohibited, and campfires and fire pits are strictly prohibited. Any overnight usage must notify the Campus Safety office prior to use. Hunting with any firearm, rifle, long gun, bow/crossbow, and knife is strictly prohibited. The assembly of hunting blinds within the woods is strictly prohibited. It can lead to dismissal from the university if a student violates this policy, as employees will be referred to Human Resources.

Grievance Procedure

Students are encouraged to use the grievance procedure when they feel that a university policy or practice has not been followed. The process outlined below is designed to assure complete, 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:

The student should bring the matter to the attention of the Vice President of Student Affairs. Grievances shall be addressed consistently with university policies and applicable law.

The student must put the grievance in written form and file it with the Vice President of Student Affairs office. The student and a representative appointed by the Vice President of Student Affairs will meet and try to resolve the matter within the reasonable amount of time necessary.

If the matter is not resolved, the student's grievance will be reviewed by a member of the appeals committee to be appointed by a representative from the Affairs office. The appeals committee will comprise a standing member from the student government association, i.e., the president or vice president of the student cabinet, a faculty member, and administrative staff. Members from the campus student conduct board may be used. The students will meet with the appeals committee to discuss the concern and to come to a resolution. The committee will give a written recommendation to the Vice President of Student Affairs within three business days of hearing the appeal.

The Vice President of Student Affairs office representative will present the student with the decision. Should the student wish to appeal against this decision, the matter should be submitted in writing to the Vice President of Student Affairs for final review.

The Vice President of Student Affairs will consider the matter and present a decision in writing to the student within ten business days of notice of appeal from the student. The recommendation from the Vice President of Student Affairs is final.

For grievances regarding:

Academics: Contact the Vice President for Academic Affairs, Dr. Joshua Kutney, at 920-565-1000 ext. 2314.

Athletics: Contact the Director for Athletics, Dan Artamenko, at 920-565-1000 ext. 2171.

Student Concerns: Contact the Vice President of Student Affairs, Jonathan Feld. 920-565-1000 ext. 2501.

Students wishing to file a grievance with their Student Government Association President, please get in touch with SGA at StudentGovernment@lakeland.edu

Veterans: Contact the Associate Director for Financial Aid and Educational Funding, Sue Bialk, 920-565-1000 ext. 2377.

Hate Crimes/Bias/Sexual Misconduct/Relationship violence/Stalking: Contact the Director for Campus Safety, Jason Hraban, at 920-565-1000 ext. 2503 or 920.838.5732.

Confidential Resources: To report to a Confidential Resource, please see Title IX Confidential Resources.

Health and Wellness Status

Lakeland University policy has been established to protect the health information and rights of students while considering the health and safety of all others at the institution.

Discrimination: Lakeland University will not discriminate in any manner against any person based on health status. This includes admissions, facilities access, hiring, and residential housing. A grievance related to discrimination based on health status can be submitted by a student or visitor to the Dean for Students. Employees are encouraged to contact Human Resources.

Examination: Lakeland University will not require health or medical assessment or testing for students or employees. People who want health information or testing services for health-related questions or concerns may contact campus Health and Wellness Services.

Confidentiality: Information about a student's or employee's health status may only be included in medical or health care records and not in student or employee records. Furthermore, it is against the law to disclose one's health status to anyone without written consent of the person.

Penalties: Disclosing the protected medical information of a student or employee without written consent will 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 physical and mental health and spiritual assistance to any university member.
- Any need for accommodation should be communicated to the Academics Accommodations Office.

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. Students can access other information about the 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.

Designated School Officials are available by appointment via email, phone, meeting platforms, or in-person (by appointment) in the Registrar's office in WAK. Please contact registrar@lakeland.edu to initiate a conversation and follow-up. For more information about international admission, follow this link: <https://lakeland.edu/Academics/international-forms>

Involuntary Leave of Absence

Students with emotional or behavioral problems that

1. Are a threat to the well-being of others
2. Cause them to attempt suicide or take actions that threaten their own health or safety
3. Render the student or another unable to function effectively or safely in the residence halls, classes, and/or athletics
4. Interfere with the educational pursuits or living situations of others
5. Stretch campus resources to an unsustainable point

may be required to leave the university at the discretion of the dean of students, following the Involuntary Leave of Absence Policy. When such a student has been identified, they may be asked to release documentation showing that the risks have been mitigated using evidence from medical professionals or other evidence relevant to the situation. If a student refuses to have an examination or to release the information, they may not be allowed back on campus and/or may be suspended. In most cases, the university reserves the right to contact the student's emergency contact.

Lakeland Intervention Team (L.I.T.)

L.I.T. is a multi-disciplinary group of employees whose purpose is to meet regularly to support our students' mental, emotional, and physical health, well-being, and 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 allow all members to work together to determine threat assessment, means of support or intervention, 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 that signal risk and provide resources to mitigate disruptive or dangerous behaviors.

Report a Concern: Concerns may be reported directly to the L.I.T. team at online reporting Lakeland LIT. When describing the concern, please list all pertinent information such as location, room number, time of the incident, members involved, or any descriptive information of the individual if the name is unknown. If the situation needs immediate attention, please report directly to Campus Safety at 920.565.1126 or the on-duty Hall Director at 920.838.2008 to assist you.

The team encourages members of the Lakeland community to refer any community member when they witness or suspect behaviors or situations that 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 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 or inappropriate expression of emotions
- Change of attendance at athletic practices

Confidential: All information shared with the Lakeland Intervention Team will be confidential. 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 desire.

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 is required 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 their 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 for campus safety must be notified. Upon receiving notification, residence life personnel, student affairs personnel, the Campus Safety Department, and other appropriate university staff will make reasonable efforts to locate the student to determine their 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 their 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 emergency contact form, is required to identify 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.

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, the Director for Campus Safety will notify the Vice President of Student Affairs and generate a missing person report.
- The Jurisdictional law enforcement agency is to be contacted no later than 24 hours after the resident is determined to be missing by the Director for Campus Safety.

The Vice President of Student Affairs will notify the emergency contact person or persons listed of the missing student within 24 hours of determining the student is 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, the director for campus safety will initiate contact with law enforcement authorities, requesting appropriate assistance. In such situations, the university reserves 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 of 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, or behavioral health. 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.

Property 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.

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 the Campus Life Coordinator.

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 two-week advance notice for special accommodation 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.

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 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 the 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. These locations are also noted on maps throughout the buildings.

Service Animals

In compliance with the Americans with Disabilities Act (ADA), 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.

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 the 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.

CONDUCT PROCESS

At Lakeland University, we hold our students to high standards. We expect the very best from our students as they develop and persist in the classroom and in activities and experiences held on and off campus. Students will be treated fairly and equitably, and their rights will be respected.

Departmental Mission: The Vice President of Student Affairs 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 by adjudicating 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. The conduct process is designed to be educational and not punitive.
3. To ensure that students' rights are protected through the conduct process and are respected during the investigation.

Explanation of Student Conduct

1. Anyone who sees or experiences an incident may report the incident to the Department of Residence Life or the Department of Campus Safety.
2. Incident reports are generated through the Department of Campus Safety and Residence Life and then forwarded to the Director for Campus Safety for review.
3. The Director for Campus Safety will review and categorize the incident and initiate any investigation necessary.
4. All reviewed reports are then forwarded to the Conduct Coordinator.
5. The Conduct Coordinator will distribute the reports to conduct officers based on incident type and severity.
6. An initial discussion will take place with a conduct officer and students involved in the report to explain the process, possible sanctions, and the incident they are associated with, answer any and all questions, and clarify the student's rights.
7. If the student accepts responsibility, the conduct officer will re-explain the policy violation, deliver the sanction and explain the appeals process.
8. If the student does not accept responsibility the Conduct Coordinator will review the report and the students statements to the conduct officer and will determine the next steps.
 - a. The Conduct Coordinator may determine that the student is not responsible.
 - b. The Conduct Coordinator may determine that the student is responsible based on a preponderance of the evidence.
 - c. The Conduct Coordinator may determine that a formal hearing is necessary.
 - i. The formal hearing process will consist of the Chief Conduct Coordinator (non-voting), one staff member, one faculty member, and the SGA President or SGA Vice President.
 - i. In the formal hearing, the student will have the opportunity to bring forth any information about the hearing that could affect the outcome.

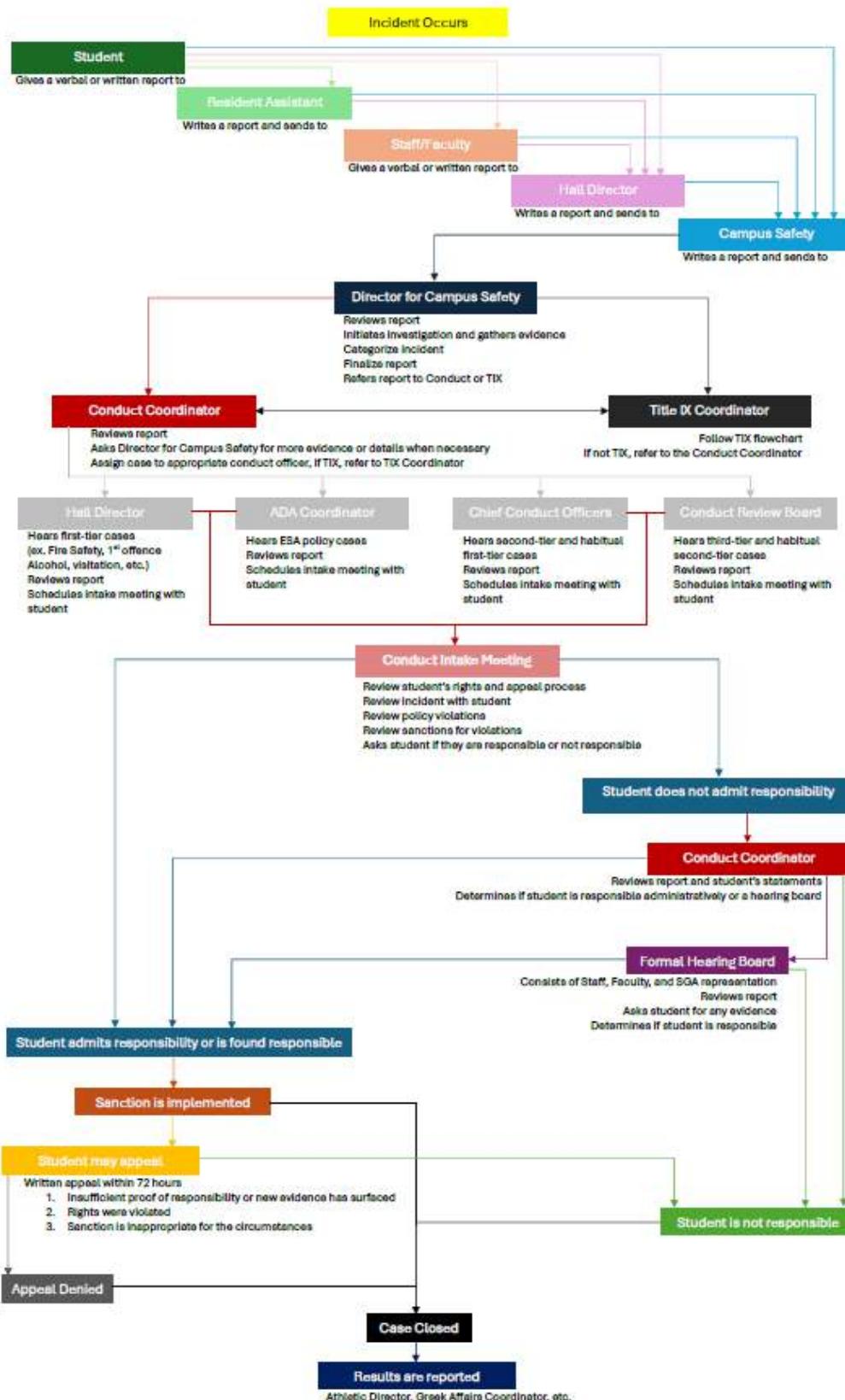
- ii. The Formal Hearing Board will consider all the information. After all, evidence has been heard, and facts have been reviewed, the Chief Conduct Coordinator and the student will step out to let the Hearing Board discuss and render a decision.
 - iii. When the Hearing Board has reached a final decision, the Chief Conduct Coordinator and the 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.
4. If the student is found responsible, sanctions will be implemented and enforced, and the student will be informed of their right to appeal.
5. If the student is not responsible, the disciplinary process will be closed.
6. The Conduct Coordinator may notify other university officials where appropriate (e.g. the athletic director, Greek affairs coordinator, etc.)

**In the event that there is a conflict of interest, the Chief Conduct Coordinator will defer the implementation of sanctions to the Vice-President for Campus Life/Dean for Students.

Honesty

Each participant in the conduct process, either an accuser or the accused, must honestly present the facts of the case. The conduct process depends on each participant being truthful. Dishonest individuals are subject to their own disciplinary action, which could result in sanctions up to dismissal from the university. Dishonesty may be considered falsifying a report.

Conduct Flowchart



Sanctions

Educational and Developmental Sanctions

Education Sanction

Assignments designed to promote reflection, learning, and personal growth related to the violation.

- 2-Page Paper: A written reflection or research paper on a topic related to the incident.
- Presentation: A verbal or visual presentation to demonstrate understanding of the issue.
- Watch a Video or Take a Class: Completion of an educational video or workshop with a reflection component.
- Letter of Apology: A sincere written apology to the person or group affected by the student's actions.

Community Service

A set number of volunteer hours assigned to a student to give back to the campus or local community as a way to repair harm and demonstrate accountability.

Facilitated Dialogue or Mediation

A structured conversation between parties involved in a conflict, led by a neutral facilitator, to promote understanding and resolution.

Behavioral Agreement/Contract

A formal agreement outlining specific expectations for behavior moving forward. Violation of the agreement may result in more serious sanctions.

Administrative Sanctions

No Sanction Given

No formal consequence is assigned, though the incident is still documented.

Deferred Sanction

The sanction is delayed and may be removed if the student meets certain conditions or avoids further violations. The sanction will be applied if the student does not meet the conditions or commits further violations.

Behavioral Hold

A restriction placed on a student's account to prevent course registration due to unresolved conduct matters.

Warning and Probationary Sanctions

Verbal Warning

An informal warning issued verbally, indicating that behavior was inappropriate and must not continue. Although delivered in person or over the phone, a verbal warning is still formally documented in the student's conduct record for reference in case of future incidents.

Written Warning

A formal written notice that a student's behavior violated university policy and that future violations may result in more serious sanctions.

Conduct Probation

A period during which a student's behavior is closely monitored. Further violations may result in more severe consequences, including suspension.

Housing Probation

A warning status within campus housing. Further violations may lead to removal from university housing.

Restrictions and Loss of Privileges

Space/Location Restriction

A disciplinary sanction that prohibits a student from entering specific campus buildings, rooms, or areas. This restriction may be temporary or permanent, depending on the severity and context of the incident.

Loss of Guest/Visitor Privileges

The student is not allowed to host guests or have visitors in campus housing for a specified period.

Restrictions from Student Activities

Loss of access to campus events, programs, or recreational activities.

Restrictions from Student Organizations

Loss of eligibility to participate in or hold leadership roles in student organizations.

Restriction from Athletics

Loss of eligibility to participate in university athletic programs or teams.

Housing Reassignment

Relocation to a different room, floor, or building within university housing due to conduct concerns.

Technology Access Restriction

Loss of access to university technology resources (e.g., Wi-Fi, email, lab computers, printing) due to misuse.

Housing Suspension

Temporary removal from university housing for a specified period.

Financial Sanctions

Monetary Fine

A financial penalty for specific violations. Students may also face restitution for any damages caused in addition to the monetary fine.

- Fire Safety Fine (\$300): For tampering with fire safety equipment or violating fire safety rules.
- Improper Checkout (\$50): For failing to follow proper housing checkout procedures.
- Propping of Doors/Manipulating Door Jamb (\$300): For compromising building security.
- University Furniture (\$50): For having unauthorized furniture in a room, when university-owned furniture is removed from student rooms, or if university furniture is placed outdoors.
- Unauthorized Animal (\$150): For having an unapproved animal in a campus building. The animal must also be removed within 24 hours.
- Tampering with Surveillance Equipment (\$300): For interfering with university security systems.
- Unauthorized Access to Rooftops (\$300): For entering restricted rooftop areas.
- Unauthorized Access to the Water Tower (\$1000): For entering or climbing the water tower.
- Unsanitary Room Conditions (\$150): For maintaining a room in a condition that poses health or safety risks.
- Entering or Exiting through windows (\$30): For using a window to enter or exit a space rather than using a door.
- Removing Window Screen (\$50): For removing a window screen in a residential room.

Restitution

Payment for damage or loss caused by the student's actions. The amount is based on the direct cost to repair or replace the damaged or stolen item(s) and may include labor or service fees if applicable.

Separation from the University

Non-Academic Suspension

Temporary removal from the university due to conduct-related reasons. During this period, the student is not permitted to be physically present on campus or participate in in-person university activities. However, the student may continue their academic coursework remotely if they are able to register for fully online classes. It is the student's responsibility to ensure that their course selections are compatible with remote participation. Faculty are not required to accommodate remote attendance for courses that are designated as in-person only.

Non-Academic Dismissal

Permanent removal from the university due to serious or repeated conduct violations. The student is no longer eligible to attend in-person classes, live in university housing, or participate in university-sponsored activities. In some cases, the student may be eligible to complete their academic program remotely, provided they can register for fully online courses. It is the student's responsibility to identify and enroll in such courses, and instructors are not obligated to modify in-person course formats to accommodate dismissed students.

Trespassed

The individual is banned from entering specific university buildings or properties.

Vehicle Sanctions

Monetary Fine

A financial penalty issued for violations of campus parking and vehicle use policies. In combination with any fine, the vehicle may also be towed at the owner's expense.

- Parking in visitor parking (\$50): For unauthorized use of spaces designated for campus visitors.
- Over-time parking (\$30): For exceeding the posted time limit in a timed parking space.
- Illegal Parking (\$50): For parking without a valid permit, occupying more than one space, parking in an undesignated area, or other parking violations.
- Parking in Roadway (\$50): For parking in a driving lane or roadway and/or obstructing the traffic flow.
- Parking in front of a dumpster (\$80): For blocking access to waste disposal areas.
- Parking in Handicapped Parking (\$150): For unauthorized use of spaces reserved for individuals with disabilities.

Vehicle is Towed

A student's vehicle is removed from campus property at the student's expense due to parking or other vehicle-related violations.

Alcohol Sanctions

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe) Empty containers in residence hall/common area; evidence of consumption; possession/consumption of alcohol; permitting others Possession of open containers in public/non-designated areas by persons 21 years of age or older	Verbal 2-page paper about the dangers of underaged and binge drinking Minor in possession course - \$25/4 hours	Drug and alcohol awareness course - \$65/12 hours	AODA assessment by campus health and counseling Parent or guardian contact Housing probation for a semester Potential fines	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
B (More severe) Staggering; need to be physically supported, public intoxication; impairment, vomiting but coherent and conscious; students possessing, consuming from kegs or other bulk or common source container; hosting an event which focuses on alcohol consumption	Any of the above Minor in possession course - \$65/12 hours	Any of the above Parent or guard contact ATOD assessment by campus health and counseling	Housing probation Restrictions from participation in student organizational activities and or athletics Parent or guardian contact	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
C (Emergency services called)	ATOD assessment by campus health and counseling Automatic parent or guardian contact	Housing probation Automatic parent or guardian contact	Automatic parent or guardian contact Removal from residential housing	

Drug Sanctions – Illegal drug possession of Marijuana use/paraphernalia

Category	1st Offense	2nd Offense	3rd Offense	4th Offense
A (Less severe) Appears under the influence; difficulty communicating; impairment in movement; noticeable smell on the person.	Marijuana education class – \$25/4 hours	Marijuana education class – \$65/8 hours Referral to campus counseling or off campus counseling for AODA assessment at student expense	Housing probation Referred to mandatory off-campus drug counseling Parent or guardian contact	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.
B (More severe) Drug paraphernalia in room/common area; evidence of use; possession/consumption of drugs; noticeable smell; students possessing/significant amount of a drug; hosting an event that involves drug use; permitting others (students or guests) to use assigned spaces to violate University and Residential housing drug policy.	Marijuana education class – \$25/4 hours Restrictions from participation in student organizational activities. If a student athlete referral to Director for Athletics or designee. Potential fines for violating fire safety policy	Marijuana education class – \$65/8 hours Referral to campus counseling for AODA assessment Campus Housing Probation Parent or guardian contact	Suspension or Dismissal from residential housing	
C Emergency services called Vomiting and incoherence; unconsciousness; needing or receiving medical attention (including treatment by EMTs and/or transportation to hospital or “detox”); loss of bodily functions; memory loss.	Automatic parent or guardian contact. If a student-athlete an incident referral to Director for Athletics or designee. Referral to campus counseling or off-campus counseling for AODA assessment at student expense	Suspension from residential housing for the duration of probation up to one full academic year. The student would forfeit their housing deposit and would need to reapply for campus housing along with a new housing deposit.		
D Illegal drug possession with intent to manufacture or distribute	Referral to jurisdiction law enforcement Immediate Dismissal from University with transcript notation			

Citizenship Sanctions

Violation	1st Offense	2nd Offense	3rd Offense
Body/mental harm	Educational Sanction Potential dismissal from the university Potential fines for property damages Restrictions from participation in student organizational activities and or athletics		
Campus disruption	2 – page paper on university policy and the benefits to peaceful demonstrations Letter of apology to those affected Potential fine	Parent or guardian contact Residential housing probation	Suspension from residential housing
Failure to comply with university officials	Writing apology to university official Restrictions from participation in student organizational activities and or athletics	Parent or guardian contact Residential housing probation	Suspension from residential housing
Disorderly conduct	2 – page paper on the incident Verbal Restrictions from participation in student organizational activities and or athletics	ATOD educational program -\$25/4 hours Parent or guardian contact Residential housing probation	Suspension from residential housing
False report of an emergency	2 – page paper on the dangers of false reporting or not properly evacuating	Fine Residential housing probation	Fine Suspension from residential housing
Hazing (Wisconsin State statute 948.51)	Referred to jurisdictional law enforcement if the victim suffered any physical, mental, or emotional injury/trauma Student Conduct Probation Potential dismissal from the university based on the severity of the offense		
Fighting	Based on the severity of the offense, education sanction, probation, suspension up to dismissal		
Hunting	Referred to jurisdictional law enforcement if resulted injury to self or others involving weapons. Refer to Hunting Policy in student handbook.		
Violations of off campus behaviors	Referred to the Vice President for Campus Life/Dean for students to be reviewed on a case-by-case basis		
Fire Safety Violations	Fine of \$300		

Appeals

Students may appeal the decision and sanctions imposed by the Conduct Coordinator. Failure to file a request or extension in a timely manner constitutes a waiver of any right to request an appeal. The written appeal must be based on these grounds:

1. Procedural error
 - a. The student must demonstrate that there was a material deviation or change from the procedures outlined in the policy and that had the proper procedures been followed, the outcome would likely have been different.
 - b. Or the student must show that their rights were violated during the investigation or conduct process.
2. New evidence
 - a. The student must demonstrate that new evidence is available or was discovered after the hearing and that had the evidence been known and reviewed during the investigation or hearing, it would have affected the outcome. The student needs to present or describe the new evidence in writing and explain why the new evidence was unavailable before the hearing.
3. Substantial bias
 - a. The student must present facts that show prejudice, bias, or other inappropriate or unlawful factors that improperly influenced the outcome.
4. Inappropriate Sanction
 - a. The student must present that the sanction was not appropriate for the violation that occurred. This appeal may only change the sanction and may not change the finding of responsible or not responsible.

A formal request to appeal must be sent to the Vice President of Student Affairs within 48 hours of written notification of the sanction. The decision on the appeal will be made within seven business days. The decision of the appeal is final.

CLERY ACT AND VAWA CRIME DEFINITIONS

Aggravated Assault

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. Aggravated Assault is prohibited. 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 they are infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.)

Arson

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. Arson is prohibited.

Burglary

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 or forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and/or, using master or unauthorized keys, picks, 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 the 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 space 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.

Criminal Homicide – Manslaughter by Negligence

The killing of another person through gross negligence is prohibited.

Criminal Homicide-- Murder and Nonnegligent Manslaughter

The willful (nonnegligent) killing of one human being by another is prohibited.

Drug Law Violations

Drug law violations are defined as the violation of laws prohibiting the production, distribution, and 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 the 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).

Hate Crimes

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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.

Hazing

Any intentional, knowing, or reckless act committed by a person (individually or with others) against another person or persons, regardless of their willingness to participate, that:

1. Occurs during:
 - a. Initiation into,
 - b. Affiliation with, or
 - c. Maintenance of membership in a student organization (e.g., club, athletic team, fraternity, sorority).
2. Causes or creates a risk—beyond what is reasonably expected in normal participation—of physical or psychological injury, including:
 - a. Physical abuse: whipping, beating, striking, electric shocking, placing harmful substances on the body.
 - b. Forced endurance: sleep deprivation, exposure to elements, confinement, extreme exercise.
 - c. Coerced consumption: food, alcohol, drugs, or other substances.
 - d. Sexual coercion: inducing another to perform sexual acts.
 - e. Threats or intimidation: causing fear of bodily harm through words or conduct.
 - f. Criminal acts: any activity that violates local, state, tribal, or federal law

Liquor Law Violations

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 ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a 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.)

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.

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.

Weapons

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.

Sex Offences

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 violates 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

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 is incapable of giving consent."

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.

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.

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 initiating sexual activity should have reasonably known the other lacks the ability to make rational and informed judgments 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 clear 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.

Fondling

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

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Rape

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. The consent must be a non-intoxicated, verbal (if ordinarily possible), mutually understood "Yes."

Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

Violence Against Women Act (VAWA) Crimes

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 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.

Domestic Violence

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 the 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

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

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.
- A reasonable person means a 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.

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 their 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
Director for Campus Safety Jason Hraban	W3745 North Dr. Brotz Hall Rm: 19	920-565-1000 ext. 2503 HrabanJM@lakeland.edu
Department for Campus Safety	W3745 North Dr. Brotz Hall Rm: 19	920-565-1126

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

Confidential Employees

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

Department	Location	Phone Number
Counseling Center Alex Liosatos	W3745 North Dr. Brotz Hall Rm: 25	920-565-1034 ext. 2388
Campus Counselor Christine Jenkins	W3745 North Dr. Brotz Hall Rm: 24	920-565-1034 ext. 2387
Campus Chaplain Julie Mavity Maddalena	W3744 South Dr. Ulrich Center Chaplain Office	920-565-1021 ext. 2114
Safe Harbor Crisis Advocate		920-452-7640 or 1-800-499-7640

*(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
- 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, they 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



UNIVERSITY POLICIES

Aiding and Abetting

Aiding and Abetting is defined as: Assisting, hiring, or encouraging another person to engage in a policy violation. Aiding and abetting is prohibited.

Alcoholic Beverages Policy - General

Lakeland University prohibits the unlawful possession, production, use, and sale of alcoholic beverages on campus. The Department for Campus Safety and Residence Life Staff are responsible for enforcing state underage drinking laws.

The use of alcoholic beverages by members of the Lakeland University community is always subject to the alcoholic beverage laws of the State of Wisconsin and the Town of Herman. The consumption of alcoholic beverages is allowed in The Pub and the residence halls where the occupants and guests are of legal drinking age.

Alcoholic Beverages Policy - Open Containers

It is prohibited for any person to consume identifiable alcoholic beverages outdoors on any campus street, sidewalk, or undesignated area.

Approved outdoor designated areas for the consumption of alcoholic beverages are as follows:

- Any Lakeland University-approved event that involves distributing alcohol by a university employee.
- Residential housing balconies, patios, and apartment-courtyards.
- University-approved spaces, venues, etc.

Alcohol is prohibited at athletic events unless specifically stated by the event.

State of Wisconsin Liquor Laws

It is unlawful for any person:

- Under the age of 21 years to have alcoholic beverages in their possession.
- To sell, give, serve or permit alcoholic beverages to be served to a person under 21 years of age.
- To misrepresent or misstate their 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 local jurisdiction 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 sober transportation to/from off-campus events or to a hospital, or calling the Department for Campus Safety, the Sheriff, or medical personnel. Campus Safety will not provide transportation.

- Social events where alcohol is consumed must have a proportionate number of non-alcoholic beverages and food such as chips, crackers, popcorn, etc.
- With the issuance of a party permit or scheduling of events, individuals or organizations shall be assigned the 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 student conduct action against the individual or organization.

Drug Policy

The possession and use of controlled substances must always 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 the law.

Health Risks Associated with the 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. 1
- Counselors 920-565-1034 ext. 2388 & ext. 2387
- Campus Chaplin 920-565-1000 ext. 2114

Off-Campus Support Groups:

- AA – Alcoholics Anonymous
 - (920) 457-9633
 - 2908 North 21st Street | Sheboygan, WI 53083
 - <http://www.aa.org/>
- Sheboygan County Health and Human Services
 - (920) 459-3207
 - 1011 North 8th Street | Sheboygan, WI 53081
 - <https://www.sheboygancounty.com/departments/departments-f-q/health-and-human-services/behavioral-health/mental-health-substance-abuse-treatment-center>
- Samaritan's Hand, Inc
 - (920) 254-6922
 - 1714 N. 8th Street; Suite 4 | Sheboygan, WI 53081
 - <https://www.SamaritansHand.org>
- Lighthouse Recovery Community Center
 - (920) 226-3013
 - 1014 N. 6th Street | Sheboygan, WI 53081
 - <https://LighthouseRecoveryCommunityCenter.org>
- Rogers Behavioral Health
 - (833) 308-5887
 - 1108 S. Wildwood Ave | Sheboygan, WI 53081
 - <https://rogersbh.org/substance-use-treatment/>
- National Suicide, Crisis, and Substance Use Lifeline
 - Call or Text 988
 - <https://988lifeline.org/chat>

Alcohol/Drugs on University-Funded Trips

Students are not permitted to transport or consume alcohol or other drugs on a university-sponsored trip. This policy applies to travel in university vehicles or vehicles operating on behalf of the university. The Dean of Students may approve trips that allow alcohol (e.g., tailgating for a university-sponsored baseball game). Students must adhere to university policy and local jurisdiction while representing the institution at off-campus events.

Campus Demonstration

The following are prohibited when participating in a demonstration on campus: Destruction of campus property, physical harm, verbal threats of bodily or mental harm, and other malicious behavior. Involvement of non-active Lakeland Community members.

Complicity

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 Campus Safety Office, the Division of Student Affairs and/or to the Sheboygan County Sheriff's Department.

Destruction/Damage/Vandalism of Property

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.)

Destruction of Property/Vandalism of University Property

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

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.

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.

Harassment

Any speech, action, or behavior 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.

Racial Harassment

Any verbal or physical conduct that shows hostility or aversion toward an individual because of their race, color, or ethnic origins or that of their relatives, friends, or associates. Furthermore, it has the purpose or effect of creating an intimidating, hostile, or offensive environment that impacts the university's housing, employment, academic, co-curricular, or extracurricular environment.

Examples of 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 based on Sexual Orientation

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.

Harassment based on Gender

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

Sexual Harassment

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.

- Unwelcome conduct that is of an implicitly or overtly sexual nature or is based on a person's actual or perceived sex, gender, sexual orientation, gender identity, or gender expression.
- Gender-based verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from the University's education programs, employment, and/or activities.

- Quid Pro Quo Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another; it constitutes sexual harassment when:
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of education or employment (including rating or evaluating an individual's academic [or employment] progress, development, or performance; or
 - When submission to such conduct is made a condition for access to or receiving the benefits of any educational [or employment] program.

Any student with a sexual harassment concern or question, before filing a formal complaint, may contact the Vice President of Student Affairs office, LU Campus Safety Department, Residence Life staff member, or Title IX Staff for counsel and assistance. Any individual, student, or employee who believes that they may have experienced sexual harassment or who believes that they have observed sexual harassment taking place must report this information to one of the following officials:

- LU Campus Safety Department
- Department of Residence Life
- The Vice President of Student Affairs office
- The complainant's supervisor when the supervisor is not the accused.
- The Title IX Coordinator
- Any University official or Campus Security Authority
- Department of Human Resources

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 Vice President of Student Affairs 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, or law enforcement.

Disorderly Conduct

Disorderly conduct is disturbing the peace and good order of the university. Prohibited behaviors include, but are not limited to fighting, quarreling, unlawful imprisonment or detention, disruptive behavior, indecent behavior, public urination, and/or lewd behavior. Disorderly conduct is prohibited.

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.

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 IDs); being party to falsification; giving or providing false statements, written or oral; and 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 a possible fine. Students found responsible for activating a false alarm, tampering with fire alarms, fire extinguishers, or fire equipment will be assessed a \$300 penalty plus other related costs and can be dismissed from housing and 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 or university officials 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.

Firearms and Weapons Policy

The storage, possession, or use of firearms, knives, fireworks, explosives, or other weapons are strictly prohibited on university property, in any vehicle on university property (without a concealed carry permit, see below), 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, airsoft 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, slingshot, metal knuckles, nunchaku, studded hand coverings, sword, straight razor, tear gas container, sap, sap gloves, hatchet, ax, or any other weapon, as determined by the University. This includes any prop, replica, toy, or fake weapons that reasonably appear to be real. This can also include Orbeez or gel blaster guns. This policy does not include basic table knives and kitchen knives used for culinary purposes on campus, the use of work tools by maintenance staff on campus, or the 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.

Campus Safety has a gun safe available to store weapons for students.

Weapons in violation of this policy will be confiscated by Campus Safety and will be held for a reasonable amount of time to be removed from campus by the student. Any questions regarding this should be directed to the Director of Campus Safety at 920-565-1000 ext. 2501.

Forcible Entry or Trespass

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

Gambling

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

Good Samaritan Provision

The health and safety of our students are of the highest priority. At times students may need immediate medical or other professional assistance. However, students may be reluctant to get help because of concerns that their behavior may violate the student conduct code. To minimize any hesitation students or student organizations may have in obtaining help due to these concerns, the University has enacted the following "Good Samaritan" provision.

Students who seek medical assistance for themselves or another person who is intoxicated due to alcohol or drugs will not be subject to university disciplinary action, except when it has been determined that another violation of university policy has occurred (for example, destruction of university property; fire safety violation; physical harm to another person, etc.). This includes an alleged victim of sexual misconduct or another student who shares information as either a witness to or a reporter of sexual misconduct as long as the report is made in good faith. For this policy to apply, the student must agree to complete any recommended educational programming or other treatment recommended by the VP for student affairs or a Student Conduct Administrator.

Examples where this policy would apply include:

- A student is reluctant to call an ambulance when a friend becomes unconscious following excessive consumption of alcohol because the reporting student is under 21 and was also consuming alcohol.
- A student is reluctant to report that they have been sexually assaulted because they had been consuming alcohol and are under 21.
- Any exemption from disciplinary action granted under this policy may only apply to disciplinary action and sanctions under the Student Code of Conduct and does not apply to any criminal action taken by law enforcement, such as issuing a citation or making an arrest.

While this provision applies to individual students if an organization violates the Student Code of Conduct, the organization's willingness to seek medical assistance for a guest may be viewed as a mitigating factor if or when sanctions are issued.

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/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 them or which may in any way compromise their 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, the Vice President of Student Affairs Office, or Director for Athletics.

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 access, 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 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.) The club or organization may also face disciplinary action including suspension. Each club, organization, and athletic teams are responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights, and the values of Lakeland University.

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.

Hunting

Hunting is not allowed on campus, in the campus woods or within 300 yards of the campus property line. Hunting with any firearm, rifle, long gun, bow/crossbow, or knife is strictly prohibited. The assembly of hunting blinds within the woods is strictly prohibited. (See weapons and firearms policy)

Intimidation

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.

Lake/Ponds on Campus

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

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.)

LU Campus Vehicles

Vehicles utilized by the university may be driven only by those students who have been hired by the university and/or are authorized to do so. The Lakeland University student driver record check application form must be submitted. Unauthorized use of an LU vehicle will be considered theft of a motor vehicle.

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.

Posting and Advertising Policies

All non-residential buildings: Bring a master copy of the flier to university officials located in the Lauer Center 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 or apartments. If one wishes to have fliers posted in the residence halls, bring a master copy for approval to the director for residence life office located in the Lauer Student Engagement Center.

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 first floor of the Campus Center across from the Lauer Student Engagement Center.

Possession of Stolen Property

Possessing property suspected by the possessor to be stolen and that may be identified as the 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.

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 to be 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 Campus Safety Officer(s).

Sexual Exploitation

Occurs when a person takes a non-consensual or abusive sexual advantage of another for their 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.

Sexual Misconduct

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.

Simple Assault

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.

Smoking

Smoking (including e-cigarettes, vaping and the like) is not allowed in any enclosed public (indoor) areas on campus. This campus policy is in 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 area 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 \$300 for each violation. All administrative, academic and residential buildings on the Lakeland University campus are smoke-free.

Theft

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

Threats to cause 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.

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.

Un-crewed Aerial Devices (Drones)

Lakeland University prohibits students from operating or using un-crewed aerial devices on campus. Students seeking exceptions for the 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 prior filing and approval of an operating plan. This plan must be submitted to the Director of External Relations and the Director for Campus Safety.

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 to not enter, to slow down, etc. Faculty members have full authority in their respective classes and any such activities related to the instructional process. Verbal or physical abuse directed toward any university official will not be tolerated and will be subject to disciplinary action up to dismissal from Lakeland University.

Violation of any Lakeland University Policy

Violation of any policy outlined in any university publication is prohibited.

Violation of Community Standards (Off-Campus Reporting of Community behavior)

Negative behavior of a student occurring off-campus may be subject to university judicial student conduct adjudication. In general, the university does not attempt to duplicate the function of civil laws. Hence, only where the institution's interests as an educational community are distinctly involved is asserted by the institution's right. The university will consider:

- Whether the individual can continue to benefit from or contribute to the educational process of the university,
- Whether the individual student, by their actions, has endangered the welfare of other members of the university or local community, and
- When the student's conduct threatens the image and reputation of the university in the community.

In matters which may involve concurrent jurisdiction, the following specific principles are maintained:

- When behavioral circumstances warrant, the university may proceed according to university judicial procedures, even though the civil process has yet to begin.
- If a student is charged with a felony or other criminal offense, the university shall also retain the option to suspend such a student until criminal courts have reached a judgment.
- The university cannot regard an arrest or indictment as a finding of guilt. Even if a student has been found guilty by civil authorities, the university must conclude whether the student has violated a university policy.
- Because a student accused of violating both civil and university policies may be subject to a trial, the university should be scrupulous in respecting their rights as an accused person and avoid any effort to secure a confession or evidence that may be used against them.
- A civil trial is a matter separated from the university. If the student is involved in a civil trial, the university will participate if subpoenaed under the guidance of legal counsel. However, said participation shall be only at the formal request of the civil judicial process.

Violation of Conduct Probation

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

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 of 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 Vice President of Student Affairs 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.

PARKING POLICIES

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. Permits can be applied for on my.lakeland.edu under "Campus Life."
- Student parking permits are issued only to LU students. All students must present a valid driver's license at the time of 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 take 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.
- 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. Any vehicle(s) that violate this 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 from being parked or stored in 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.

Guests & Visitor Parking

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

Snow removal

Cooperation is necessary to aid in the prompt and efficient removal of snow from parking lots. 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 or their Lakeland.edu email address.

Parking Appeals

Campus Safety will turn over all appeals to Student Government Association for review monthly. Payment of any fines will be deferred until the person appealing is notified via Lakeland email. If the appeal is upheld, the citation will be voided. If the appeal is denied, the amount of the citation will be applied to the receiver of the citation's account by campus safety. 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.

RESIDENTIAL POLICIES

Residence Life Department Vision

To serve our students and encourage their academic, cultural, personal, and social development by creating a safe, respected, and inclusive environment.

Residence Halls

Individual preferences for living arrangements will be honored whenever possible. The university reserves the right to make room assignments or reassignments as necessary. To enhance and expand the sense of community, Lakeland University requires that all full-time students, under the age of 21 regardless of class status, live on campus. Exceptions will be if a student is living with a parent, is married, is a former member of the armed services, has a child, or is approved to live off-campus by the Vice President of Student Affairs. Only traditional undergraduate and graduate students are permitted to reside in the residence halls.

Students are required to carry at least twelve (12) credit hours to reside in the residence halls. Students who are not enrolled for 12 credits in a semester or who drop below twelve credits at any time during the fall semester and wish to reside in the residence halls must meet with the Vice President of Student Affairs for approval. Seniors who need less than 12 credits in the fall or spring to graduate will be permitted to live on campus. Written notification must be sent to the Director for Residence Life, should this be the case.

Residence Life Policies

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

Housing Contract

All residential students enter into a contractual agreement with the university through the room and board application. The contract is valid for one full academic year, not including winter and summer. Students will complete room and board contracts for each winter and summer stay. All residential students must have a meal plan selected when completing the contract, as this portion is a part of the room and board application. Students may request an exemption from the University meal plan under these circumstances only:

- Students require a special diet due to a disability or medical condition.
- Students require a special diet based on religious observance or practice.

Meal plan exemption requests and supporting documentation must be submitted to Karen Eckhardt, ADA Coordinator, at eckhardtkl@lakeland.edu. All accommodation-related information can be found on Lakeland's Disability Services webpage at <https://lakeland.edu/student-experience/academic-services/disability-services>.

Contract Terms and Dates of Occupancy

Unless otherwise approved in writing by the Director for Residence Life, the occupancy period begins on the assigned move-in date. Students will receive an email to their Lakeland account notifying them of their

move-in date. Students who have sports camps that happen prior to the halls opening will be approved to move in early on the date agreed upon between the Department for Residence Life and the Athletic Department. The occupancy period ends based on the following guideline:

- at the time the student chooses to cancel their housing contract during the academic school year or
- on the Sunday following spring graduation by 6:00 PM

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

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

Students living on campus for the summer period will find housing assignments listed on my.lakeland and will be emailed when they can move into their summer housing assignment. If a student is not living on campus for the upcoming academic school year, their summer contract will end, and they will need to vacate their summer housing space by the Sunday two weeks prior to fall move-in.

Lakeland's Department for Residence Life provides storage for students to keep their items securely housed for the summer for a cost of \$75; students would receive \$25 of that cost back at the end of the storage period. Any property remaining thirty days after the first day of classes will be considered abandoned and discarded. Any exceptions would need to be submitted to and approved by the Director for Residence Life.

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

Checking In and Checking Out Procedures

Residents will receive a filled-out room condition report that has been completed by their Senior/Resident Assistant (S/RA) upon arrival. Residents will have 24 hours to assess the condition of their room based on what their room condition report says and inform the Residence Life staff of any discrepancies. The resident will be financially responsible for the changes to the room's condition not noted on that form. Students will be held responsible for any damages that occur in their room during the semester or academic year. Any resident choosing not to check out following the procedures below will also be assessed a \$50 charge in addition to any damage charges incurred. Also, residents of a room, apartment or suite will be assessed

cleaning charges if the room is not adequately cleaned before departure. Failure to properly check out will result in a student not having an opportunity to appeal all damage charges.

Proper check-out procedures include:

- Schedule a check-out meeting with their S/RA a minimum of 24 hours in advance.
- Clean the room thoroughly, including carpets, and empty the garbage.
- Complete a room condition report with a staff member.
- Lock the room upon checking out.
- Students may keep Lakeland student I.D. cards.

Application/Reapplication Process

Lakeland University offers apartment, pod, and community-style housing. Returning students must complete a Lakeland University Housing Application form and Housing Contract. Residential students who submit their housing contracts after the due date are not guaranteed their top housing choice and could be placed in the following best or available option. Submit housing forms here:

https://my.lakeland.edu/ICS/Campus_Life/Residence_Life.jnz

- Morland House and Hill House applicants can apply as individuals or groups of up to four students. All residents must be considered Junior status based on total credit hours earned and current hours attempted at the time of the application.
- Kurtz House applicants can apply as individuals or groups of up to six students. All residents must be considered Junior status based on total credit hours earned and current hours attempted at the time of the application.
- Gould Hall applicants can only apply for this housing unit if they are an active Greek community member. Standard housing procedures still apply.

New residents need to apply at the time they receive their materials after the university receives their commitment fee. Traditional-age students will be placed in the hall that corresponds to their year attending, for example first-year students will be housed in Grosshuesch Hall, sophomores will be housed in Muehlmeier Hall while junior and senior residential students will have the choice of all upper-class halls. No room assignments can be made until the commitment fee and housing deposit are received by the university. The university reserves the right to assign all residents to rooms and to make changes as necessary or needed.

Air Conditioners, Humidifiers, and Dehumidifiers

Air conditioners, humidifiers, and dehumidifiers are prohibited in living units unless approved and installed by University Officials.

Alcohol and Illegal Substances

Residents agree to comply with state, county, and town laws, regulations, and ordinances, as well as university policy regarding the possession, manufacture, or use of alcohol and illegal drugs and agree that their room shall not be used for any purpose contrary to the intent of such laws, regulations, and ordinances. Any violation of drug and alcohol policies may lead to dismissal from university housing. In addition to the Alcohol policies outlined previously, residential students are required to follow additional policies in regards to alcohol in residence halls and apartments.

- Minors (people under the age of 21) are not allowed to possess or drink alcohol.

- Alcoholic beverages are permitted in residence halls if the occupant(s) are of the state-legal drinking age of 21.
- Any student consuming alcohol must be of the state law legal drinking age.
- The hoarding of empty alcohol containers in any residential housing space is prohibited and must be discarded.
- The selling of alcoholic beverages by anyone other than a university official is prohibited.
- Any residential room where all occupants are under the state legal drinking age of 21 is strictly prohibited from having or consuming alcohol or possessing alcohol containers (empty or containing alcohol)
- In a situation where one or more residents are over 21 and roommate(s) are under 21, the residents over 21 may consume alcohol; there may be only one open container per person of legal drinking age.
- Providing a minor with alcohol is prohibited.
- Residents are responsible for ensuring that appropriate laws and regulations are always followed in their dwelling.
- Any kegs, barrels, or fractional parts of kegs and barrels are strictly prohibited in any residential housing space or campus space unless under the direct operation of a university official.

Instruments that promote the abuse of alcohol, such as “beer bongs” and devices actively being used to promote binge drinking, are not permitted in campus housing spaces or on campus and will be confiscated.

Binge Drinking

Lakeland University defines binge drinking as the consumption of an excessive amount of alcohol in a short period of time and is strongly discouraged.

Cell Phones/Electronic Devices

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

Damages to Housing Facilities

The areas such as lounges, kitchens, hallways, bathrooms, study rooms, computer labs, laundry rooms, and immediate areas outside the buildings are common areas. All members of the residence hall community are responsible for the cost of damage or messes made, which cannot be isolated to a particular person(s). Students are encouraged to hold each other accountable for their actions. Any vandalism throughout the year should be reported immediately to a residence life staff member. Room damage is the responsibility of the students who live in them and will be billed accordingly. All residents are responsible for the actions of their guests, whether those guests live on or off campus. Residents responsible for extensive damage or messes may be denied the opportunity to reside in campus housing. Residents must also document damage upon move-in on the room condition report and share it with the Hall Director of your space via email.

Electrical Appliances

Electrical appliances are limited to those which are LU approved, in good condition and have a thermostatic control. Please check with your RA for questions regarding approval. Air conditioning units are not permitted in any campus housing facility. No toaster (ovens), woks, or units with open heating elements are

permitted. Appliances with enclosed heating elements, such as air fryers, pizza ovens, crock pots, etc. are acceptable, and must be used in kitchen areas, and will need to be stored in rooms when not in use. Full-sized refrigerators and freezers are not allowed. (Kitchenettes are in each wing of Grosshuesch and Muehlmeier halls, Brotz Halls, and in each of the apartments.)

Emotional Support Animal

Lakeland University recognizes the importance of Emotional Support Animals (ESAs) as a provision of the Fair Housing Act. Lakeland University is committed to allowing Emotional Support Animals necessary to provide individuals with mental health disabilities an equal opportunity to use and participate in university housing. Although it is the policy of Lakeland University that individuals are generally prohibited from having animals of any type in University housing, Lakeland will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Emotional Support Animal that is reasonable and necessary because of a mental health disability. However, no Emotional Support Animal may be kept in university housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy, and sanctions will be issued. Students in violation will be given 24 hours to have the animal removed from campus and a \$150 fine. Each day of noncompliance will result in an additional fine. Future violations will result in housing probation or suspension for no less than one year.

An Emotional Support Animal (ESA) is an animal that provides therapeutic, emotional support for an individual with a diagnosed mental health disability. Unlike a service animal that is trained to perform specific tasks that are important to the independence or safety of their disabled handler, an ESA is generally not trained to perform disability-specific tasks. Their therapeutic support is a function of their presence and interaction with the person with the disability. An ESA is not a pet but is typically an animal commonly kept in households as a pet. An ESA may be a dog, cat, small bird, rabbit, hamster, gerbil, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure. Under guidelines from Housing and Urban Development (HUD), reptiles, barnyard animals, monkeys, and other non-domesticated animals are not considered common household animals. Exceptions to these guidelines regarding animals serving as ESAs will be considered on a case-by-case basis. The question in determining if an Emotional Support Animal will be allowed in university housing is whether or not the ESA is necessary because of the individual's disability to afford the individual an equal opportunity to use and participate in university housing, and its presence in university housing is reasonable. However, even if the individual with a disability establishes a necessity for an ESA and it is allowed in university housing, an ESA is not permitted in other areas of the University (e.g., dining facilities, libraries, academic buildings, ecumenical buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

For all requests for an Emotional Support Animal, Disability Services shall consult with Residence Life in making a determination on a case-by-case basis of whether the presence of an ESA is reasonable. A request for an ESA may be denied as unreasonable if the presence of the animal

1. Imposes an undue financial and/or administrative burden;
2. Fundamentally alters university housing policies;
3. Poses a direct threat to the health, safety, and well-being of others;
4. Causes substantial damage to the property of others, including University property; and/or
5. Is otherwise unreasonable to the operation of the University.

All information related to the Emotional Support Animal request, verification, and approval process can be found at our Disability Services webpage at <https://lakeland.edu/student-experience/academic->

services/disability-services and our Residence Life webpage at <https://lakeland.edu/student-experience/residence-life>. Emotional Support Animal inquiries must be directed to the ADA coordinator, Karen Eckhardt. Karen Eckhardt can be contacted by phone at 920-565-1021, ext. 2115 or by email at eckhardt@lakeland.edu.

Fire Safety

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

Everyone is required to vacate the building during a fire drill.

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

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

The following actions are also prohibited:

- Obstructing exits. This includes blocking the egress windows with beds, furniture, posters or anything else.
- Obstructing hallways and exit paths. This includes placing items in hallways outside of bedrooms.
- Blocking fire extinguishers and electrical panels. Fire Extinguishers and Electrical panels must be cleared at least three feet in all directions.
- Tampering with, blocking, or covering fire sprinkler systems and smoke detectors
- Propping of doors, including manipulating the door jamb, preventing the door from securing.

False fire alarms endanger the safety of students and interfere with students' abilities to enjoy a safe, peaceful living environment. Students found responsible for activating a false alarm, tampering with fire

alarms, fire extinguishers, or fire equipment will be assessed a \$300.00 fine plus other related costs and can be dismissed from housing and/or from the university.

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

Failure to adhere to the fire alarm by vacating your room or apartment, and the building will result in a \$300.00 fine.

NOTE: Grills of any kind (Propane or electric) are not permitted to be used on residential apartment balconies and patios.

Procedures For Student Housing Evacuation in Case of a Fire

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

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

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

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

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

Residential Evacuation Locations

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

Building	Primary Gathering Point	Flames/Smoke Present
A.M. Krueger Hall	Parking Lot J	Prof Drive Courtyard
Brotz Hall	Front of Hall 100 ft away from building	Old Main Courtyard
Grosshuesch Hall	Front quad lawn 100 ft away from building	Campus Center lawn
Hill Apartments	Parking Lot A	Day Care Parking Lot
Kurtz Apartments	Parking Lot B	Day Care Parking Lot
Morland Apart.	Parking Lot B	Day Care Parking Lot
Muehlmeier Hall	Front quad lawn 100 ft away from building	Campus Center Lawn
Gould Hall	Parking Lot A	Day Care Parking Lot
President's House	Parking Lot C	Campus Center Courtyard

Fire Reporting

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

Should you find evidence of a fire which has already been extinguished, but you are unsure if the fire was reported, please contact the Department for Campus Safety at 920 565-1126

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

Fire Safety & Training Programs

All employees who have any association with on-campus student housing are required by the university to attend an annual safety education program, which includes fire safety. All Residence Life employees receive additional fire safety training, which takes place annually. This training includes but is not limited to hands-on fire extinguisher practice, how and when to conduct fire evacuation drills, hazardous waste training and bloodborne pathogens training.

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

Furniture

University property, including furnishings, may not be removed from the assigned area within the hall. A \$50 fine will be assessed for unauthorized furniture found in student rooms, when university-owned furniture is removed from student rooms, or if university furniture is placed outdoors. Due to the damage it causes, taking apart university furniture such as beds and desks is prohibited, except when adjusting bed frames for the desired height using the proper tools. A residence life staff member can help residents adjust the height of their bed frames. No waterbeds, personal mattresses, or homemade lofts are permitted. Patios and balconies can only be furnished with weather-proof furniture. University-owned furniture cannot be used as outdoor furniture. Any damages incurred to university furniture will be applied to the student(s) responsible account in addition to \$50 fine mentioned above. Personal furniture must be removed during checkout or be assessed a fine. Students will be charged full replacement costs for any furniture that is not in the room, even if the furniture can be located on University Property outside of the assigned area (furniture that is moved in the hallway, common area, basement, etc.).

Guests and Visitation

A “visitor” is defined as any person who is not a registered resident of a particular assigned Lakeland University residential hall who is visiting, but not spending the night. The right of residents to live in reasonable privacy takes precedence over the right of their roommate(s) to entertain visitors in their rooms. Having visitors in Lakeland University residence halls is a privilege. Someone who has had their housing privileges suspended may not be a visitor or guest in any residence hall or apartment.

- Residents who bring visitors into their residence hall or onto campus assume the responsibility for the behavior of those visitors and must always be in the company of their hosts. It is the host's responsibility to ensure that their guests are aware of and follow Lakeland University Policies. Visitors who exhibit inappropriate behavior may be required to leave campus housing.
- Visitors who are also Lakeland University Students are welcome to visit during the set times of Sunday through Thursday from 8:00 am to 11:59 pm & Friday and Saturday from 8:00 am to 2:00 am the next morning.
- Visitors who are not Lakeland University students may visit between Sunday through Thursday from 10:00 am to 10:00 pm and Friday and Saturday from 10:00 am to 11:59 pm. Non-student visitors must sign in at the front desk of Grosshuesch, Muehlmeier, or Brotz halls and sign out when they leave.
- Visitors must enter through the main entrance door and be escorted through the building by their host.
- Failure to follow the guidelines can result in the loss of guest privileges. Or removal from the apartments into a residential hall.
- A host may have a maximum of 2 visitors at one time.
- Hosts may not give their key card or ID card to their visitor.

Overnight Guest

An “Overnight Guest” is defined as any visitor who stays past the visitation hours above. (Monday – Friday 12:00 am – 7 am and Saturday – Sunday 2:00 am – 7 am for Lakeland Students or Monday – Friday 10:00 pm – 10:00 am and Saturday – Sunday 12:00 am – 10:00 am for Non-Lakeland-Students.) An overnight guest is not a resident of the room where the host resides, including residents from the same residence hall/building. Days where there are no classes due to a school break can be treated like a Friday or Saturday.

- Residents who bring overnight guests into their residence hall or onto campus assume the responsibility for the behavior of those visitors and must always be in the company of their hosts. The host is responsible for ensuring that their overnight guests are aware of and follow Lakeland University Policies. Overnight guests who exhibit inappropriate behavior may be required to leave campus housing.
- Overnight guests must be escorted at all times by their resident host. Overnight guests cannot be left alone without their resident host. Resident hosts must also accompany guests to the desk for signing out at the end of a visit. Failure to sign out a guest at the time of departure may result in the loss of guest privileges for the resident host.
- Hosts are allowed to register overnight guests for a maximum of 4 days within a 7-day period.
- Residents may not host an overnight guest for more than 28 days in any given semester.
- An overnight guest is not allowed to stay on campus for longer than 4 days in a 7-day period, regardless of which host they are visiting or which hall (The overnight guest may not spend the night with one host for 4 days and then switch to a different host for the next consecutive days).
- Overnight guest registration documents track all visits, and any host found to violate this policy may have visitation or overnight guest privileges suspended or revoked.
- Registered overnight guests may only sleep in the room of the host sponsoring their visit. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited.
- Hosts must receive permission from their roommate(s) if applicable before hosting an overnight guest.
- Overnight guests may not sleep in an unoccupied bed in a room without the consent of the resident whose bed is to be used.
- The host may not pressure, force, or intimidate their roommate(s) to tolerate, accept, or approve of an overnight guest against their will.
- The above standards are designed to prevent abuse of roommate rights. If these standards are violated, residents may be subject to student conduct action and loss of privileges.
- A host must register their overnight guests before the end of visitation hours (listed above).
- Each resident may sign in a maximum of two (2) guests at any given time, unless the Director for Residence Life grants prior approval.
- If the overnight guest is a current Lakeland University student, the host may log on to my.lakeland.edu under Campus Life, then Residence Life to register their overnight guest.
- If the overnight guest is not a Lakeland University Student, the guest must be registered with Campus Safety (located in the lower level of Brotz Hall). The guest must have a state-issued Identification Card, Driver's License, or passport. A copy of the identification will be retained by Campus Safety. Guests who do not have proper photo identification will not be allowed to enter the residence halls, no exceptions.
- Hosts may not give their key card or ID card to their overnight guests.
- A student whose housing agreement has been canceled through the student conduct process may not be a guest in campus housing.
- No guests under 18 are allowed to spend the night on campus without approval by the Director for Residence Life. A written request must be sent at least 14 days before the arrival date. The Director for Residence Life will contact the host with more information that will be needed.

Residence Life reserves the right to suspend campuswide or residential building-specific visitation or overnight guest privileges at any time if it is felt this is in the best interest of the safety of the residents and/or as a sanction within the student conduct process.

Minor Guest

- Guests 17 and younger must be a sibling of the resident. Residents must complete the form and submit it to Residence Life 14 business days before guest's arrival for approval.
- Per the guest policy, minors who visit must be in the company of their Lakeland University resident host at all times.
- Minors should bring a license, passport, or another government-issued form of photo identification with them when possible.
- As with any other guest, resident hosts are expected to inform their roommate(s) of the minor guest's stay before the visit and provide documented communication to the residence life administration.
- Parental permission is required for all minor guests.

The registration form can be requested from the Director for Residence Life.

Host Responsibility

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

Kitchens

Kitchens are available in all residence halls for students to use. If kitchen policies are not being met, the university reserves the right to close the kitchen.

- Students are expected to keep the kitchens clean.
- Students must provide their own cooking equipment (pots, pans, utensils, etc.) and may not use property that is not theirs without permission.
- Any dishes that are left for more than 48 hours without being cleaned may be disposed of to prevent mold and odors.
- Food placed in a community refrigerator is expected to be labeled with the name of the student and the date that it was placed in the refrigerator.
- A student is not allowed to take food from the refrigerator that does not belong to them without consent.
- Any food that is left in the refrigerator and has clear signs of spoilage or has been left for longer than 7 days may be disposed of.

Keys

The student ID card serves as the room key. If an ID card is lost or broken, it is to be reported to a residence life staff member or the administrative assistant in the Lauer Center immediately. There is a \$50.00 replacement fee for lost key cards and hard keys issued. If a room key malfunctions, report it to a residence life staff member or the Campus Life Coordinator in the Lauer Center, and a replacement key will be issued at no cost, provided the key is not damaged. The malfunctioning card will be forfeited when a replacement

card is issued. Under no circumstances will any student be allowed to possess keys not issued to them. The university reserves the right to confiscate any key and take disciplinary action where appropriate.

If a resident is locked out of their room, they are to first contact their resident assistant (RA) or a senior resident assistant (SRA) for assistance at 920- 207-2279. If they are unable to contact an RA, they may contact Campus Safety at 920-565-1126.

Laundry

There are laundry facilities in each of the residence halls. Please be courteous and remove clothing from machines in a timely manner so others can use the laundry. Students are required to supply their own detergent. If machines are not working properly or if they malfunction, please contact a residence life staff member. The laundry machines are designed to hold up to 15 pounds. If overloading the washing machine causes damage to the laundry machine, the student who overloaded the laundry machine may be responsible for the repairs to the laundry machine. The lint traps must be cleaned after each use of the dryer. Only residents are permitted to use the laundry machines, visitors and guests are not permitted to use the laundry machines.

Mold and Mildew Prevention

To prevent mold and mildew in living units, residents must take the following action:

- Remove any visible moisture accumulations, including on walls, windows, floors, ceilings, and bathroom fixtures.
- Clean spills and thoroughly dry affected areas as soon as possible after occurrence.
- Do not leave wet or damp clothes, towels, bedding, or shoes in closets.
- Do not hinder or impede normal operation of exhaust fans/systems.
- Keep your living unit's temperature at reasonable levels.
- Clean your living unit regularly.

Residents will promptly notify the Office for Residence Life, or Campus Safety staff of the presence of any of the following conditions:

- A water leak, excessive moisture, or standing water.
- Mold or mildew growth
- A malfunction in any part of the heating, air-conditioning, or ventilation system

If damage is caused by mold or mildew, the resident may be liable if the recommended actions were not taken.

Noxious Odor Policy

A noxious odor is any aroma of such intensity that it becomes apparent to others is prohibited. Any odor may become noxious or offensive when it is too strong. Some examples are cigarettes, perfume, air freshener, marijuana smoke or odor, excessive body odor, or dirty laundry.

Pets

Pets, other than fish, are not permitted in the residence halls or on adjacent grounds at any time. Permission from roommate(s) is required before installation of a fish tank. A maximum 5-gallon aquarium is permitted. Tanks must be kept clean at all times. Tanks must be maintained with a siphon cleaning system.

For ESAs and Service Animals please contact Karen Eckhardt, ADA coordinator, at 920-565-1000 ext. 2115 or email eckhardt@lakeland.edu. This policy also applies to guests.

Quiet Hours and Study Hours

Quiet hours Sunday - Thursday from 10 p.m. to 8 a.m. Friday through Saturday, 12 a.m. – 9 a.m.

Quiet hours are designated to promote rest, study, and respect for others' personal space. During these hours, residents are expected to keep noise to a minimum.

Courtesy Hours are in effect 24/7. Residents should always be mindful of their noise levels and respond respectfully to requests to lower the volume.

Extended quiet hours are in effect during the final exam periods beginning on Saturday. Extended quiet hours require noise levels to be at a level not to disrupt others and are in effect 24 hours a day. During the hours of 11 am – 1 pm and 5 pm – 7 pm courtesy quiet hours are in effect. During this time, students may make reasonable amounts of noise. These time periods are in place for students to make noise for the purposes of cleaning and packing their rooms (using a vacuum cleaner, adjusting bed height, etc.) Repeated noise violations may result in loss of privileges and removal of equipment and/or other disciplinary action.

Recreation in the Residence Facilities

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

Responding to the Requests of Staff

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

Room Cleanliness

Residents are responsible for the consistent care and cleaning of their living space, which includes bedrooms and associated common areas (kitchens, study rooms and bathrooms). Living spaces that are neglected can cause health and safety risks for other community members and will be subject to disciplinary action which could include restrictions placed on future housing options up to fines. Residential violations may include improper storage or disposal of garbage or recyclable material and unhealthful or unsanitary room conditions may result in fines of \$150.00.

Room Decorating

Room decorating that does not damage walls, furniture, doors, etc. is permitted in the residence halls as long as it does not compromise hall security or safety. Nails, tacks and adhesives that cannot be removed

will not be permitted. Water beds, full-size refrigerators, lofts, and live wreaths or trees are prohibited. Strands of lights cannot be hung from the walls. Black lights cannot be installed in existing fixtures. Items cannot be hung from ceilings, fire sprinklers, or sensor outlets. Any items that are hung to the walls will result in fines for the damage caused to the wall.

Windows or doors cannot be “blacked out” for safety reasons. Painting or any modification to walls, ceilings, floors, or paneling is prohibited.

Room Entry

Lakeland University recognizes residents' desire for privacy, particularly in their living space, personal artifacts, and property, and will do all it can to protect that privacy. Lakeland University reserves the right to enter your room in the interest of health, safety, security, and residential maintenance. When possible, advance notice of room entry will be given. University employees must report any violations of university regulations or terms of the housing contract observed when in your room, regardless of the reason for room entry. Before room entry, the University employees will knock and announce themselves. In cases that may warrant immediate entry, defined as exigent circumstances, such as a person who is believed to be in distress or a fire alarm, an authorized school official may enter without knocking and announcing themselves.

University officials reserve the right to enter a resident's room for the following purposes:

- To determine compliance with all relevant health and safety regulations (e.g., fire alarms, smoke detectors, wellness checks).
- To find a student who may be involved with or a witness to an immediate or critical threat to campus safety (a report of a weapon on campus, for example)
- To provide maintenance, cleaning, or pest control.
- To conduct an inventory of university property.
- To silence unattended obnoxious sounds.
- Where there is an indication of danger to life.
- Where there is reasonable suspicion to believe that a violation of university policy(s) is occurring.
- To search for a missing university student.
- For hall opening and closing safety inspections and breaks.

NOTE: Whenever a room is entered without a resident(s) present, university housing will email the resident, stating that the room has been entered, the name(s) of the person(s) who entered the room, and the purpose for entry.

Room Search

For a room search to occur, probable cause of a campus policy violation or reasonable suspicion of threat to life must exist. A campus safety officer must be involved with the room search and must inform the Director for Campus Safety and/or the Vice President for Student Affairs prior to the search. When possible and safe to do so, the Campus Safety Officer will ask a Hall Director or the Director for Residence Life to accompany them during the search. Students are allowed to observe during the room search.

Wellness Checks

A wellness check can occur at any time during the school year as deemed appropriate by the Director for Residence Life. Wellness checks will occur for all rooms on campus with the same frequency but may not

occur on the same day or week unless additional wellness checks are determined to be needed during the student conduct process. During a wellness check, the residence life staff members will check in with the residents and help determine the needs that the residents may have. The staff members will check for any damage that may need to be repaired (burnt-out lights, damage to the window screen, etc.). During this time, if a policy violation (room cleanliness, liquor law violation, etc.) is noticed during a wellness check, the staff member will report the violation.

Safety and Security Concerns within the Residence Halls

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

Below is a partial list of safety and security concerns:

- Outside doors or hallway doors should not be propped open for any reason. If one sees a door propped open, it should be closed. Propping doors results in a \$300 fine.
- Tampering with the lock on any door or the keys for any campus lock is not permitted.
- Compromising the safety and security of a person or people in a building will not be tolerated. Throwing objects or jumping from any residence hall window or balcony is prohibited.
- Unauthorized presence on the roof of any campus building or structure is prohibited. A fine of \$100 will be assessed to those in violation.
- Storage, however temporary, of any motorized vehicle or flammable substance is prohibited in the residence halls.
- Screens need to remain in position on the windows at all times. Removing a screen will result in a \$50 charge being assessed to the residents of the room.
- Entering or exiting through windows is prohibited due to risk of injury. A fine of \$30 will be assessed to those in violation.
- The tampering or disabling of any fire safety equipment is strictly prohibited.
- Candles, incense, fireworks, smoking, motorized vehicles and flammable/combustible materials are prohibited in all residence halls. Tampering with electrical outlets, cameras or wiring is prohibited. This will result in a \$300 fine.
- Building evacuation is required when fire alarms sound. Failure to evacuate results in a \$300 fine.
- Guests must be escorted at all times.
- Student ID cards (which function as a room key) cannot be used by any other person than the student it has been assigned to. Students are required to produce their university ID cards when requested by staff member.
- All residents are required to keep their room doors locked to prevent theft or unauthorized entrance.

Sales and Solicitation

Solicitation and selling of items in residence halls must be in accordance with Wisconsin State law and Lakeland University policy. Organizations should receive approval from the director for residence life before soliciting on campus. The university prohibits solicitation, sales, or door-to-door canvassing by students or non-students on university property, except with permission of the Vice President of Student Affairs.

Prohibited solicitation includes the posting of advertisements on university property. Unauthorized solicitation should be reported promptly to the Director for Residence Life at 920-565-1042 Ext. 2465.

Social Events

Social Events in common areas of residential facilities may be held with permission from the Director for Residence Life. Students who live in a particular community have priority in common area spaces, unless the space has been appropriately reserved through Reservations and Event Services or the Office of Residence Life. Individuals using the common area space must clean up after their usage and return the area to the proper layout.

Theft

Theft is not tolerated. Any thefts should be reported promptly to the Department for Campus Safety.

- Liability for loss or damage of individual money or property in residential facilities due to fire, theft, water or other peril is not assumed by the University.
- The protection of personal property and safety is the responsibility of the individual.
- Residents are encouraged to review family or personal homeowners/renters and health insurance policies and to obtain adequate coverage.
- Possession of stolen property will result in disciplinary action and possible referral to the Sheboygan County Sheriff's Office.
- Signs, cones, barrels, or other property removed from university, city, county and/or state property are not permitted in resident living units. Residents in violation of this policy will face disciplinary action and possible referral to the Sheboygan County Sheriff's Office.

Tornado Warning Regulations

When a tornado warning is in effect for the county, sirens are sounded by city officials. When sirens are activated, all individuals must leave living units and go to the designated location of the building for safety. Individuals must remain in the designated location until the all-clear is declared. Any individuals failing to cooperate will be referred for disciplinary action.

Vandalism

Residents or guests of residents cannot destroy, damage, deface, or mar property belonging to the university or another student or guest. Violators will be financially responsible for replacement or repair.

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 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 policies governing students while at LU. These policies express expectations of behavior, convey respect for the 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 regulations, continue to change, e.g., the 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 the Vice President of Student Affairs Jonathan Feld at Feldj@lakeland.edu.