

BUCKNELL UNIVERSITY



Student Handbook

2011 - 2012

Bucknell
UNIVERSITY

Lewisburg, PA 17837

www.bucknell.edu

BUCKNELL UNIVERSITY STUDENT HANDBOOK

2011-12

This Student Handbook is an official publication of the Office of the Deans of Students. Nothing in this Handbook may be considered as setting forth the terms of a contract between a student or prospective student and Bucknell University. The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so.

Bucknell University admits students without regard to race, national or ethnic origin, sexual orientation, religion, disability, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at Bucknell, and does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national or ethnic origin, marital status, veteran status, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University-administered programs. It complies fully with the prohibitions against discrimination on the basis of sex contained in Title IX of the Educational Amendments of 1972. In employment of both students and staff, Bucknell is an Affirmative Action and Equal Opportunity Employer. The Affirmative Action officer, 225 Marts Hall (570-577-7439) is the designated coordinator for compliance with Commonwealth and federal regulations and requirements. The University also complies with both the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The ADA Compliance Coordinating Committee is charged with monitoring the University's compliance with the Americans with Disabilities Act of 1990. Questions or concerns with regard to accessibility of facilities or special accommodations may be forwarded to the Chair, ADA Compliance Coordinating Committee, 113 Marts Hall.

Table of Contents

I. BUCKNELL AT A GLANCE	1
Mission Statement	1
Facts	1
Pledge of University Responsibility	3
Pledge of Student Responsibility	3
Diversity at Bucknell	4
Promoting Equity and Respect at Bucknell	5
Some Helpful Resource Persons on Campus	5
II. THE UNIVERSITY	6
The Board of Trustees	6
The President's Office	6
The University Council	7
The Faculty	8
University Committees	8
The Deans of The Colleges	8
The Deans of Students	9
III. BUCKNELL BASICS	10
Emergency	10
Important Phone Numbers	10
Local Law Enforcement	10
Life and Fire Safety	11
Drugs and Alcohol	11
Residential Education and Fraternity and Sorority Affairs	12
Law Enforcement and Your Rights	19
Mail Service	22
Safety	23
Sexual Misconduct	25
Student Employment Information	27
Students With Disabilities	27
Telephone Service	28
TV – Digital Television Programming	28
IV. IT'S ACADEMIC	29
Enrollment	29
Academic Responsibility at Bucknell	29
Bucknell University Honor Code	29
Tips for Academic Success	30
Tutoring	30
Class Attendance Policy	30
Policy for Medical Excuses from Class	31
Conflicts Between Regularly Scheduled Classes and Other Non-Class Activities	32
Academic Requirements	32
Grading System and Quality Points	32
Academic Standing	34
Dropping or Adding Courses	34
Final Examinations	34
Policies on Withdrawal and Readmissions	35
Faculty Advisers	38
The Registrar	38
Foundation Seminars	38

Residential Colleges	39
Residential Colleges and Their Locations	39
International Education	39
Army ROTC.	44
Summer Programs	45
Graduate Studies	45
Library and Information Technology	46
Writing Center	50

V. PROGRAMS, PEOPLE AND PLACES 50

Box Office	50
Campus Activities and Programs	51
Career Development	51
Community Health Promotion	53
Community Service	53
Craft Center.	53
Elaine Langone Center	54
Financial Aid	55
Forrest D. Brown Conference Center	55
Golf Club	55
Immigration Services	55
International Student Services.	56
Lesbian/Gay/Bisexual/Transgender Awareness	56
Multicultural Student Services.	57
Notary Public on Campus	57
Outdoor Education and Leadership	57
Psychological Services.	58
Public Safety.	60
Religious and Spiritual Life.	60
Samek Art Gallery	62
Scheduling Events.	62
Sports/Athletic Facilities and Athletic Programs	62
Student Health Services	65
Weis Center for the Performing Arts	66
Women’s Resource Center.	67

VI. GETTING INVOLVED 67

Activities and Campus Events	68
Activities Unlimited	69
Bucknell Student Government	69
Bucknell Student Lectureship Committee	70
Concert Committee	70
Fraternity and Sorority Affairs.	70
Fraternity and Sorority Governing Councils	71
Student Organizations and Clubs	74
Uptown Night Club	74

VII. GETTING IT DONE 75

Bringing in Outside Presenters	75
Calendar of Events	75
Catering Services	75
Copying and Duplicating Needs	76
Films and Videos.	76
ELC Mall Sales.	76
Publicizing Campus Activities	77
Reserving Space.	77

VIII. CAMPUS SERVICES	78
Banking	78
BUID Card Services and Student Transit	78
Bookstore	79
Bucknell Dining	79
Bucknell Message Center	80
Insurance	80
Lost and Found	81
Refrigerators	81
IX. CODES OF CONDUCT AND CONDUCT SYSTEM	81
Overview of The Student Conduct System	81
Off-Campus Conduct	82
The Student Code of Conduct	83
Category I Violations	83
Category II Violations	88
Presidential Authority	97
External Charges	97
Group Conduct	98
Immunity	98
Temporary Suspension	98
Adjudication Options	98
Non Adjudicatory Option	99
Aggrieved Party	101
Respondent	101
Student Conduct Administrator	102
Procedure for Adjudicating Alleged Category II Violations	102
Procedure for Adjudicating Alleged Category I Violations	103
The Community Conduct Board	105
Participant's Rights	107
Participant's Rights During a Hearing	111
Procedure for Conducting a Hearing	112
Maintenance and Use of Conduct Records – Category I (Non Sexual Misconduct) and Category II Violations	114
Community Notification of The Results of The Hearing – Category I (Non Sexual Misconduct) and Category II Violations	114
Failure to Comply With a Sanction	114
Sexual Misconduct	114
Support Services For Survivors (Victim)	115
Legal, Quasi Legal and Law Enforcement Resources For Survivors (Victims)	116
Support Services for Respondent	117
Adjudicatory Options for Victims (Survivors)	119
Adjudication Procedures	120
The Hearing Board for Sexual Misconduct	121
Special Participant's Rights Related Tto Sexual Misconduct Adjudication	121
Procedure For Conducting A Hearing	122
Maintenance of Records (Sexual Misconduct)	123
Community Notification	123
Sanctions	123
Other Sanctions For Specific Violations	127
Appeals	130
Grounds for Appeals	130
Appeal of a Category II Decision or Sanction	131
Appeal of a Category I Decision or Sanction	131
Bias-related Harrassment	134
Grievance Procedures	139

X. UNIVERSITY POLICIES AND REGULATIONS 140

Alcohol 140

Alcohol Policy Relating To Student Organizations. 144

Animals On Campus and In Campus Buildings 147

Appropriate Use Policy. 148

Bicycles 148

Bucknell Name and Seal 149

Cell Phones 149

Contracting With Outside Agencies, Groups and Organizations 149

Drugs 150

Finance Office Credit and Refund Policies 155

Health Insurance Requirement 156

Health Withdrawal, Required 157

Immunizations, Required. 158

Tuberculosis Screening Policy 159

Immunizations, Recommended 159

Parking and Traffic Regulations 159

Planning and Conducting Activities By Student Organizations 165

Recognition of Student Organizations 169

Recycling 169

Release of Student Information 170

Residency Requirement. 171

Room Inspections 172

Room Search 173

Sales and Promotions 173

Sexual Harassment 176

Smoking Policy 179

Student Files 179

Student Media Organizations 180

Trademark Items 181

Univerity Vehicles 182

Video License 183

I. BUCKNELL AT A GLANCE

MISSION STATEMENT

BUCKNELL UNIVERSITY CATALOG

Bucknell is a unique national university where liberal arts and professional programs complement each other. Bucknell educates men and women for a lifetime of critical thinking and strong leadership characterized by continued intellectual exploration, creativity, and imagination. A Bucknell education enables students to interact daily with faculty who exemplify a passion for learning and a dedication to teaching and scholarship. Bucknell fosters a residential, co-curricular environment in which students develop intellectual maturity, personal conviction and strength of character; Bucknell is a community informed by a deep understanding of different cultures and diverse perspectives. Bucknell seeks to educate our students to serve the common good and to promote justice in ways sensitive to the moral and ethical dimensions of life.

Bucknell's rich history and heritage will influence its planning for the future. Bucknell's potential as an institution of higher learning extends beyond that of a traditional liberal arts college by virtue of its larger size and expansive programs. The University's broader spectrum of disciplines and courses of study within a diverse and active residential campus community enhance the quality of all aspects of the undergraduate experience, both in and out of the classroom.

FACTS

FOUNDED: 1846, as the University at Lewisburg; renamed Bucknell University in 1886

ENROLLMENT: approximately 3,500 undergraduate and 100 graduate students

MINORITY STUDENT POPULATION: approximately 500

INTERNATIONAL STUDENT POPULATION: nearly 140

RETENTION RATES: 94 percent of first-year students return as sophomores; 90 percent of first-year students graduate in four to five years

CAMPUS: 450-acre campus with approximately 150 buildings

LIBRARY: 827,000 volumes; 4226 current periodical subscriptions; 4,000,000 + full-text electronic journal articles available for use. Seating for nearly 1,000

FACULTY: Full-time faculty of 354, 14 part-time. Approximately 97 percent of full-time faculty holds terminal degrees; 60 percent of full-time faculty is tenured.

STUDENT/FACULTY RATIO: 10 to 1

JOB PLACEMENT: 86 percent of the Class of 2010 were employed or in graduate school six months after graduation (98 percent response rate)

ATHLETICS: Intercollegiate program of 13 men's and 14 women's sports (NCAA Division I with football as a member of the Division I football championship subdivision). Bucknell is a charter member of the Patriot League and participates in 27 varsity sports both in and out of the Patriot League. There is an extensive intramural program as well as 20 clubs teams.

COLORS: Orange and Blue

NICKNAME: Bison

MAJORS OFFERED:

College of Arts and Sciences

Accounting
Animal Behavior
Anthropology
Art History
Art and Art History
Art Studio
Biology
Cell Biology and Biochemistry
Chemistry
Classics
College Major
Comparative Humanities
Computer Science
East Asian Studies
Early Childhood Education
Economics
Education
Elementary Education
English
Environmental Geology
Environmental Studies
French
Geography
Geology
German

History
Interdisciplinary Studies
International Relations
Latin American Studies
Management
Management for Engineers
Mathematics
Music
Music Composition
Music Education
Music History and Literature
Music Performance
Neuroscience
Philosophy
Physics
Political Science
Psychology
Religion
Russian
Sociology
Spanish
Theatre
Women's and Gender Studies

College of Engineering

Biomedical Engineering
Chemical Engineering
Civil Engineering
Computer Engineering
Computer Science Engineering
Electrical Engineering
Mechanical Engineering

PLEDGE OF UNIVERSITY RESPONSIBILITY

In order to foster and promote an environment in which students can develop intellectual maturity, personal conviction and strength of character, the University recognizes its responsibility to provide support without undue restraint, to provide mentors rather than mandates, to allow individual exploration without institutional confinement. The University also recognizes its role and responsibilities as an entity organized under and subject to regulations of the federal and state governments, and must measure its allowances and restraints in accord with those laws, regulations and institutional authority. This Pledge of University Responsibility is intended to be consistent with the AAUP Joint Statement on Rights and Freedoms of Students.

Within those limitations, as an institution committed to serve the common good and promote justice, the University recognizes its responsibilities:

- To protect freedom of expression. Students should be free to support causes by orderly means which do not disrupt the regular and essential operations of the institution. Students should be free to take reasoned exception to the data or views offered in courses of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students should be protected against academic evaluations based upon matters unrelated to academic standards. Student groups may select persons they wish to invite as guest speakers or performers, without restrictions on points of view expressed by speakers.
- To protect students' confidential information. The University has an obligation to protect students from improper disclosure of confidential information or records.
- To protect freedom of student associations. Students should be free to organize and join associations to promote their common interests.
- To provide fair and impartial treatment. In all instances of general discipline, academic discipline, and academic evaluation, the student has the right to fair and impartial treatment.
- To prohibit harassment or discrimination. The University has an obligation to prohibit harassment or discrimination based on sex, race, color, national origin, religion, ancestry, sexual orientation, gender identity, disability or veteran status.
- To protect the privacy of students. Students shall not be subjected to unreasonable searches or seizures of their personal property
- To involve students in policy decisions. Students shall have the opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees or other recognized governance bodies within the University, and to assist in the recommendations and advice of those committees and governance bodies for the President's consideration.

PLEDGE OF STUDENT RESPONSIBILITY

Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of civility and integrity in all areas of student and community

life. Upon entry to Bucknell, students promise to observe the following points which are contained in the Pledge of Student Responsibility.

- As a responsible individual, from initial matriculation through commencement, I am fully and personally responsible for my actions and the consequences of my actions, whether on campus, in the environs of Bucknell, or in more distant locations (such as study-abroad venues). Accordingly, I am responsible for knowing the policies, procedures, and rules that govern student conduct. If I am unclear about my obligations, I will read the Student Handbook and/or consult with members of the Deans of Students Office.
- As an active participant in the educational community, I will give my highest priority to academic opportunities and commitments; social diversions or extracurricular undertakings must not conflict with my regular class attendance and participation, or with the timely, responsible fulfillment of class assignments for myself or others.
- As a responsible member of an academic enterprise, I must accept the obligation of academic honesty. I understand that plagiarism or cheating in any form is strictly prohibited. I understand further that academic honesty is required to maintain equity, to respect the work of others, and to fulfill the fundamental developmental and educational goals of the University.
- As a member of the social community, I will respect individual differences and the rights of all others. I understand that bias on the basis of gender, handicapped status, national origin, race, religious belief, or sexual orientation, whether expressed in word or action, is repugnant, and that Bucknell will not tolerate harassment, discrimination, or violence against any person for any reason.
- As members of the global electronic community, I must apply these same measures of respect for individual differences and for academic honesty to my electronic interactions. In this form of communication, I understand that I represent Bucknell and myself to the world.
- As a citizen, when I am involved in academic work, in extracurricular affairs, or in simple recreation, I will show respect for the property and physical environment of others, the University, and the local community.
- As a person with a duty to protect and promote the health and safety of others and myself, I will have no contact with illegal drugs. In addition, I will obey external laws and internal regulations that apply to underage and/or irresponsible drinking. I also understand that alcohol and drug use compounds and does not excuse inappropriate or illegal behavior. I understand this statement and I pledge to abide by its content and principles.

DIVERSITY AND INCLUSIVENESS AT BUCKNELL

Diverse perspectives and experiences in the classroom can create more profound learning opportunities. Differences in race, ethnicity, culture, socioeconomic class, religion, political perspectives, geographic origins, gender, sexual orientation, and physical capabilities all contribute to a student's ability to examine issues from multiple and sometimes unique perspectives – a foundational skill for effective critical thinking. Out of class, sharing a complete residential experience in which students, faculty and staff represent diversity in all its forms teaches students respect and appreciation for diverse people, places, cultures, and interests. That experience provides Bucknell students

with an opportunity to develop the skills to live and work in a democratic society that thrives on differences, and in a complex and diverse world that is globally integrated and intercultural. (Source: The Plan for Bucknell)

PROMOTING EQUITY AND RESPECT AT BUCKNELL

As a community committed to diversity, civility, mutual respect, and common courtesy, Bucknell retains the right to address behavior that demonstrably harasses, threatens, or expresses violence toward a person due to his/her race, color, gender identity, sexual orientation, age, religion, national or ethnic origin, or disability. If a student feels that he or she has been discriminated against or harassed, he or she is encouraged to speak up, to respond, and to seek assistance and counsel from a faculty member or administrator.

Bucknell stands for openness and freedom of expression. The University is committed to the intellectual and personal growth of all its students in an environment that is free of harassment and discrimination. Therefore, the University will address actions that create a hostile environment and threaten the ability to live and learn at Bucknell.

SOME HELPFUL RESOURCE PERSONS ON CAMPUS INCLUDE:

Thomasina Yuille, Chaplain, thomasina.yuille@bucknell.edu

Serena Fujita, Jewish Chaplain, serena.fujita@bucknell.edu

Jennifer Figueroa, Director, International Student Services, jennifer.figueroa@bucknell.edu

Tracy Shaynak, Director, Women's Resource Center, tracy.shaynak@bucknell.edu

William McCoy Director, Office of LGBT Awareness, william.mccoy@bucknell.edu

Vincent Stephens, Director, Multicultural Student Services, vincent.stephens@bucknell.edu

Stephen Appiah-Padi, Director of International Education (Study Abroad and Campus Internationalization), skap001@bucknell.edu

Linda Locher, Director, Psychological Services, llocher@bucknell.edu

II. THE UNIVERSITY

Much more goes on behind the scenes at the University than the average student might imagine. The Board of Trustees, administration, faculty, staff and students all contribute to making the University what it is. Because students are often unaware of how the University is structured, a synopsis is provided here.

Bucknell University is a highly selective, primarily undergraduate residential institution offering a broad curriculum of studies in the humanities, social sciences, and natural sciences, in addition to professional programs in engineering, education and management. Bucknell students benefit from curricular strength in the liberal arts and professional programs, its modest size and its location. A large number of highly qualified applicants are attracted by the competitive environment of the private colleges along the East Coast. While the University's primary responsibility is to provide diverse and rigorous academic challenges, Bucknell is dedicated to the development of the entire individual.

Bucknell anticipates that during a student's time at the University, he/she will grow and develop in two distinct but related ways: as a productive and engaged citizen and as a person working toward intellectual maturity and self-awareness. Bucknell's educational program stresses the preparation of its students for the exercise of responsibility and leadership in all phases of society. The undergraduate experience serves as a catalyst for the student's intellectual development and as a means of fostering the growth of each individual's capacity for self-awareness and sustained commitment to learning.

Our society presents ever-present challenges. In the spirit of overcoming these challenges as a community, students are encouraged to cultivate respect for other individuals and cultures. It is our hope that in the course of this journey their own moral sensitivity, personal creativity and emotional stability will evolve. At the same time, Bucknell's residential character provides a context in which institutional programs and practices that exemplify compassion, civility and a sense of justice develop a solid foundation for student development to take place.

THE BOARD OF TRUSTEES

The Board of Trustees is the governing body of the private corporation of Bucknell, whose founding charter was approved by the General Assembly of the Commonwealth of Pennsylvania in 1846. In principle, the Board of Trustees, which comprises no more than 50 men and women, including Bucknell's President, is legally responsible for the direction of the University; in practice, the Board delegates authority for the management of the University to the President and to the faculty. The Board is required to meet at least three times a year. The Chair and the Secretary of the Faculty and two officers of the Bucknell Student Government Association are invited to all meetings of the Board and faculty committee representatives attend many of the committee meetings.

THE PRESIDENT'S OFFICE

John C. Bravman, President, 219 Marts Hall, 570-577-1511

The President of the University is the chief executive officer and a voting member of the Board of Trustees, responsible for the management and governance of the University, including carrying out and interpreting the policies of the Board. In this capacity, the

President works with diverse groups of Bucknell stakeholders including but not limited to trustees, faculty, staff, students, alumni, parents and friends of the University. He is the chief spokesperson for Bucknell and responsible ultimately for the vision of the University as the principal architect of the University's strategic plan. The President's Senior Staff includes the following officers of the University.

Michael A. Smyer, Provost, 217 Marts Hall, 570-577-1561

As chief academic officer, the Provost is responsible for all educational policies of the University, providing leadership in setting academic priorities, including planning, budgeting, administering and evaluating the academic affairs of the University. He oversees the operation of the Colleges of Arts and Science and Engineering, Library Information and Technology, the Weis Center, the Stadler Poetry Center, and the Samek Art Gallery. The Provost is also responsible for student affairs issues, including residential life, Residential Colleges, the Greek System, Student Health Services, and Religious Life. The Provost stands in for the President when necessary.

Scott Rosevear, Vice President for Development and Alumni Relations, Cooley Hall, 570-577-3200

The Vice President for Development and Alumni Relations is responsible for University fund raising, alumni relations, family programs, corporate and foundation relations, and the Career Development Center.

David Surgala, Vice President for Finance and Administration, 209 Marts Hall, 570-577-3811

The Vice President for Finance and Administration is responsible for business and financial affairs, for fiscal short- and long-range planning, for the operations of Facilities, Human Resources, Public Safety, Administrative Technology, auxiliary enterprises and other non-academic support services. He is responsible for the preparation of the annual budget, audited financial statements, and for supervision of the endowment and other funds, in consultation with Trustee committees.

Pete Mackey, Vice President for Communications, 101 Judd House, 570-577-3260

The Vice President for Communications oversees the strategic focus and implementation of institutional communications and marketing. He is responsible for the University's communications with and marketing to internal and external audiences and the content and design of Bucknell communications materials and tools, which includes websites, print publications, videos, electronic newsletters and media relations.

Wayne Bromfield, General Counsel, 209 Marts Hall, 570-577-1149

The President is also advised by the general counsel who a member of the President's Senior Staff. Assistance and support from other administrative officers is available to him as well through the Operations and Management Group.

THE UNIVERSITY COUNCIL

The University Council provides advice and counsel to the President in a number of areas affecting the life of the University. Representatives from the faculty, administration and the student government make up the Council, ensuring a broad range of perspectives. The University Council is the pan-campus group responsible for strategic planning.

THE FACULTY

Tony Massoud, Chair of the Faculty, 262 Coleman Hall, 570-577-3518

As you may expect the major activity of the faculty focuses on teaching. In terms of governance, the faculty organizes the overall curriculum and recommends improvements in the academic program to the administration and the Trustees. The faculty also officially recommends qualified students for degrees to be granted by the University. The faculty holds monthly meetings to discuss such matters as curriculum changes, academic rules and regulations, and committee reports. Unless the meetings are specifically closed, students are welcome to attend.

UNIVERSITY COMMITTEES

There are literally hundreds of faculty, administrative and student groups and committees at Bucknell; however, three overall University Committees deserve special note. These committees, made up of students, faculty members, and administrators, advise the faculty and the President on crucial policy matters.

Committee on Instruction (COI): Reviews curriculum and formulates and recommends policy for academic programs.

Committee on Planning and Budget (P&B): Advises the administration on financial aspects of operating the University.

Committee on Complementary Activities (CCA): Recommends to the President policies or procedures designed to enrich the University community, focusing on policies affecting extracurricular activities.

THE DEANS OF THE COLLEGES

College of Arts and Sciences

George Shields, Dean, 113 Marts Hall, 570-577-3292, george.shields@bucknell.edu

Elaine Hopkins, Associate Dean, 113 Marts Hall, 570-577-1301, elaine.hopkins@bucknell.edu

Rich Robbins, Associate Dean, 113 Marts Hall, 570-577-1301, rich.robbs@bucknell.edu

College of Engineering

Keith Buffinton, Dean, 235A Dana, 570-577-3711, keith.buffinton@bucknell.edu

Karen Marosi, Associate Dean, 235B Dana, 570-577-3705, karen.marosi@bucknell.edu

The advising of students regarding academic progress and educational goals is coordinated by the offices of the college deans and shared with the members of the faculty who assume the major responsibility for academic advising. The deans of the colleges can assist you with:

- any concerns about your academic program or academic regulations
- information regarding degree requirements
- questions about faculty advising
- declaration of a major
- requests to change colleges or degree programs

- questions relating to academic expectations
- withdrawal or temporary interruption of enrollment.
- making sure you are fulfilling your degree requirements in a timely manner

THE DEANS OF STUDENTS

Susan L. Lantz, Dean of Students, 211 Elaine Langone Center, 570-577-1601, susan.lantz@bucknell.edu

At Bucknell, most students have a good amount of contact with the deans of students, who handle general questions regarding University policies and procedures. The deans also serve as an entry point and clearing house for student concerns and resources, advocate for student issues, maintain disciplinary and other non-academic records, and serve as liaisons with the local community. The Dean of Students supervises and coordinates nearly all student service and student life programs and functions, including Campus Activities and Programs, Student Health, Psychological Services, Fraternity and Sorority Affairs, Diversity Offices, and the Office of Religious Life. The deans and staff in the offices are committed to facilitating student growth and learning both in class and through out-of-class activities.

Lewis (Chip) Marrara, Assistant Dean of Students, 211 Elaine Langone Center, 570-577-1634, lmarrara@bucknell.edu

Dean Marrara is the administrator of the student conduct system, facilitating conversations regarding community expectations. He is also ultimately responsible for student conduct administration, including the Community Conduct/Conduct Board, serves as department liaison to the Department of Public Safety and is the initial contact for parents calling on behalf of a student. Dean Marrara also responds to requests for exceptions to the first-year student vehicle policy.

Kari M. Conrad, Associate Dean of Students and Director of Campus Activities and Programs, 47 Elaine Langone Center, 570-577-1217, kari.conrad@bucknell.edu

Dean Conrad is responsible for programs and services of the Offices of Campus Activities and Programs, the Craft Center, Outdoor Education, advises the Bucknell Student Government and more than 150 student organizations, serves as adviser to Bucknell's yearbook, *L'Agenda*, and acts as the coordinator of a wide range of campus events and activities. Dean Conrad is also the student code of conduct administrator for sexual misconduct.

Amy A. Badal, Associate Dean of Students for Residential Education and Leadership, 306 Elaine Langone Center, 570-577-1638, abadal@bucknell.edu

Among other activities, Dean Badal is responsible for Residential Education, New Student Orientation, Fraternity and Sorority Affairs and Student Leadership Programs.

Daniel C. Remley, Associate Dean of Students, 207 Elaine Langone Center, 570-577-1195, dan.remley@bucknell.edu

Dean Remley is responsible for the programs of Housing Services, including the Off Campus Living process, Card Services and Student Transit. In addition, he acts as the consultant to the respondent in sexual misconduct cases. He also assists students with physical disabilities.

There are a number of students at Bucknell who have physical, psychological, health sensory, or learning disabilities. Some students come to campus well aware of their particular needs, while others discover them as they progress through the University. Bucknell is committed to providing students with disabilities a strong support system.

If you are a student with a disability and you need assistance with a non-academic concern, contact Daniel Remley, Associate Dean of Students, ext. 71195. If you need assistance with an academic matter, contact Elaine Hopkins, Associate Dean of the College of Arts and Sciences, 570-577-1301 or Karen Marosi, Associate Dean of the College of Engineering, 570-577-3705.

III. BUCKNELL BASICS

EMERGENCY

Police, Fire, Ambulance	DIAL 911
From a Campus Phone	DIAL ext. 71111
From a cell phone	DIAL 570-577-1111

Use these numbers for all emergencies requiring immediate assistance.

NOTE: In the event of a FIRE or EXPLOSION, as you exit the area, activate the nearest fire alarm first, then dial the emergency telephone number.

If you encounter anyone on campus who is injured or ill, or encounter situations requiring medical attention or post-medical emergency response or cleanup, you should contact the Department of Public Safety for assistance immediately at 570-577-1111, any time day or night. Public Safety officers are trained to assess such situations and process them or to advise you accordingly.

IMPORTANT PHONE NUMBERS

East Buffalo Township Police	570-524-2943
Lewisburg Police	570-524-5151
Union County Sheriff	570-524-8716
State Police, Milton	570-524-2661

LOCAL LAW ENFORCEMENT

The Bucknell Campus is split between the Borough of Lewisburg and East Buffalo Township; each local municipality has its own police force. The Old Main quad area (Roberts, Kress, Trax), in addition to the “off-the-Hill” section of the campus, is in the Borough; the remaining part of the campus is in East Buffalo Township. Both sections of campus are also under the jurisdiction of the Union County Sheriff. The Sheriff’s office as well as the District magistrate are located in the Union County Courthouse on Second Street.

The University campus is not a refuge from the larger society and any law enforcement officer may come onto campus at any time. However, campus residential facilities are the same as any private facility and cannot be entered by police without the occupant’s permission or legal search warrant.

LIFE AND FIRE SAFETY:

Fire Services and Emergency Medical Service

The Lewisburg area is served by the William Cameron Engine Company (WCEC), a volunteer fire company that also operates a 24-hour ambulance service. In addition to William Cameron, the Department of Public Safety also staffs a Life and Fire Safety office who is responsible for all of Bucknell's fire prevention and safety training programs as well as all regular fire and life safety inspections for on-campus events. Public Safety also oversees the student EMS program SERV (Student Emergency Response Volunteers) who operate a 24-hour quick response ambulance service exclusively for Bucknell University and University events. A number of students also belong to the WCEC where they serve as both firefighters and crew members for the WCEC ambulance. To report a fire or summon an ambulance, dial 911 to speak with local Public Safety Answering Point (PSAP) or 570-577-1111 for the Department of Public Safety.

Hospitals

The Evangelical Community Hospital, located approximately two miles from the campus, is a community hospital with specialists in almost every field. As a part of its outpatient service, the hospital maintains a 24-hour emergency department.

If health care is needed beyond the level available in Lewisburg, a tertiary health-care facility providing more specialized care is available at the Geisinger Medical Center, located in Danville, about 17 miles from Lewisburg. For general information, telephone the Student Health Service (570-577-1401)

DRUGS AND ALCOHOL

Regulations concerning the use of alcoholic beverages and illegal drugs at the University are carefully and clearly delineated in the Policy and Procedures section of this Handbook. This section is provided only as a summary of those policies. It should be noted that the door to a private room may be opened by an RA or member of the University staff if there is reasonable cause to suspect violation of the law or Student Code of Conduct is occurring.

Drugs

- The local police are likely to be summoned by a member of the University staff who encounters the possession, use, distribution, or sale of a drug by a student on the campus.
- Delivering – or intending to deliver – illegal drugs to underage people in Pennsylvania carries a minimum one year jail sentence. If the activity takes place within 1,000 feet of a college or university, the sentence is two years confinement.
- Being under the influence of alcohol or any other substance is not an excuse for problem behavior and will result in code of conduct action.
- The use of any drugs prohibited by federal and state laws is not permitted. Individuals who do so risk action by campus and civil authorities.

Alcohol

- The legal age for the purchase, possession, or consumption of alcoholic beverages is 21.

- If you are under age, it is illegal to go to a bar or other establishment with the intent of obtaining alcohol (presenting a false I.D. establishes that intent).
- It is illegal to represent yourself as 21 if you are not.
- Having, making, or selling (or trying to sell) a false I.D. is illegal in Pennsylvania.
- Buying or furnishing alcoholic beverages in any manner to those under the age of 21 is illegal. The fine in Pennsylvania for a first-time offense is \$1,000. For subsequent offenses, the fine increases to \$2,500.
- Even if you are of age, it is illegal to carry open containers of alcohol around outdoors.
- The state is in charge of alcohol law enforcement; the state and local police in addition to University administrators can come on campus anytime and anywhere they want to, including your residence.
- The University cannot protect you from your responsibility to obey the law or from those who must enforce it.
- The first time you are convicted under Pennsylvania law of underage drinking (or most of the other things mentioned above) you automatically lose your driver's license for 90 days. A second conviction results in loss of license for one year.
- Fines of \$300 to \$5000 may be levied for most of the offenses mentioned above.
- In a University residence hall, it is illegal for those underage to be physically present when the alcohol policy is violated.
- Kegs, beer balls, and any other common-source containers of alcohol are prohibited on campus, except where expressly authorized.
- If the behavior involves a violation of the University Alcohol Policy in a private room, an RA or member of the University staff may open the refrigerator to determine the presence of alcohol.
- Use of alcoholic beverages in the common areas of residence halls or public areas of the University is not permitted unless prior approval has been granted by a Dean of Students.

OFFICE OF RESIDENTIAL EDUCATION AND FRATERNITY AND SORORITY AFFAIRS

The Residential Education program is committed to integrating living and learning with social, emotional, and intellectual development. Residence hall living provides a myriad of opportunities for students to learn and grow outside the classroom. The residential environment provides a forum for the exchange of ideas, an atmosphere for broadening intellectual activity, and the recognition of students as responsible citizens. Special interest houses, substance-free halls, sorority suites, fraternity houses, traditional residence halls, residential colleges, and campus apartments are among the many housing options available.

Your principal means of contact with the Office of Residential Education and Fraternity and Sorority Affairs will be through your Residential Adviser (RA). He or she can assist in arranging activities for your hall, help you navigate roommate issues, and serve as your link with the administration. Your RA is also responsible for enforcing the residence hall policies and the Student Code of Conduct. In addition to the RAs, fraternity and sorority

Peer Advisers (PAs) and professional staff members, Assistant Directors of Residential Education are available to assist and support you.

In concert, Housing Services coordinates and maintains clean and safe living environments. Questions pertaining to occupancy or the physical space within residential buildings should be directed to Housing Services, ELC 207, housing@bucknell.edu.

Residency Requirement

All first-year students are required to live on campus in a University residence hall or other University facility. First-year students may petition to reside off campus if they live in the environs of the University with parents or close relatives. Upper-class students may choose to live in a University residence hall, a fraternity house (juniors and seniors), or off campus upon application and approval.

Community Living

Your hall can be a community where you form lasting friendships and develop as an individual. It is important that you get involved. Make suggestions to your RA. Initiate programs and get your friends involved. Remember your residence hall is composed of people with a variety of backgrounds and lifestyles, so take advantage of the wealth of experiences these people have and learn from them. There may be a few bumps along the way, but ultimately you should be able to look back on your residence hall experience as a positive one, full of good memories and close friends.

Community Responsibility for Damage/Loss Assessment

Bucknell is a residential academic community in which each member bears responsibility for his or her own conduct but also, to some degree, for the conduct and welfare of the community as a whole. This means students who live in a residence facility are obligated to uphold the expectations outlined earlier in this Handbook in the Pledge of Student Responsibility and detailed in the Student Code of Conduct. Moreover, they are expected to exert a positive influence on the activities and life of the unit in which they live and take responsibility for what occurs there.

Damage or loss in public areas of campus residence facilities often diminishes the quality of life for, and is understandably and unnecessarily frustrating to, the people who live there. Across the University the costs of repairing damage or replacing lost items can be – and have been – considerable. According to the terms of the residence contract, these costs are, wherever possible, assigned to the individuals responsible. When perpetrator(s) do not come forward to assume responsibility, or are not reported by others who know their identity/ies, the charges must be assigned equally among all the residents of that facility (or the appropriate part of it – the floor, the corridor, the area, etc.).

When pro-rated among all the residents of that facility, or part of the facility, those charges are often small. The reason fines are assigned in this manner is to express the common responsibility that all residents share for the facility and the quality of life within it, and to encourage all residents to exert the fullest measure of influence they can to put that accountability into practice.

Assigning these charges in any other manner would be inequitable to the broader student community. This policy has long worked to help prepare students for responsible and

engaged citizenship and has, over time, significantly reduced the costs to the University and individual students.

Students have daily, online access via *myBucknell* to their charges and reasons for such entries, which are periodically posted to their University bills.

Responsibility for Your Room

The occupant(s) of a residence hall room are held responsible for any act, behavior or conduct that originates from his/her/their room regardless if he/she/they are present. Please be mindful of this particularly in regard to guests you choose to host. You can face judicial sanctions for any actions based from your room.

Roommates

Many students worry about getting a roommate who isn't compatible with his or her lifestyle. Just remember that communication is the key to successful roommates. There will be times when you need to be alone, times when you will want some quiet, and times when you want to invite friends or significant others over. In any situation, make sure you talk with your roommate to let them know what you need. Do not assume that your roommate can read your mind.

No two people are alike. Try to get to know your roommate by asking questions or discussing topics such as:

- When do you like to go to sleep? Wake up?
- Can you sleep with the lights on? Window open? Music playing?
- Will you study in the room? What time of day/night?
- What things annoy you?
- How do you act when you are working under pressure?
- What types of things can cheer you up when you are upset?

Ground Rules

Besides getting to know your roommate as a person, it is important to set some ground rules for your room. If both of you know up front what to expect from each other, fewer problems may occur. Some topics worth discussing:

- Is there anything we want to be clear about allowing/restricting in the room?
- Are there any times when visitors will not be welcome (e.g., after midnight)?
- What about overnight guests?
- How will we divide cleaning tasks? How clean is "clean?"

Finally, remember that communication and compromise are the keys to a happy and successful relationship.

RESIDENTIAL LIVING POLICIES – Prohibited items and behavior

To ensure that the residence halls, houses and apartments remain a place where every student can be comfortable, safe, and maximize the community living experience, the Office of Residential Education and Fraternity and Sorority Affairs has developed specific residence hall policies.

When a resident is determined responsible for a residence hall policy violation, a sanction is imposed which takes into consideration the severity of the incident and any mitigating or aggravating circumstances involved. (See SANCTIONS section of this Handbook.)

The list provided below is designed to address some of the most frequently-asked-about topics. It is by no means exhaustive. ** Remember that you are responsible for all the policies and regulations as outlined in this Handbook. **

The following items and actions are prohibited in residence halls because they pose a fire and/or safety hazard or infringe on the rights of others:

- air conditioning units – prohibited in all residences without valid medical documentation given to the Office of Residential Education
- alcoholic beverages – in the main public rooms, bathrooms, hallways and other common areas of residence units regardless of age; possessing a common source of alcohol, including, but not limited to a beer ball, pony, or keg, mixed punch, or other communal dispensers in private rooms, houses, or apartments, regardless of age; possession or consumption of alcohol in the room of an underage student, regardless of age, except where expressly authorized (for more information, see Student Code of Conduct)
- bed/loft – constructing a loft, except as provided for in the Office of Residential Education and Fraternity and Sorority Affairs “Loft Regulations and Agreement”
- bicycle – will be subject to removal by University staff if parked in a hallway, stair tower, or the entrance to a residence hall
- blocking – hallways, stairwells, and fire escapes cannot be obstructed in any way
- candles – lit or unlit – The sanction for possessing or using a candle, (regardless of wick length), incense, or oil lamp in the residence hall is: letter of censure, confiscation of the candle(s)/incense, \$50 fine per person per violation, and 10 hours of University service and loss of lottery in next room selection. Candles for religious or ceremonial celebrations are permitted with advanced approval from the Office of Residential Education staff; those not approved in advance are subject to the sanctions noted.
- ceiling decorations or fans – tapestries, fishnets, posters and other items attached to the ceiling are prohibited as they are fire hazards
- combustible engines and materials – including, but not limited to, motorcycles, mopeds, atvs, grills and petroleum products cannot be stored within the residence halls or stair towers
- conducting or scheduling a room or apartment party – in violation of the requirements of the Entertaining in the Residence Hall policy
- cooking – in public rooms (lounges). The equipment in lounges has been provided for the preparation of light snacks and refreshments and may be used to prepare food for a scheduled social event.
- damage and/or theft of property – is the responsibility of every member of the hall and hall group. You and your hallmates are held financially responsible for any damage or theft of University property, both in private rooms and public areas of residence halls unless the individual(s) responsible can be identified.

- decorations – such as tapestries and fish nets hung from the ceiling; holiday and party decorations for corridors, rooms, etc. made of flammable materials; live Christmas trees and wreaths are prohibited
- drug or alcohol paraphernalia – including a smoking or water bong, water pipe, hookah, liquid funnel, alcohol slides, etc.
- electrical appliances – including, but not limited to, refrigerators larger than 4.5 cubic feet; microwaves drawing more than 750 watts; any personal appliances (hot plates, toasters, toaster ovens, George Forman grills, hot pots, oil popcorn poppers, etc.) drawing more than 400 watts
- emergency exit – non-emergency use of an emergency exit to leave a building
- extension cords – that are not UL approved. They should be replaced by multi-outlet power strips or devices with power surge protectors.
- failure to comply – with the health and safety standards of University, municipal, and state authorities or with the provisions of the Residence Hall Contract
- failure to comply with visitation privileges and requirements – in student rooms and non-public lounges as established by the hall group and/or hall council
- failure to properly dispose of trash – including pizza boxes
- failure to recycle – glass, paper, and aluminum cans in accordance with PA Act 101
- failure to vacate – one’s room or building during a fire alarm
- fire safety equipment – tampering with fire safety equipment, including fire alarms, stoppers, smoke detectors, fire extinguishers, and hanging items from sprinkler heads
- fireworks – including firecrackers, sparklers, or other explosives
- guests – in residence halls during break periods
- halogen lamps/incense/oil lamps – The sanction for possessing or using a halogen lamp or incense or oil lamps in residence is: letter of censure, confiscation of the item, \$50 fine per person per violation and 10 hours of University service
- ledges, roof and walls – used for the purpose of sunbathing, barbecuing; sitting, standing, or walking on a window ledge or roof
- lounge/public furniture – moved from the common areas into an individual student room, other common spaces, hallways, or out of the building. The sanction for misuse or removal of University lounge furniture from its assigned location is as follows: letter of censure (first offense), \$100 fine per item, loss of priority number in the next room selection process, and potential loss of off-campus living privilege for the next academic year (second offense).
- microwaves – please see electrical appliances
- noise – caused by radios, stereos, amplifiers, speakers facing out of your window or apartment; behavior that infringes on a resident’s need for proper conditions for study and rest, regardless of the time of day
- oil lamps – are prohibited along with candles, halogen torchiere lamps and incense
- open flames – including candles, incense, and oil lamps
- painting – your room or hallway or any University property including furniture, ceiling tiles, etc.

- pets – even to visit – including birds and reptiles. Non-carnivorous fish in an aquarium not exceeding 30 gallons are the only pets permitted. The sanction for harboring an animal is as follows: letter of censure (first offense); loss of priority number in the next room selection process; loss of off-campus living privilege for the next academic year (second offense).
- personal belongings – left in a hallway or bathroom
- propping open – a fire door or external residence hall door at any time
- refrigerators – please see electrical appliances
- removing room furniture – from one’s room without authorization
- sales and solicitation – on campus and in residence halls unless you receive written approval from the Events Management Office (570-577-3095)
- satellite dish or antenna – affixed to a roof or window sill; positioned external to room or apartment
- smoke, fire and motion detectors and fire sprinkler heads – covering, tampering, blocking or disabling
- smoking – smoking in any form is not permitted in any building
- sports in the hall – which may cause personal injury or property damage, including the activation of smoke detectors and sprinkler systems
- waterbeds
- weapons – including but not limited to firearms (including air soft, pellet and bb guns), ammunition, bow and arrow, cross-bows, decorative swords, knives and any weapons used for hunting
- windows – used to throw, drop, or allow any object or person to pass through; displaying in or on a window or windowsill, anything that might be considered commercial advertising or might cause injury to those below if it falls

You must follow the directions of University staff members (including RAs, Assistant Directors, PAs, Deans, and Public Safety Officers) at all times. Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive is contrary to reasonable expectations for residence hall living and will be referred to the conduct system.

Residential Living – Additional Things You Need to Know

The items outlined below are a summary of other things you need to know as a resident:

- eligibility – a student must be enrolled in a minimum of two full-credit courses to be eligible to live in a University-owned or supervised facility.
- entertaining guests – in your room is an opportunity for you to get to know others in a relaxed setting; you are encouraged to entertain a reasonable number of friends/guests (four times the normal occupancy) in your room provided the activity does not interfere with other residents’ needs for reasonable conditions for studying, relaxing and sleeping.
- insurance – is not carried by the University to cover any loss, damage or theft; check with your homeowner’s policy to determine if you are covered. You may arrange for coverage through the Student Personal Property Plan, available through Housing Services.

- mid- and end-of year closing – of residence halls requires that all students vacate their rooms within 24 hours of their last exam or by noon of the day following the end of semester final examinations, whichever comes first. Graduating seniors must vacate their rooms by 8 p.m. on the day of Commencement or register to remain until 10 a.m. on the day after Commencement.
- non-Bucknell guests – may not stay for more than three days during a two-week period or at all during break periods. You must receive permission from your roommate(s) to host a guest; you are responsible for the actions of your guest(s) at all times.
- off-campus/overseas study – for which arrangements regarding housing, whether on or off campus, should be made with the Office of Residential Education prior to your departure from campus.
- recycling – is the responsibility of each resident; containers are provided near each residence hall, apartment or house for recyclable glass, aluminum, and paper.
- refund of room payment – is made to students who officially withdraw from the University under the same formula and conditions as those applicable to tuition (see the Catalog).
- residence hall room security – is provided by the installation of a door lock that is either a dead bolt or a dead bolt latch, which cannot be opened by a plastic card. If a room key is lost, the lock will be changed for \$75. All residence hall windows are equipped with a window lock.
- room changes – will normally not be made before the second week of the semester; a discussion with your RA and Office of Residential Education staff is required before any reassignment will be made. A room change made without permission from Office of Residential Education is subject to a \$100 per person fine.
- room contract – which each resident student signs, requires you to remain in residence for the entire year unless you study abroad, withdraw from the University, or receive approval to move into a fraternity at the beginning of second semester.
- room inspection – regularly occurs at fall break, Thanksgiving break, winter interim, spring break, and departure. The University reserves the right to enter your room in an emergency or if there is reasonable cause to conclude that violation of University policy, or state or federal law is occurring.
- room condition inventory – is conducted by your RA upon your arrival and departure; any loss, damage, repair, or replacement of furnishings in your room is your responsibility.
- room key – if lost, requires a lock change (\$75 non-refundable charge). If your key is stolen, please report this to Housing Services immediately. Your lock will be changed promptly to ensure your safety and security.
- room selection – for next year occurs in March and April and is based upon seniority using a randomly assigned priority number.
- storage – of your personal belongings at the conclusion of the year is not provided unless you live a minimum of 300 miles from campus. Limited and restricted storage for those who meet this requirement is available in Kress attic.

- uniform sanctions – for first offense alcohol policy violations, possession of a candle/incense and/or halogen torchiere lamp, harboring a pet, and removal of lounge furniture are applied regardless of class standing, GPA, University Service, etc.
- vacation periods – Winter Break is the only times during the year when residence halls are closed; special arrangements are made for those with a University commitment to stay on campus. Those who remain in residence and/or on campus during Fall Break, Thanksgiving Break and Spring Break are required to register online via *myBucknell*.
- withdrawals – students withdrawing from the University are required to vacate their rooms within 48 hours of initiating the withdrawal process.

LAW ENFORCEMENT AND YOUR RIGHTS

This information generally describes your rights if you encounter any of the law enforcement agencies in and around the University. However, you should keep in mind that these are just general guidelines. The relationship between University regulations and criminal law is complex and individual cases and outcomes may vary as they are unique and subject to a variety of factors. This guide is by no means authoritative or complete, but is meant to be a helpful guide from your Bucknell Student Government.

Bucknell University Public Safety: Uniforms, Powers, and Jurisdiction

Bucknell Public Safety uniforms: French blue shirt and dark blue pants with a blue stripe, left patch reads “Public Safety” and is blue and orange. Public Safety patrols in marked, white vehicles with “Public Safety” on the side. All Public Safety officers have the same powers of arrest as local police.

- The jurisdiction of the Bucknell University Public Safety (BUPS) officers is limited to all Bucknell University-owned or managed property and the immediately adjacent streets and highways.
- All off-campus areas are under the jurisdiction of the local police, either Lewisburg or East Buffalo Township; however, Bucknell Public Safety does patrol off campus and may intervene when observing criminal behavior or at the request of the local police departments.
- Bucknell Security Officers – Light blue shirt with light blue piping, blue patch that reads “Security,” no arrest power but can detain, and responds to all non-criminal complaints.

If You Are Stopped by a Public Safety officer

- Refusal to identify yourself to an officer is a violation of the Student Code of Conduct and will result in detainment until your identity can be verified. Non-Bucknell ID holders that refuse to identify themselves are presumed to not be affiliated with the University and can be arrested for trespassing. This includes guests from off campus.
- If you are stopped by a Public Safety officer for a suspected alcohol violation, an officer will determine based on conversation, speech, eyes and body language the need to generate a report for underage consumption or public intoxication. If an officer believes that you are intoxicated to the point of personal hazard or jeopardy, the officer may request you take a breathalyzer test.

- If you are asked by a Public Safety officer to take a breathalyzer test you cannot refuse. Refusal to take the breathalyzer will result in an automatic nine (9) points. The breathalyzer test will be administered until a usable standard result is provided, which is determined on a case-by-case basis. You can ask to see the results of the PBT readout.
- The Office of the Dean of Students will receive a copy of every citation, criminal complaint and reports generated by Lewisburg and East Buffalo Township Police for internal processing and adjudication.

If a Public Safety Officer Comes to Your Room

- Public Safety officers may enter your room any time they believe a crime or violation has been, is about to be, or is being committed. In most circumstances the officer will knock and announce that “Bucknell Public Safety” is requesting entry. However, exigent circumstances dictate both internally and externally that an officer can key into your room without waiting to be granted access. This includes failure to answer your door when someone is believed to be inside, at which time officers are required to enter to check on the person’s well-being.
- If you are not in your room, a Public Safety officer will enter the room, usually with another officer or RA, to witness the room entry.
- Room searches are conducted if there is reasonable suspicion to believe a crime or violation has been, is about to be, or is being committed.
- A search following a crime committed in a room in plain sight of an officer can only involve the areas of plain sight. Public Safety officers may not search any closed areas (such as drawers, closets, or bags) without permission of the student, permission from the Dean of Students, and/or a search warrant.
- If the violation involves an infraction of the University Alcohol policy, a room refrigerator may be opened without the permission of the occupant to determine if it contains alcohol.
- Illegally possessed alcohol, drugs, firearms, and fireworks can be confiscated from dorm rooms and destroyed. Discovery of such items may result in internal and/or external charges being filed.
- Legal firearms, including pellet guns, air-soft guns, paintball guns and other weapons not used in the commission of a crime, are not allowed in dorm rooms under any circumstance by University regulations and the Student Code of Conduct.
- If an Arrest Warrant is issued for a student, a Bucknell Public Safety officer will, in most cases, attempt to serve the warrant. However, the Public Safety officer may only be asked to assist an external law enforcement agency with service of the warrant escort.

If a Public Safety Officer Files a Report

- If you are involved in any incident, there are three (3) methods by which the Department of Public Safety can process the reports:
 - Internally, filing charges only with the Office of the Dean of Students;
 - Externally, by filing charges with the Union County Magistrate’s Office;

- Filing charges with both the Office of the Dean of Students and the Union County Magistrate. Regardless of any charges begin filed, the Department of Public Safety maintains all incident reports for a minimum of seven (7) years and may be compelled to provide this information upon request to any external law enforcement agency.
- If you are involved in an incident, you have the opportunity to view the report through the Office of the Dean of Students or by order of the court through an attorney. The Department of Public Safety does not release police reports except to legal counsel or insurance agencies.
- If a person has been charged with a crime (not a University violation) Public Safety will submit a report and charges to the Union County Magistrate's office. Once charges have been filed they can only be revoked or modified during a court hearing or by the District Attorney.
- All officers, local and Bucknell, can detain you if they have probable cause to believe that you have committed, are committing, or are about to commit a crime or violation. If charges are sought, Bucknell University Public Safety will file criminal charges with the Magistrate's Office and internal charges with the Dean of Students Office.
- Upon request, the officer shall identify himself or herself, by providing a name and unit number.

Lewisburg and East Buffalo Police: Uniforms and Jurisdiction

- Lewisburg and East Buffalo Township uniforms: dark blue with blue pants. Lewisburg's patch is white with green; East Buffalo's patch is black with yellow and both say "Police."
- The jurisdiction between Lewisburg Police and East Buffalo Police is split by 7th Street. The jurisdiction of the Lewisburg Police Department runs from 7th Street East (toward Vedder Hall and the Susquehanna River). East Buffalo is 7th Street West (toward Coleman Hall and the Mods).

If You Are Stopped by Local Police

- Refusal to identify yourself to an officer is not a crime but you will be detained until your identity can be verified. You may also be placed in jail by the District Justice until your identity is verified. Providing false identification to law enforcement officers who are conducting an official investigation is a crime.
- If you are stopped by local police for a suspected alcohol violation an officer will determine, based on conversation, speech, eyes and body language, the need to generate a criminal citation for underage consumption or public intoxication or minor in possession of alcohol. If an officer believes that you are intoxicated to the point of personal hazard or jeopardy the officer may request you take a breathalyzer test.
- You CAN refuse to take a breathalyzer test if requested to take one from the local police. They cannot charge you with any additional crimes for refusing the breathalyzer. Pedestrians and passengers in vehicles are not required to take the breathalyzer.
 - *Exception: You MUST take a breathalyzer test if you are stopped while operating a motor vehicle. Refusal to take a breathalyzer when stopped while driving a vehicle may result in the loss of your license.*

- You are not required to provide any information that could be used against you such as how much you have drunk or where.
- All officers, local and Bucknell, may physically search you and the area adjacent to you if they have reason to believe you are carrying a concealed weapon. If you are arrested for any crime a full search may be completed prior to or after transport to the police station or jail.
- All officers, Federal, State, local, or Bucknell, may detain you if they have probable cause to believe that you have committed, are committing, or are about to commit a crime or violation. If charges are sought they will file them with the Magistrate's Office. You may be held for arraignment for up to six hours. The Dean of Students office receives all citations and reports generated by Lewisburg and East Buffalo Police for internal processing and adjudication.

CAMPUS MAIL SERVICES

There are two US Postal collection boxes located on campus. One is located at the side entrance of Marts Hall and the other on South Seventh Street in front of the Carnegie Building. An inside collection box is located inside the Elaine Langone Center (ELC) on the basement floor. Also around the corner from this location is a full-service Post Office which is open from 8:30 a.m. - 4:30 p.m. during the academic year. Services available there include:

- sale of postage stamps and money orders
- registered and return receipt service
- overnight express mail
- UPS shipping service

Internal University mail, including messages for students, faculty, and staff members may be sent through the campus mail system without postage. Campus Mail couriers deliver to and pick up campus mail from departments twice each day. The minimum size for campus mail is 3.5" x 5".

The correct address format for internal campus mail is as follows:

Students

Student Name

Box C####

Faculty and Staff

Faculty/Staff Member Name

Department Name

CAMPUS MAIL SERVICES – STUDENTS

The student mailroom is located on the ground floor of the ELC and includes mailboxes for all University students. Students can look up their mailbox combinations in *myBucknell*. Campus mail may be picked up or deposited at the student mailroom whenever the Elaine Langone Center is open. Postal guidelines for campus mail (regarding mail size, packages, return addresses, etc.) are the same as those used by the U.S. Postal Service. Flowers or balloons will not be accepted through campus mail.

The U.S. Postal Service specified format for any mail sent to students at the University is as follows:

Student Name
Bucknell University
701 Moore Avenue C####
Lewisburg, PA 17837

Box Stuffings – Student mail box stuffings are unaddressed mailings generally used to publicize the emergency/priority needs of academic and administrative departments. Box stuffings are available as a means of publicity for any student group including Bucknell Student Government and its constituencies.

Events with alcohol or publicity including any alcohol related designs will not be box stuffed. Final approval is at the discretion of the Office of Publications, Print and Mail, and Student Mail Services. The student box stuffing policy and form are available in *myBucknell*. <http://my.bucknell.edu/x55883.html>

Any student mailing that is not a box stuffing must be addressed, including the student name and box number, and must be supplied to Student Mail Services sorted in student box order.

Student Mail Services Hours

Academic Year

Monday through Friday 11 a.m. - 5:30 p.m. Saturday 11 a.m. - 1 p.m.

Summer Hours

Monday through Friday 11 a.m. - 4 p.m., closed Saturday and Sunday
E-mail: studentmail@bucknell.edu, phone: 570-577-3256
<http://my.bucknell.edu/x55883.html>

SAFETY

Fire Safety

The activation of smoke detectors in student rooms or pull stations immediately alert Public Safety and sound all alarm bells in the building. Every alarm must be treated as a genuine emergency; you must vacate the building whenever an alarm sounds; failure to do so is considered a serious violation of University policy and criminal law. University staff members will attempt to ensure the building has been completely evacuated after a fire alarm.

It is both a criminal and University offense to tamper with a fire alarm or smoke detector without cause or to damage or unnecessarily discharge a fire extinguisher. Due to the seriousness of these offenses violators will be criminally charged through the Department of Public Safety for prosecution under the appropriate legal statutes and, in addition, will be subject to University code of conduct action. Students determined responsible for pulling a fire alarm without cause will be fined \$500; \$300 for discharging a fire extinguisher without reason. A reward of \$500 or \$300 will be awarded to non-staff who identify the person(s) responsible for the act.

How To Respond to a Fire Alarm

- Test your door for heat or smoke before exiting. If the door is warm or the hallway is impassable, place towels or blankets at the base of the door.
- Dial 1111 and give the dispatcher your name, hall and room number.
- If the door is cool to the touch and the hallway clear, exit the building immediately. If you are in your room, close the windows, lock the door and take your key with you.
- Once outside, report to your designated area to check in with your RA or hall fire marshal.
- Re-enter the building only after you have received instructions from the hall staff, Public Safety or fire officials.

Personal Safety

Bucknell places a high priority on keeping its campus safe for students, employees, and visitors who come here to learn and work. Working together, there are many things the institution and students can do to reduce criminal activity on campus. Students are encouraged to visit the Department of Public Safety to obtain crime prevention and safety materials. These materials are also available online at [www.bucknell.edu/Public Safety](http://www.bucknell.edu/Public%20Safety).

Bucknell deals with the possibility of crime through educational programs on crime prevention and emergency responses targeted to students and staff, through continual safety enhancements to the campus grounds, and crime prevention measures that address every aspect of campus life. Those who come to campus quickly see that the Bucknell and Lewisburg communities are closely knit, and share responsibility for the well-being of the entire community.

Bucknell, much like other small private colleges, historically has been less susceptible to many of the violent crimes more common in urban areas and at larger campuses. Among reported crimes, incidents of violent crime are infrequent. In cases such as rape, where crimes often go unreported, special programs have been initiated to encourage students to recognize sexual misconduct in all its forms and overcome their fears of reporting such crimes. But, like any other University, Bucknell is not immune to crime of any kind, either student-to-student crime or crimes committed by those passing through campus.

Everyone is responsible for the prevention of crime and there is a lot students can do to this end. Many crimes occur because of opportunity presents itself. For example, most crimes of burglary and theft are random. They occur because a residence hall door or room door or window was unsecured, or because car doors were unlocked. On a friendly campus, it is easy to think, "Nothing can happen here." But crime can happen anywhere. The Department of Public Safety is the students' resource for information and inquiries concerning safety issues and crime prevention. Consider the following suggestions:

Safety Tips When You Are in the Residence Hall

- Never leave an outside door to a residence hall propped open;
- If your room is on the first floor, lock your windows when you are out;
- Keep emergency numbers on or near the phone; add them to your cell phone directory;
- Report strangers or suspicious persons in your hall to Public Safety or an RA on duty;

- Do not hesitate to ask strangers or repair persons in the residence halls for proper identification;
- Never give out information about yourself to anyone on the phone or by e-mail;
- Keep your doors locked at all times, when you are in the room and when you leave;
- Always bring your laptop or cell phone with you when taking a bathroom or study break.

Safety Tips When You are Out

- Arrange to walk in groups or with at least one companion, especially at night;
- At night, walk in well-lighted areas;
- Do not ignore intuition – if you suspect you are being followed, change directions or head for a store or group of people;
- Be aware of your surroundings. Keep your head up, walk briskly, and stay off your cell phone;
- Do not carry large sums of cash;
- Do not go to the laundry room or laundromat alone;
- If a driver stops to ask directions, don't get too close to the car and risk being pulled in;
- Be aware of how you are carrying your purse or bag and don't leave them unattended;
- Make use of the safe escort service (570-577-3333) offered by the Department of Public Safety;
- Never drink and drive;
- Be aware of how much you drink – incidents occur more often when students are intoxicated;
- If you are the victim of theft, harassment, assault, or any form of sexual misconduct, including sexual assault, contact the Department of Public Safety (570-577-1111);
- If necessary, make use of the campus emergency call boxes.

SEXUAL MISCONDUCT

Sexual misconduct refers to verbal and physical forms of personal violence that affect all of us – women and men directly and indirectly. Many individuals who have experienced some form of unwanted sexual activity do not think of themselves as victims of a crime. However, sexual misconduct is a term that describes a wide range of unwanted or non-consensual sexual activities including, but not limited to, sexual harassment, unwanted touching, stalking, and rape. Approximately 90 percent of the sexual misconduct that occurs on college campuses takes place between two people who know each other such as acquaintances or significant others. It is very important for all students to familiarize themselves with the definitions of the three levels of sexual misconduct-related offenses at Bucknell, which are found in the Policies and Regulations section of this handbook.

If you have experienced a sexual assault, been sexually harassed or simply have questions about something that happened to you, please know that you are not alone. There are people at Bucknell and in the Lewisburg community who can provide information and resources, offer support, and help you make informed choices about any medical, emotional or academic needs you may have.

Sources of Help at Bucknell

Sexual Assault Survivor Advocates (24 hours) 570-850-6115

(Please note: Only female advocates can be reached at this number. You may request to speak with a male advocate by calling this number or by contacting the Department of Public Safety.)

Public Safety (24 hours)	570-577-1111 (emergency) 570-577-3333 (non emergency)
Psychological Services	570-577-1604
Dean on Call	570-577-3333
Student Health Services	570-577-1401
Women's Resource Center	570-577-1375
Student Conduct Administrator for Sexual Misconduct	570-577-3221

Lewisburg Community Resources

Susquehanna Valley Women In Transition (24 hour Local Rape Crisis Shelter):
1-800-850-SWIT (7948)

Evangelical Hospital Emergency Department: 570-522-2640

Local Law Enforcement: 911 (emergency)

Please Note: If you have been sexually assaulted within the past 72 hours, it is especially important that you seriously consider seeking medical attention as soon as possible. Specially trained nurses can treat any injuries that you may have, take steps to prevent pregnancy and STDs, and help to preserve your rights and options for any decisions you may choose to make at a later time.

If You Have Been Sexually Assaulted

- Find a safe place.
- Call or find someone whom you can trust to listen.
- Consider calling an Advocate soon, as they can help you decide what to do next.
- Strongly consider seeking immediate medical attention. If you do decide to go to the hospital, do not bathe, go to the bathroom, or brush your teeth. Store any clothing that you were wearing at the time in a paper bag.

Remember

- It was not your fault.
- You have control over all decisions regarding your healing process.
- Sexual misconduct can affect many aspects of your life and healing will take time.
- There are people who are here to help you

STUDENT EMPLOYMENT INFORMATION

Many students are employed by Bucknell in a wide variety of jobs and paid on a bi-weekly basis. Before students can begin working, they must complete a W-4 Form for tax withholding and an I-9, "Employment Eligibility Verification Form." Identification will be required to complete the I-9, and a list of acceptable documents is available at the Payroll Office. As noted at the top of the listing, one (1) document from list A (i.e., original U.S. Passport) is acceptable or one (1) document from each list B and C (i.e., original driver's license and original U.S. Social Security card) are required. When you are hired for a job on campus, be sure to bring the appropriate identification to the Finance Office to complete this paperwork before you begin working.

The student pay period ends on Saturday every other week and students are paid the following Friday. Direct deposit stubs are distributed through the Student Mailroom.

Direct deposit of paychecks will be made to any bank through the Automated Clearing Housing System. Direct deposit is a safe and convenient method of having immediate access to your paycheck and is required. If you wish to direct deposit into a checking account, please bring a voided check to attach to the enrollment form. If you wish to deposit into a savings account, you will need to know your bank account number and the bank's routing and transit number. Please note, if you do not have a bank account, you may open one at a local bank.

The Service 1st Federal Credit Union provides financial services to its members, who include employees of Bucknell and members of their immediate families. Savings and loan programs are available and can be arranged by the Credit Union.

If you have questions regarding student payroll, please contact the Payroll Office at 570-577-1248.

STUDENTS WITH DISABILITIES

A number of students at Bucknell have physical, psychological, health, sensory, or learning disabilities. Some students come well aware of their particular needs, while others discover them as they progress through the University. These students have been admitted to Bucknell by the same criteria as other students; they have met the same rigorous standards.

It is important to know that although Bucknell is committed to providing students with disabilities with a strong support system, we do not have special classes or a remedial specialist. However, we are committed to ensuring "reasonable accommodations" to all students who are diagnosed with disabilities (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992).

It is the responsibility of students with disabilities to identify themselves to the appropriate Dean, to provide the relevant documentation, including assessment of their needs, and to discuss the types of accommodations that may be needed. Given the many types, dimensions, and complexities of disabilities, "reasonable accommodations" must be determined on an individual basis and will be worked out with the assistance of the Dean in consultation with the student and faculty members and/or University staff as needed.

In order to provide the most appropriate services, the University reserves the right to review the diagnosis provided and to suggest that a new or updated diagnosis may be needed.

For detailed information and sources of assistance, students with a non-academic concern may contact the Associate Dean of Students, Daniel C. Remley, 207 Elaine Langone Center (ELC); students with an academic concern may contact Rich Robbins or Elaine Hopkins in the College of Arts and Sciences, 113 Marts Hall, or Karen Marosi, the Associate Dean of the College of Engineering, 235 Dana Engineering.

TELEPHONE SERVICE

Telephone service is provided to each student's room. In most cases, one dial tone is provided to each room at multiple jacks within the room. Students provide their own phones – single-line devices only. Cordless phones are not recommended because of high probability of cross-talk in an area as dense as a residence hall. Phones equipped for caller-ID may also be used. Phones can be purchased at the University Bookstore. While Bucknell technicians are available to fix problems with phone lines, repair of personal phones is the responsibility of the student.

Long-Distance Calling

Students will be provided a Personal Account Code (PAC) to allow toll calls to be dialed directly and billed to the student's University account. Personal calling cards may also be used, but such cards may not be billed back to the University phone line. Please note: Collect calls should not be accepted on student phone lines. A substantial fine is charged for such calls.

Voice Mail

Voice mail is available without additional charge to students residing on campus, making it unnecessary to bring answering machines. Emergency messages may be addressed to the student population as a whole using this means of communication. Accordingly students are expected to hook up their voice-mail systems on the telephones in their residence hall rooms (even if they tend to use cell phones).

Setting Up Voice Mail

All students in residence halls have voice-mail. The main voice-mail system number is 570-577-3600. You may dial this number from any phone on campus to check your messages. If you are off campus, students may dial 570- 577-3600. Your password cannot be accessed, but can be reset through *myBucknell*. To reset your password, use the Banner Web channel in *myBucknell* and select Telephone Office.

TV – DIGITAL TELEVISION PROGRAMMING

BU TV provides students with access to television programming in individual residence hall rooms. It offers more than 60 channels of commercial television programming with an additional five channels of international programming. Our wide-ranging channel line-up was selected specifically for Bucknell to balance the entertainment and educational content needs of the campus community. BU TV set-top boxes are leased from Windstream Communications for the academic year. For assistance with BU TV please contact the Tech Desk at 570-577-7777 or e-mail butv@bucknell.edu.

IV. IT IS ACADEMIC

The most revered tradition at Bucknell University is a commitment to academic excellence. When you entered Bucknell, you entered a community of teaching and learning – education for its own sake. A true, complete education is a cooperative effort between you and your professors. Because of Bucknell’s size and its concentration on undergraduate education, you will find most professors accessible and willing to help you. The rest is up to you. Your commitment, openness, and desire to learn will go a long way in helping you take advantage of the remarkable educational opportunities Bucknell has to offer.

ENROLLMENT

Because enrollment limitations may require the exclusion of some qualified students from certain academic programs, the following policy has been adopted: admission to the University, to a college, to a degree program, or to a major does not guarantee enrollment in any individual course, transfer from one college to another, or registration in any particular degree program or declaration of a particular major. Registration in or transfer from one degree program to another, or declaration of a major, is authorized only with the approval of the University through the academic deans. The University reserves the right to cancel or limit enrollment in any individual course.

ACADEMIC RESPONSIBILITY AT BUCKNELL

Bucknell University is an academic community that assumes personal and professional integrity on the part of all its members. The University’s policies and procedures regarding academic responsibility were designed in accordance with our commitment to the five fundamental values that define academic integrity according to Duke University’s Center for Academic Integrity: honesty, trust, fairness, respect, and responsibility. These values are inscribed in the Bucknell University Honor Code, which was adopted in spring of 2005. Supporting these values in word and deed is the responsibility of each member of the community and alleged acts of academic misconduct should be taken seriously and dealt with according to the University’s policy.

BUCKNELL UNIVERSITY HONOR CODE

As a student and citizen of the Bucknell University community:

1. I will not lie, cheat, or steal in my academic endeavors.
2. I will forthrightly oppose each and every instance of academic dishonesty.
3. I will let my conscience guide my decision to communicate directly with any person or persons I believe to have been dishonest in academic work.
4. I will let my conscience guide my decision on reporting breaches of academic integrity to the appropriate faculty or deans.

Bucknell students are responsible to the academic community for the preparation and presentation of work representing their own individual efforts. Acceptance of this responsibility is essential to the educational process and must be considered as an expression of mutual trust, the foundation upon which creative scholarship rests. Students

are directed to use great care when preparing all written work and to acknowledge fully the source of all ideas and language other than their own.

Each incoming first-year student is asked to read the online version of the pamphlet, *Academic Responsibility at Bucknell* and to complete an interactive Academic Responsibility Orientation before coming to campus. They will also receive a paper version of the brochure after they arrive on campus. Students should familiarize themselves with the University's policies concerning academic responsibility and ask their instructors for clarification concerning academic responsibility whenever they have questions. Complete information about what constitutes academic misconduct and the consequences of such misconduct can be found at www.bucknell.edu/AcademicResponsibility.

TIPS FOR ACADEMIC SUCCESS

- Do not miss class. Class attendance is expected. If you must miss class due to illness, notify your professors. When you return to class, make an appointment to talk with your instructors. If an emergency arises which necessitates leaving campus and missing classes, speak with the Associate Dean of your College (either Arts and Sciences or Engineering) so that an official notice can be sent to your professors.
- Make a schedule for yourself. To do well at Bucknell, you will likely need to study approximately two to three hours outside of class for each hour spent in class. Try not to put off all of your studying until evening or the day before a test. Make a detailed schedule each semester and allow blocks of time for studying specific subjects. Use your time between classes wisely.
- Find a good place to study. A quiet place, free from distractions, is necessary for concentration. Find a place to study that best suits your needs. Consider using the Library, Walls Lounge or Arches Lounge in the ELC, unused classrooms, or residence hall study lounges. Try to find a place where you will not be disturbed and where you can return on a regular basis.

TUTORING

For any course, your professor is your best tutor. He or she knows where you are having trouble and what is expected of you in the class. Do not be reluctant to ask for help. Many professors schedule review sessions throughout the semester – take advantage of these opportunities. If your professor does not have regularly scheduled reviews, perhaps you can ask her or him to set one up.

If you find you need additional assistance in order to understand and master the material, either your instructor or the department head may be able to suggest an upperclass or graduate student willing to work as an individual tutor. The Writing Center also provides tutoring services in some science and math courses.

CLASS ATTENDANCE POLICY

Principles

The opportunity to pursue and achieve the academic goals of individual students is the University's primary purpose. The University also recognizes the significant contribution of other activities to the academic and personal development of Bucknell students. It is

inevitable that conflicts will arise between the pursuit of extracurricular activities and students' academic schedules. With the emphasis on active learning in the College of Engineering and the College Core Curriculum of the College of Arts and Sciences, class attendance has taken an even more vital role in the instructional goals of the University. It is desirable, when conflicts do occur, that students have a policy available to guide their decision concerning class attendance. The present policy states the expectations placed on faculty members, students, and extracurricular advisers, so that students may know their options and the ramifications of their choices.

Policy

1. Students are expected to attend the regularly scheduled meetings of the courses for which they are enrolled.
2. Classes scheduled during regular class hours should be given priority over other activities. No student who participates in an extracurricular event, team, or program can be penalized solely for missing such extracurricular activities when they are scheduled in conflict with regularly scheduled meeting times of the student's course. (Action of the Faculty, October 1993.)
3. Faculty should provide, on the first day of classes, a clear statement of:
 - a. The consequences of any absences.
 - b. Scheduled time commitments outside of class.
4. Students should not be required to attend extra or rescheduled academic events that conflict with other classes or other important commitments.

POLICY FOR MEDICAL AND OTHER EXCUSES FROM CLASS

Each professor has his or her own attendance policy, and if it is not printed on your syllabus, you should ask about it. It is your responsibility to know each professor's policy and what counts as an excused absence.

If you are too sick to go to class, you should notify your instructor. If you go to Student Health Services and the doctor determines that you need to be out of class for two days or more, s/he will call the appropriate Dean's Office so that we can notify your instructors that you will be out. The doctors will not provide excuses for routine illnesses that do not require you to miss class.

If you feel ill on the day of an exam, presentation, or other significant academic exercise, you should notify your professor in advance and go to Student Health Services for an evaluation. If the doctor concludes you are too sick to take the exam, s/he will call your academic Dean's Office (Engineering or Arts and Sciences) and will send a memo to your instructors. Presenting to the Student Health Service alone does not guarantee an excuse from class or from an exam. One must meet significant clinical criteria as judged by a medical professional.

Please note that the Deans will not be able to provide medical excuses to your professors unless they are notified by a doctor.

If you need to leave campus for treatment, please call your academic Dean's Office to let them know when you are leaving and how long you will be gone. They will send a notice

to your professors. Please have your doctor(s) at home contact Dr. Stechschulte so that he can keep important information about your medical history in your file here on campus.

If you need to leave campus for a non-medical reason such as a funeral, wedding, graduation, or family emergency, please call your academic Dean's Office as soon as possible so they can alert your professors.

CONFLICTS BETWEEN REGULARLY SCHEDULED CLASSES AND OTHER NON-CLASS ACTIVITIES

The academic goals and achievements of individual students are the University's primary purposes. The University also recognizes the significant contribution of other activities to the academic and personal development of Bucknell students. It is inevitable that conflicts will arise between the pursuit of extracurricular activities and students' academic schedules. With the emphasis on active learning in the College of Engineering and the Common Learning Agenda of the College of Arts and Sciences, class attendance has taken an even more vital role in the instructional goals of the University.

1. Extracurricular advisers should, during the first week of classes, inform students of those dates upon which they will be asked to miss a class due to an extracurricular activity.
2. Students should give faculty as much advanced warning of a class absence as possible.
3. University units regularly sponsoring extracurricular activities are urged to develop guidelines about the appropriate level of demands to place upon student participants with respect to missing class.
4. Since students are ultimately responsible for their education at Bucknell, they must be the ones to weigh the consequences of missing class or other activities, and make their choices accordingly.
5. Both faculty and advisers of extracurricular activities are encouraged to be as flexible as possible in addressing attendance requirements.
6. Students and faculty may seek advice in these matters from their academic Associate Dean.

ACADEMIC REQUIREMENTS

Every major has specific course requirements, outlined in the Catalog. In addition, Bucknell has some general requirements which must be fulfilled. In many cases the general requirements overlap with the specific major course requirements. The curriculum requirements may change from time to time; your requirements will be described in the Catalog for the year in which you entered Bucknell.

GRADING SYSTEM AND QUALITY POINTS

Complete information on the Bucknell grading system is available in the Catalog or from your college Dean. This summary is provided to answer the most frequently asked questions.

You will be graded on a standard A-F scale, with some pluses and minuses. Each letter grade is assigned quality points according to the following table:

A	4.0	B-	2.67	D	1.0
A-	3.67	C+	2.33	F	0.0
B+	3.33	C	2.0		
B	3.0	C-	1.67		

- I Incomplete work; to be assigned only in accordance with the restrictions indicated below.
- AU Work as an auditor, for which no credit is given.
- IP Incomplete work in continuing courses for thesis, research, or honors project. Requires registration for course credit in succeeding semester.
- W Approved withdrawal from a course during the extended drop period. Also may signify an authorized health withdrawal from a course at any time. (See following paragraph.)
- WP Approved withdrawal from a course after the prescribed time limits with a passing grade; usually approved only when the student is voluntarily withdrawing from the University. (See following paragraph.)
- WF Approved withdrawal from a course after the prescribed time limits with a grade below a D; usually approved only when the student is voluntarily withdrawing from the University. A grade of WF is factored into a student's grade point average as an F.

Course credit is not given for a grade of F, AU, W, WP, or WF.

All course withdrawals must be approved by the student's academic dean. In unusual circumstances, dropping a course may be approved through the fourth week of the semester if the student is still carrying three course credits; in two semesters, as exceptions to this four-week limit, dropping a course may be permitted through the 10th week of the semester as long as the student is still carrying three course credits. The grade of "W" is assigned for such approved course withdrawals. Exceptions to these deadlines may be approved only if there are serious health difficulties or similar extenuating circumstances. Poor performance, anticipation of poor performance, extracurricular obligations, changes in educational plans or interests, or the existence of extra course credits are not considered extenuating circumstances.

The grade of P, signifying passing work but with no grade assigned, is applicable only in courses specifically approved by the faculty.

The temporary grade of Incomplete will be authorized in the event of serious illness or personal emergency when requested by a student and approved by the course instructor and the dean of the student's college prior to the end of the examination period. Normally such a request will be in the form of a written petition, which will specify the date for its resolution, usually not later than three weeks after the end of the semester. The grade to which the Incomplete will revert if the required work has not been completed by the specified date will be assigned by the instructor at the time the Incomplete is authorized. Extension of the deadline must be approved by the dean of the student's college and will

be granted only under exceptional circumstances, such as may occur in the case of missed laboratory work.

Your grade point average (GPA) is computed by dividing the number of quality points earned by the number of course credits attempted. The calculation of the GPA is carried to three places beyond the decimal point (i.e., thousandths) and is NOT rounded, but is truncated to two decimal places beyond the decimal point (i.e., hundredths) to establish the official grade point average. Thus, for example, a student with a grade point average calculation of 2.799 has an official grade point average of 2.79.

Failing grades are included in the GPA calculation and are not replaced by the subsequent grade in a repeated course. Both the F and the second grade count in the GPA computation. You may not repeat for credit a course in which a grade of D or higher was received. Grades earned in college courses taken at other institutions and in study abroad in a non-Bucknell program do not affect your Bucknell GPA.

ACADEMIC STANDING

To maintain good academic standing – and to be eligible for continued enrollment – you must normally pass a minimum number of courses and earn a minimum cumulative grade point average according to the following table:

By the beginning of this semester

*You must have passed this
and have this minimum
many courses*

	<i>Arts and Sciences</i>	<i>Engineering</i>	<i>cumulative GPA</i>
3	7	7	1.8
5	15	16	1.9
7	24	25	2.0
8	28	19.5	2.0

DROPPING OR ADDING COURSES

Picking your courses based on course titles and brief descriptions isn't always easy. Sometimes you'll walk into a class at the beginning of the semester and think, "This isn't what I thought it would be." Provided you make a decision in the first two weeks of the semester, you can usually switch into another class. If you are thinking about changing a course, talk with your adviser first. She or he may be able to offer some guidance; if the course is required for your major, you may be encouraged not to switch. If you still want to change courses, pick up a Drop/Add form from the Registrar's Office. You will need to fill out the form and get appropriate signatures. Do not wait until 3:30 p.m. on the last day of Drop/Add to get them. (see the section on Grading System and Quality Points for details).

FINAL EXAMINATIONS

On December 6, 2004, the University Faculty adopted the following policy regarding the scheduling of final examinations:

THE FACULTY RECOMMENDS THAT ALL COURSES BE CONCLUDED WITH A FINAL EXAMINATION that stresses the integration of the course material unless inapplicable to the subject matter.

1. From 7 a.m. the Wednesday following the last day of class to the end of the period of final examinations, no student events of any kind other than voluntary review sessions may be scheduled either officially or unofficially including: additional class hours, meetings, seminars, social events, athletic games, professional interviews, special programs, or any examinations beyond the final exams scheduled through the Registrar's office.
2. The dates for final examinations are given in the University Calendar. In no case may a final examination, including a take-home examination, be administered or fall due in advance of the time appointed for the final examination. Students are expected to lodge a complaint with the dean of the appropriate college should their instructor violate this regulation.
3. Individual faculty members may not reschedule final exams for individual students without approval of the associate dean of the student's college.
4. A student may be excused from a final examination in the case of serious illness or other grave emergency. Such excuses can only be authorized by the associate dean of the student's college. In such cases, make-up examinations will be given at such time as the instructor appoints.
5. Students who wish to reschedule an exam in order to participate in a culminating academic event or culminating varsity-level athletic event may be allowed to do so upon the agreement of the associate dean of the student's college and the faculty member whose exam conflicts with the event. In order to be eligible for this accommodation, the student must be an active participant in the event; the event must be scheduled by a non-Bucknell organization; and there must be no suitable alternative to the event.
6. A student who has three final exams that begin and end within a 24-hour period may ask to have one of the exams rescheduled. The student must consult with the associate dean of his or her college.
7. The University policy regarding the last week of classes and the final examination period will be posted each semester on the Registrar's office web page.

POLICIES ON WITHDRAWAL AND READMISSION

Voluntary Withdrawal

A student who, **during any semester**, is unable to meet the demands of his or her academic program should contact the office of the dean of the appropriate college to discuss possible options. Such a student may be well advised to consider a voluntary withdrawal. Withdrawals after the second week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course. *It should be noted that grades of WF will be factored into the student's GPA.* Starting on the first day of classes, withdrawals will result in the loss of some or all tuition (see Credit and Refund

Policies below). A voluntary withdrawal must be initiated by the last day of classes for the semester; the student must fill out a form which is available in the Dean's Office.

A student who does not plan to continue at the University, for whatever reason, **following the conclusion of a given semester**, should be referred to the office of the dean of the appropriate college to complete the necessary forms for effecting a voluntary withdrawal.

A student who voluntarily withdraws from the University during a semester or at the end of a semester may apply for **readmission**. A written request should be sent to the associate dean of the student's college before June 1 for the fall semester, before November 1 for the spring semester, or by March 1 for the summer session. Normally, a student who withdraws after the first four weeks of the semester will not be considered for readmission for the next regular semester. **A student who enrolls full time (more than two courses per semester) at another university and wishes to return to Bucknell University must apply as a transfer student.**

Health Withdrawal

During the semester:

Psychological Services

Psychological Services will consider supporting a student's request for a withdrawal from the University during a semester based on psychological or mental health reasons if the student has been actively engaged in counseling either with Psychological Services or with another clinician/agency. If a student has not been engaged in counseling, thereby lacking the documentation needed to support a withdrawal, Psychological Services will assist the student to obtain the necessary assessment or diagnosis. This might be with Psychological Services, with a clinician in the community, or with a clinician at home. Normally, a student must initiate a health withdrawal at least two weeks before the end of the semester and have all supporting documentation to Psychological Services before the last day of classes. A mental health or psychological health withdrawal requires that the student be withdrawn from the University for at least one regular semester before consideration will be given for readmission. This allows the student time to address the issues that necessitated the withdrawal. Therefore a student who is granted a health withdrawal in the fall semester is eligible to apply for readmission for the following fall semester; a student granted a health withdrawal in the spring semester is eligible to apply for readmission for the following spring semester.

Student Health Services

Physical health concerns may also interrupt a student's ability to fulfill his or her academic obligations. A health withdrawal for physical health reasons must be initiated through Student Health Services and can occur at any time during the semester. Once the health withdrawal is initiated, the medical reason for the withdrawal must be addressed before the student can return.

Whether the health withdrawal is initiated through Psychological Services or Student Health Services, grades of W (withdraw) will be recorded for all courses for the semester. A health withdrawal may result in the loss of some or all tuition unless the student has purchased tuition insurance that is offered before the start of each academic year (see Credit and Refund Policies below)

At the conclusion of a semester:

If a student needs to take time off for health reasons at the conclusion of a semester, it must be processed as a health withdrawal and authorized by Student Health Services or Psychological Services.

Readmission

To apply for **readmission** after a health withdrawal, the student must submit a letter to the associate dean of his/her college asking to be readmitted. At the same time, the student must provide to the director of Psychological Services or Student Health Services the following documentation from his/her treating clinician(s) or physician(s): 1) Diagnosis or clinical assessment, 2) Summary of treatment, including progress in treatment and resolution of the issues that prompted the withdrawal, 3) Current medications, 4) Evaluation of the student's readiness to resume his/her university responsibilities, and 5) Any recommendations for follow-up treatment or support. Once these criteria are satisfied and the student is deemed ready to return, readmission procedures can be initiated. The deadline for submission of these materials is June 1 for fall semester, November 1 for spring semester, and March 1 for summer session.

Financial Aid Information

If you are a financial aid recipient and have a voluntary withdrawal, a health withdrawal, or a leave of absence, please be aware that financial aid cannot be guaranteed if you return. You will be expected to meet the April 15 financial aid application deadline just like any other returning student. The Office of Financial Aid will certainly try to award as much financial aid as possible, but due to limited funding, we may not be able to award as much aid as we did in a previous year. In addition, please be aware that any Federal Stafford Loans you have borrowed in the past will go into repayment six months after you drop below half-time enrollment, unless you are in an approved leave of absence status. If you have any questions, please contact the Office of Financial Aid as soon as possible.

Credit and Refund Policies

Full or partial refund of tuition and room fees will be credited to students' accounts who give written notification of withdrawal from the University, subject to the conditions as outlined under the "Credit and Refund Policies" in the Bucknell University Catalog and on the Finance Office web page. The date of receipt of the written notice by the Office of the Registrar will be considered the official date of withdrawal. If you have questions regarding the policy, please contact Bursar Services in the Finance Office at 570-577-3733 or e-mail bursar@bucknell.edu.

Protection for Health-Related Withdrawal

Bucknell is pleased to offer a way to help families protect their substantial financial investment in a college education. The Tuition Refund Plan is an optional private insurance plan through A.W.G. Dewar, Inc., that assures subscribers who withdraw for illness or accident a refund throughout the semester according to the terms of the policy, even if Bucknell's own refund policy has expired. For costs, benefit levels, further information, or an application form, please contact John Strain at Dewar, 4 Batterymarch Park, Quincy, MA 02169-7468, 617-774-1555.

FACULTY ADVISERS

All students are assigned a faculty adviser. Your adviser guides you through the curriculum at Bucknell, helping assure that you take the necessary courses to satisfy your degree requirements. He or she can also help you with future career plans, a decision to change majors, or poor academic performance.

Your major and the type of degree you are seeking will determine who will serve as your faculty adviser.

- Bachelor of Arts students are assigned to their Foundation Seminar instructor for the first two years, then to someone in the department of their declared major.
- Bachelor of Science, Bachelor of Science in Education, Bachelor of Science in Business Administration, and Bachelor of Music students are assigned to a faculty member in their specific degree program. Their Foundation Seminar instructor will serve as an informal adviser for the first semester.
- Engineering students are assigned to an adviser in their specific department. Undecided first-year engineers will be assigned to one of five advisers representing each department.

THE REGISTRAR

Dennis Hopple, Associate Registrar, 102 Marts Hall, 570-577-1201,
dennis.hopple@bucknell.edu

Melissa Weber, Associate Registrar, 102 Marts Hall, 570-577-1201,
melissa.weber@bucknell.edu

The Registrar's Office is responsible for administering the academic regulations of the Faculty and for maintaining a computer-based student information system. Specific responsibilities of this office include registration, auditing degree applications, creating and managing records, enforcing academic policy, certifying enrollment, scheduling publications, and preparing the academic calendar.

You should know that this office is where student course registrations and class schedules are processed, academic records of each student are maintained, transcripts of these records are issued (upon the student's written request), and official verification of student status for loans, insurance, etc., is provided.

FOUNDATION SEMINARS

Candice Stefanou, College Core Curriculum Coordinator, 465 Olin Science,
570-577-3457, candice.stefanou@bucknell.edu

All first-year students in the College of Arts and Sciences are required to take a Foundation Seminar during their first semester. These are small, writing-intensive classes designed to help introduce you to Bucknell and learning at the collegiate level. Many of the seminars have interdisciplinary topics, and the focus is as much on how you learn as what you learn. For further information, contact the College Core Curriculum Coordinator or the College of Arts and Sciences Dean's Office.

RESIDENTIAL COLLEGES

Katherine Faull, Academic Co-Coordinator, 225 Vaughan Lit., ext. 71289,
faull@bucknell.edu

Slava Yastremski, Academic Co-Coordinator, 215 Vaughan Lit., ext. 77174,
slava.yastremski@bucknell.edu

Kelly Finley, Program Coordinator, 101 Smith Hall, ext. 73320, kelly.finley@bucknell.edu

Residential Colleges combine classes and co-curricular experiences that encourage friendships among students who share common interests and leadership skills in a social setting. The Colleges are open to all first-year students, regardless of major. Members of Residential Colleges take one course together serving as the student's Foundation Seminar. In addition, they live on a hall and share a common hour each week with members of their College, and are invited to participate in many out-of-classroom activities. These activities include: off-campus excursions to New York, Washington, D.C., and Baltimore to visit art museums, the United Nations, The Holocaust Museum and the Chesapeake Bay, group dinners with speakers, hall discussions and study breaks. Voluntary involvement of upperclass students is common and welcomed to assist in the continuation of the college themes.

RESIDENTIAL COLLEGES AND THEIR LOCATIONS

Arts College – McDonnell Hall

Environmental College – Smith Hall

Global College – Smith Hall

Humanities College – McDonnell Hall

Languages and Cultures College – McDonnell Hall

Social Justice College – Smith Hall, Carey House

Society and Technology College – Smith Hall

INTERNATIONAL EDUCATION

Stephen Appiah-Padi, Director of International Education, 105 Taylor Hall,
570-577-3796, s.appiahpadi@bucknell.edu, www.bucknell.edu/internationaleducation,
intled@bucknell.edu

Jennifer Ellis Fritz, Assistant Director, 105 Taylor Hall, 570-577-3796,
j.ellis.fritz@bucknell.edu

Meredith Field, Study Abroad Adviser, 105 Taylor Hall, 570-577-3796,
mfield@bucknell.edu

Trace Coats, Study Abroad Adviser, 105 Taylor Hall, 570-577-3796,
trace.coats@bucknell.edu

Marguerite Castineau-Santorine, Study Abroad Adviser, 105 Taylor Hall,
570-577-3796, mcastan@bucknell.edu

James F. Lee, Assistant to the Director, 105 Taylor Hall, 570-577-3796,
james.lee@bucknell.edu

Debra L. Wilson, Office Assistant, 105 Taylor Hall, 570-577-3796, intled@bucknell.edu

The Office of International Education's primary responsibility is an international focus to the academic life of Bucknell University by offering study-abroad opportunities through third-party providers, Bucknell faculty-run programs, and summer study abroad. The staff advises and assists undergraduates in all majors who wish to incorporate an off-campus study experience into their academic work, by spending a semester, year, or summer in another country or on a specialized program in the United States.

Bucknell provides third-party study opportunities for students in Asia, Europe, the Middle East, Africa, Australia, New Zealand, and Central and South America. Both major and non-language majors are encouraged to consider a semester or academic year abroad when their curricular plans will be enhanced by such an experience.

Bucknell University participates in formal relationships with the Advanced Studies in England in Bath; Associated Kyoto Program in Japan; Denmark's International Study Program; the Faculty of Engineering at the University of Nottingham in England; the Faculty of Chemical Engineering at the University of Rovira i Virgili in Spain; IES (the Institute for the International Education of Students) in Austria, Australia, China, England, Germany, Ireland, Italy, and Japan; and the Swedish Program at the University of Stockholm. In addition, off-campus programs sponsored by other American colleges or institutions have been approved for Bucknell University student participation. Within the United States, students may participate in the Duke University Marine Laboratory Program in North Carolina, or semester internships programs in Washington, D.C., and Philadelphia.

When students qualify for any of these programs, they are regarded as enrolled at Bucknell University while off campus, allowing them to receive academic credit, to continue all financial aid (except work-study), and to maintain their place in their academic class. Students receive transfer credit; no grades are posted on the Bucknell University transcript. Bucknell University charges all students studying with third-party providers on-campus tuition minus a special tuition credit that partially defrays the additional costs of off-campus study. Bucknell University then pays the tuition component of the program costs whether the tuition is higher or lower than Bucknell University's tuition. If the program tuition is lower, the differential amount remains at Bucknell University and is applied to the same University expenses that tuition always covers. If the program tuition is higher, Bucknell University pays the full amount to the program without charging the students for the extra cost. Students on Bucknell-approved programs pay all non-tuition costs (e.g. room and board) directly to the program. These latter costs are detailed in Estimated Cost Sheets available at the Office of International Education.

Information and applications may be obtained at the Office of International Education. Because prior planning, deadlines, and appropriate arrangements are crucial, it is necessary to consult with the office's staff well in advance of the semester to be spent off campus. Specifically, applications must be completed in December or February by students who wish to be off campus during the fall semester, and in April or September by students who wish to be off campus during the spring semester. Some programs may require earlier deadlines. Check with the Office of International Education for specific dates. Off-campus study during the semester or for the full academic year is open to all eligible students. In order to gain approval, qualified students should demonstrate the academic appropriateness of their program choice.

Students proposing to pursue off-campus studies should have an excellent academic record, a history of good conduct, and a minimum grade point average of 2.80 for off-campus study in the fall, and 3.0 for the spring. Exceptions to the preceding may be considered when there is evidence that the student is capable of sustained academic effort of high quality in a study-abroad environment. All requests for special consideration will be reviewed by the Director of International Education.

Juniors and first-semester seniors are eligible for off-campus study. The last semester of the senior year must be spent on campus if a Bucknell University degree is desired. Only advanced language majors may be advised to go abroad as early as second semester sophomore year. Students may study off campus for two semesters and may earn maximum credit equivalent to four full courses for a semester and eight full courses for a full academic year. It should be noted that courses elected off campus must be pre-approved for credit transfer by the appropriate department chair and must be passed with a grade of “C” or higher if credit is to be awarded. Before leaving campus, students must submit to the registrar a regular schedule indicating off-campus study rather than the usual on-campus courses.

Bucknell University-run Programs

Bucknell University also offers semester-long, Bucknell University faculty-led off-campus programs, listed below:

Bucknell *en España*

Spanish majors, minors and other qualified students have the opportunity to study in Spain for a semester or academic year with Bucknell *en España*. The program is affiliated with the Universidad de Granada and its Centro de Lenguas Modernas where students may choose from a wide variety of courses at the high-intermediate and advanced levels. Each semester a Bucknell University faculty member leads a group of students to Granada where the students live with a host family and enroll in courses from a variety of disciplines. Granada, a city of 250,000 inhabitants, is large enough to provide a stimulating social and urban environment, yet is small enough to allow students to come to know it well.

Students who have completed SPAN 208 normally enroll in the Programa de Estudios Hispánicos, which includes courses from several groupings: language, culture, literature, art history, history, geography, sociology, political science and economics. These categories include courses related to music, management, and film. Students who have completed SPAN 105 or the equivalent but are not sufficiently advanced for Estudios Hispánicos will enroll in the Programa de Lengua y Cultura Española, which offers courses in language, literature, geography, history, art history, and culture. Courses approved by the student’s academic advisor at Bucknell University or the appropriate department chair will count toward the major. Very advanced students who plan to stay for the full academic year may register for one regular university course offered by the Universidad de Granada, as may students who spend the spring semester in Granada. The first three weeks of the semester students receive intensive language instruction to help ensure their success in their university studies for the semester or year. Students on Bucknell *en España* will receive a half credit for the orientation course and their three remaining credits as transfer credit.

The academic calendar for Bucknell *en España* is similar to that of Bucknell University, with adjustments for the Spanish academic year. The first semester begins in early

September and finishes by December 20. The second semester begins in early January and finishes near the end of May.

Students are placed with host families to facilitate their integration into Spanish family and social life. They normally have breakfast and one other meal with their host family.

The Bucknell *en España* fee is the same as tuition on campus. Room and board costs are based on the Bucknell University comprehensive fee for room and board. Payments for tuition, room and board will be billed by Bucknell University and will be due at the same time as for on-campus students.

Bucknell *en France*

Founded in 1987, Bucknell *en France* provides an opportunity for all Bucknell University students, regardless of major or background in French, to enrich their Bucknell University education by studying in France for an academic year or a semester. The program is located in Tours, a prosperous and culturally rich city of 260,000 people situated in the very heart of France, 150 miles southwest of Paris in the Loire Valley. Bucknell *en France* is administered by the Bucknell University French and Francophone Studies Program in cooperation with the Université François Rabelais, a French university of 29,000 students.

Students remain officially enrolled at Bucknell University and at the same time are registered as students of the Université François Rabelais. Courses are taught in French, integrated into the Bucknell University curriculum, and students receive Bucknell University grades and credit. Courses approved by the student's advisor count toward the major or minor. Course offerings vary slightly from semester to semester, but usually include four or five of the following subjects, from a wide variety of disciplines: art, art history, biology, economics, education, engineering, history, language, linguistics, literature, management, philosophy, political science, and translation.

While a semester's stay in Tours is highly beneficial, students who remain for the year have significantly more time to increase their language proficiency, integrate more fully in the French culture, travel in France and Europe, and consolidate the benefits of their experience abroad. Students who have completed a regular fall semester program in Tours can take advantage of their improved language and cultural skills to participate in more advanced or specialized options.

Students who do not meet the minimum language requirement for participation in the regular Bucknell *en France* program can enroll in the novice option, a semester of intensive French at the Institute de Touraine, where they can earn credit for the equivalent of three Bucknell University French courses. A fourth course is offered by the Université François Rabelais.

The academic calendar of Bucknell *en France* is similar to Bucknell University's with adjustments for the French academic year. The first semester begins in early September and ends in mid-December. The spring semester runs from early January until mid-May.

Students are placed with host families and so have an opportunity to experience life in French society, to make friends among the French people, and to speak French in all aspects of life. Students have a private room and typically take breakfast and the evening meal daily with their host family. They eat lunch on their own in town or in one of the

student restaurants. Returning students consider their experience living with the French family to be one of the most valuable aspects of their study in Tours.

The fee for Bucknell *en France* is the same as tuition on campus. Room and board costs are based on the Bucknell University comprehensive fee for room and board. Payments for tuition, room and board will be billed by Bucknell University and will be due at the same time as for on-campus students.

Bucknell in Barbados

The Bucknell in Barbados (BiB), fall only, semester, allows students to live and study in a developing country, experience its culture, and interact with peers from Caribbean nations. The program was suspended in 2010 for reorganization but it will be run again in fall 2011. It takes place at the Cave Hill Campus of the University of the West Indies (U.W.I.), about three miles from Bridgetown, the capital of Barbados. It is administered by a Bucknell University professor-in-residence who offers a core course in which all students are expected to enroll. Students remain officially enrolled at Bucknell University and are registered simultaneously at U.W.I. Students may choose from a wide variety of courses in the humanities, social sciences, natural sciences, and law, which is an undergraduate discipline at U.W.I. All U.W.I. courses chosen must be approved by the appropriate department chairperson at Bucknell University. Up to three courses completed in the BiB program may be counted toward satisfying the five-course requirement for a minor in Caribbean Studies at Bucknell University. Students studying at BiB receive one or two Bucknell credits with grades and two or three transfer credits. Students have the option of substituting an unpaid internship for one of their three elective courses. Bucknell University students have interned with various UN agencies, the Central Bank of Barbados, the Caribbean Development Bank, the Caribbean Tourism Organization, the Barbados Institute of Management and Productivity, the Caribbean Centre for Development and Administration, and the Bellairs Research Institute of McGill University, a marine biology institute.

The academic calendar of BiB is similar to Bucknell University's with adjustments for the U.W.I. academic year. The spring semester is scheduled to begin in early January and finish mid-May. Bucknell University students typically live on the campus of the U.W.I.

The fee for Bucknell in Barbados is the same as tuition at Bucknell University for on-campus students, plus the average charge for a double room. Payments will be billed by Bucknell University and they will be due at the same time as those for on-campus students.

Bucknell in London

Bucknell in London, is normally offered every fall semester but beginning spring 2011, it will be offered year-round (both spring and fall semesters). The program is open to qualified juniors and seniors, and is taught by two Bucknell faculty directors and one or more visiting British professors. The curricular emphasis of the program will vary according to the disciplines of the two Bucknell University professors who co-direct each fall. Past programs have included anthropology, art history, biology, classics, computer science, economics, engineering, English, history, music, physics, political science and sociology. All courses are designed to take full advantage of the program's British location, offering numerous day and overnight field trips to sites in London and outside London. Students select four courses from among the five or six offered. All courses receive

Bucknell University grades and credit. Students are housed in flats in central London. Students pay Bucknell tuition plus the average charge for a double room on campus. Applications, due in early February for fall, and mid-September for the spring, are available at the Office of International Education.

Summer Opportunities

In addition to the programs mentioned above, Bucknell University students may also participate in summer programs offered by third-party providers or led by Bucknell faculty. Students applying to programs offered by third parties must apply through the Office of International Education and with the approval of their department chair. Regular and new Bucknell-led programs include Barbados, Northern Ireland, the Virgin Islands, and Greece and Turkey. Occasional programs are offered in Alaska, Argentina, China, England, Brazil and Nicaragua, some of which are appropriate for engineering majors. Eligibility requirements differ for each program, but students should have a GPA of 2.5 in order to apply, and may earn up to two full credits. Students are responsible for tuition and all other expenses. Contact the Office of International Education for more information.

ARMY ROTC

Dan George, Director, Spratt House, 570-577-1007, 570-577-1246

Reserve Officer Training Corps (ROTC) or Military Science education is a four-year program designed to prepare college students for Army service as commissioned officers in the active Army, or part time in the Army Reserve or Army National Guard. The program is available to all qualified Bucknell University students.

Scholarship first-year students and non-scholarship first- and second-year students may enroll on a trial basis with no commitment to the military. Students may leave the program or continue with advanced courses to earn a commission as an officer upon graduation.

Although the program is designed to start with new first-year students each fall, it is possible to enter the program as late fall of the junior year. Students with prior military service or those who complete a 28-day summer training camp may bypass the first-year and sophomore level training.

Various types and lengths of scholarships are available, some of which guarantee duty in the Army Reserve or Army National Guard.

Scholarship Cadets receive: FULL tuition, a subsistence allowance of up to \$500 a month, and a book allowance of \$1200 a year. Bucknell University pays room and board for all ROTC scholarship Cadets.

Non-scholarship Cadets receive a subsistence allowance of up to \$500 a month.

Non-scholarship and some types of scholarship Cadets may also become part of Army Reserve or Army National Guard units while in ROTC to receive additional benefits.

Program requirements include a 29-day summer training course between the junior and senior years. Opportunities exist for other specialized summer training such as Airborne

school, Air Assault School, Internships with Active Duty Army units, or Internships with Federal government agencies.

The time commitment for first- and second-year Cadets during the school year is approximately five hours a week. For third- and fourth-year students the time commitment is approximately 10 hours a week. Time is spent on weekly classes, physical training, monthly leadership labs, and a semester field training exercise.

SUMMER PROGRAMS

Robert M. Midkiff, Dean, 570-577-3655, robert.midkiff@bucknell.edu

For those who want to get ahead or save money, Bucknell offers a six-week summer session. Full-credit classes are offered in most academic departments at tuition rates considerably lower than during the regular school year. Opportunities for independent study, non-traditional study, and internships also are available. The Summer Session Catalog is normally available online by mid-March.

Summer session students can live in a University residence hall and purchase a meal plan. The summer session also provides a variety of extracurricular activities. If you are interested in summer session, first contact your faculty adviser to determine which courses will best suit your needs.

In addition to the summer session courses for students, Bucknell plays host to numerous conference groups during the summer.

GRADUATE STUDIES

James Rice, Dean, 227 Marts Hall, 570-577-3655, rice@bucknell.edu

While undergraduate education is Bucknell's primary focus, master's and professional degrees are granted in some areas. You may apply for admission to the graduate program after having completed the requirements for a bachelor's degree or in some areas you may combine undergraduate and graduate studies and receive both degrees at the end of five years. Undergraduate students who will complete all requirements for the bachelor's degree by the end of a semester and who have space in their course schedule may take up to two courses for graduate credit. Students wishing to do so must have a cumulative grade point average of 3.0 and have the approval of their adviser and the dean of Graduate Studies. More information on graduate studies at Bucknell may be found at www.bucknell.edu/GraduateStudies.

Master's Degree Programs:

Animal Behavior

Biology

Chemistry

Civil Engineering

Education:

College Student Personnel

Education Certification Programs:

Elementary and Secondary Principalship

School Psychology

School Superintendency (letter of eligibility)
Supervision of Curriculum and Instruction

Engineering:

Biomedical Engineering
Chemical Engineering
Electrical Engineering
Environmental Engineering
Mechanical Engineering

English

Mathematics

Psychology

Five-Year Bachelor's/Master's Programs:

Chemistry
Engineering (all disciplines)

LIBRARY AND INFORMATION TECHNOLOGY

Param Bedi, Chief Information Officer, 219 Bertrand Library, 570-577-1557,
param.bedi@bucknell.edu

If you are like most students at Bucknell, a good portion of your time will be spent in the library. With group study rooms, individual study carrels, a café, and comfortable seating, the library is a great place to study, read, research and work collaboratively on projects. There are so many spaces to choose from. You may want to take advantage of the silent study areas in the building, our library living room with comfortable couches or the attractive Traditional Reading Room. The Bertrand Library building has wireless network access that allows students to take full advantage of the library's variety of study spaces. The library also offers nearly 100 computers, a portion of which are laptops available for short term loan for use anywhere in the library. In addition to research computers, the Technology Courtyard is a place where students can work in groups using specialized computing resources. If you need a study break, the library has a café which serves food and drinks during virtually all building hours.

Books, journals, and DVDs are just some of the resources that support Bucknell University's academic programs and majors. Special Collections and University Archives provide access to original manuscripts, rare books, and the University's archives for research. The library's collections include on site and remote access to hundreds of digital resources and databases. If you need journal articles, books or other materials not in the Bertrand Library collection, you are able to use interlibrary loan service to request the materials that you need.

Our staff at our service desks on the main level are available to assist you with your research and technology needs. Librarians and Technology specialists are also available for extended consultation and more in-depth assistance with research and projects. For hours or other detailed information about the library or technology on campus, visit our web site for the most current information: www.bucknell.edu/LibraryIT

Ellen Clarke Bertrand Library

Did You Know?

- Bertrand Library provides seating for 1,000.
- Bertrand Library has a collection of more than 830,000 books and other materials.
- The library provides access to both print periodicals and electronic periodicals.
- Many course readings, tests, homework solutions, and other class materials are available 24/7 from Blackboard or Moodle, Bucknell's online course management system. Blackboard or Moodle can be accessed from within *myBucknell*. Bucknell is in the process of transitioning to Moodle, which will be complete in 2013.
- Librarians teach more than 200 research instruction and orientation sessions for students each year.
- Library and technology needs for students are represented by the appointment of student representatives to the Committee for Library and Information Resources and the Library and IT Student Advisory Group

To find answers to just about any technology or library question, the Library and IT web page is the place to look – www.bucknell.edu/LibraryIT. Our knowledgebase, Ask Library and IT – <http://ask.bucknell.edu> – is full of answers to your questions. Just search the site or the knowledgebase and you're bound to find what you need.

Library Research Assistance

The Reference/Information desk in the library is the best place to start for research assistance or any other library questions you may have. You can e-mail the desk at refdesk@bucknell.edu, call 570-577-1462 or IM the desk during business hours (AIM: BucknellLibrary.) Depending on your needs, you may also want to schedule an appointment with a librarian.

Getting Help with Technology

The Tech Desk in the library is the primary contact for help with your computer and technology on campus. You can call the Tech Desk by dialing "The Sevens" (570-577-7777), e-mail them at techdesk@bucknell.edu or IM them. (AIM: BucknellIT.) In addition, technology tutors are available at the Tech Desk and for one-on-one appointments.

Borrowing Equipment

The Circulation/Reserves/Equipment desk on the main level of the Bertrand Library building has available a variety of equipment to reserve and check out, including digital cameras, video cameras, external hard drives, DVD players, and data projectors. Reservations for equipment can be made from the Library and IT web site or at the equipment desk.

Library Lockers and Laptop Security Devices

The library has approximately 100 lockers available where you may store your laptop, checked out library materials, and other items. Lockers are available on a semester or daily basis, and are first-come, first-served. Ask at the Circulation desk if you are interested in a locker. In numerous locations in the library, there are approximately 50 laptop security hooks installed on selected study carrels and tables. You may use these hooks to secure

your laptop. Laptop locks are available for checkout at the Equipment Desk, and are also available for purchase at the Bookstore.

Using the Bucknell Network is a Privilege

All members of the Bucknell community – faculty, staff and students – are expected to abide by the guidelines and regulations set forth in the Appropriate Use Policy (AUP) for Bucknell computing resources. The AUP can be found in the Policies and Guidelines section of the Library and IT web site. If you wish to participate in ResNet, read the AUP carefully and make sure you understand its implications. When connecting your computer to ResNet you formally agree to abide by the AUP.

Anonymous Gossip Websites

A recent phenomenon that can result in student conduct charges or off-campus charges is the use of what are referred to as “anonymous” gossip sites, many of which are created for use by a specific college campus population. The use of external websites that permit the posting of messages with/without identification of the sender are not authorized by Bucknell University and the University cannot control or limit access to them. We DISCOURAGE all students from visiting these sites and from participating in the negative, damaging outcomes irresponsible use creates.

If you believe you are the recipient of postings that violate the rules an individual website publishes, the first step is to contact the owner of the site and follow their directions to have postings removed, links disconnected or other remedies to correct the concern. If this is not successful, you may file charges with Bucknell Campus Public Safety or with the Lewisburg Police Department. They will investigate to determine if the complaint is valid and whether there is enough evidence to file a student conduct charge. As a rule, in most cases, student misconduct that is electronic in nature is treated in the same way as other student misconduct.

Passwords

You have been authorized to use several systems at Bucknell, including e-mail, Netspace, *myBucknell* and the Bucknell domain for using labs, and others. New students receive a password letter in their orientation packets. All students enroll in Password Station, our service that allows the ability to set security questions, create a new password, and reset a forgotten password.

Wireless Networking

Students can connect to our wireless network with their username and password in nearly all residence hall rooms as well as in all academic and administrative buildings. In addition, all co-curricular locations, such as common areas and lounges in residence halls, have wireless access to the network. Many “green” spaces on campus are also wireless: the Academic Quad, Smith Quad, Science Quad, McDonnell Amphitheatre, and more.

To ensure the fastest, most secure wireless networking with the most complete access to campus resources, student should always sign in to the “bucknell.edu” wireless network. See the Wireless Coverage map from the Library and IT web site for specific wireless location information.

Printing in labs

Many students have a personal printer of some sort. You may print in labs, but please print wisely. If you need to make multiple copies, please take your original document to Publication, Print and Mail Services in Marts Hall, or use one of the photocopiers in the library. All students have a lab printing quota of 500 pages per semester. Lab printers are set up to print both sides of the paper, which constitutes two pages. Students can monitor how much of their quota remains by logging into a lab computer. While there is currently no charge for printing beyond the quota, unwarranted or excessive printing does constitute a violation of the Appropriate Use Policy.

E-mail

Students read and send e-mail through Bucknell's Bmail service, which can be easily accessed through *myBucknell*.

Accessing Files in Your Room and in a Computer Lab

All students have secure file server space on a server called Netspace. You can store files there and access them from wherever you have a network connection. You can also use the drop box feature to give a file to a student or faculty member. This space is accessible from off-campus locations through the Bucknell VPN. To learn more about Netspace or the VPN, just search Ask Library and IT, or ask at the Tech Desk.

Beware of Viruses and Other Attacks on Your Computer

Computer viruses, worms, Trojan horses, and other malware are widespread.

Some can cause the loss of your files, programs, or private information, while others can cause our network or a server to fail. Therefore it is extremely important that you protect your computer. Install Microsoft Security Essentials, available, as soon as you get your Windows computer set up on campus. To be effective, an anti-virus program must scan every file coming to your computer, regardless of the source (e-mail attachments, downloads, or disks). Students connecting their computers in residence halls are required to authenticate through Safe Connect. Windows users will also need to download and install a small policy key that ensures users have up-to-date antivirus protection and Windows security patches. Many viruses, specifically "worms," spread by sending themselves as e-mail without the knowledge of the computer's owner, so don't trust attachments from anyone. We recommend deleting without opening any attachment you didn't specifically ask for. If the file turns out to be safe, it can always be sent again.

Attacks by other computers are also an unfortunate reality on any network. Most network software, including operating systems, are vulnerable to attacks of various kinds; some attacks can crash your computer, potentially causing data loss; others can snoop through private files and data, possibly stealing passwords or reading your e-mail.

Although Library and IT takes computer attacks seriously, we cannot completely prevent them without completely disabling the network. It is imperative that you stay aware of the latest attacks as well as the upgrades and patches offered by software developers which can protect against them. If you have a Windows computer, run Windows Update at least once a week to check for Critical Updates. Also, make sure you have an administrator password on your machine if you are running Windows 7, XP or Win2000. The password should be something other than *password* or *administrator*, and should not be left blank;

using any of these will make breaking into your computer exceedingly easy. It is better to have a strong password even if you have to write it down and keep it in a secure place separate from your computer than to have a password that is easily guessed. For additional information on viruses, worms and other malware, please see www.sarc.com/. For information on good password practices please refer to our knowledgebase.

Computer Lab Locations and Hours

Computer lab equipment and hours may change throughout the year. Please visit the web page at <http://my.bucknell.edu/x53439.html> or visit the Library and IT Desk on the main level of the library for more information. Lab schedules are posted outside each lab.

WRITING CENTER

Deirdre O'Connor, Writing Center Director, 100A Roberts Hall, 570-577-3141, deirdre.oconnor@bucknell.edu

Lynn Breyfogle, Writing Program Director, 384 Olin Science, 570-577-1492, lynn.breyfogle@bucknell.edu

Have you ever sat down to write a paper and wound up staring at a blank page or computer screen for an hour? Sometimes getting the idea for a paper can be the hardest part. Other times, you manage to write something, but you know it can be better. Or perhaps English is not your first language, and you're not sure how to say what you mean. In all these situations, as well as in many others, the Writing Center can help.

Writing Center consultants are trained to assist you in all stages of the writing process, from brainstorming to polishing a final draft, and they can help you write more effectively in any discipline. They will not write your paper for you, but they will help you develop your own ideas and express them clearly. In addition, Writing Center staff members conduct workshops and offer individual consultations on special topics, such as study skills and oral presentations, and on various writing tasks, such as writing resumes, cover letters, and admissions essays.

No matter what your major, the Writing Center is a resource for you. Simply call or drop by the office to make an appointment.

V. PROGRAMS, PEOPLE AND PLACES

CAMPUS BOX OFFICE

Jamie Brouse, Campus Box Office Manager, Weis Center, 570-577-3700, amie.brouse@bucknell.edu

The Campus Box Office, with locations in the Weis Center, at the University Bookstore, and in the Elaine Langone Center, sells tickets to most campus events, including Weis Center Series performances, Athletic Department events, and productions by the Department of Theatre and Dance. For tickets or information, call 570-577-1000. Organizations sponsoring ticketed events should contact Jamie Brouse, Campus Box Office Manager, at jamie.brouse@bucknell.edu, 570-577-3700, while the event is in the planning stage.

CAMPUS ACTIVITIES AND PROGRAMS

Kari M. Conrad, Associate Dean of Students and Director, 47 Elaine Langone Center, 570-577-1217, kari.conrad@bucknell.edu

Campus Activities and Programs (CAP Center) is strongly focused on the planning and provision of social events, activities, and programs. It is the home of ACE (Activities and Campus Events), a student group dedicated to creating a vast array of entertaining and exciting programs for students.

Working in conjunction with BSG and more than 150 student clubs and organizations, the CAP Center provides support in the form of advising, program planning assistance, check signing, and publicity resources. Located in 47 Elaine Langone Center, the CAP Center is open to all students Monday through Thursday, 8 a.m. - 5 p.m. and Friday from 8 a.m. - 4:30 p.m. Visit the website at www.bucknell.edu/CAP.

CAREER DEVELOPMENT

Pam Keiser, Director, Career Development Center, 570-577-1238, pamela.keiser@bucknell.edu

Career development is not an event; it is a lifelong process and a fun and exciting one at that. Learning as much as you can about the fields you may be considering and knowing your skills and strengths will help you plan for your academic course selection while at Bucknell, and ultimately help you to choose a satisfying career. To learn more about what is offered and how to participate, be sure to visit the Career Development Center (CDC) website at www.bucknell.edu/CareerDevelopment.

Perhaps you are thinking about selecting your major, or are trying to identify what your skills are, where your interests reside, and how your values impact career decisions. Maybe you need to write a resume, or learn what certain careers really involve. Maybe you're told you can't get a job without having experience, but aren't sure how to get that experience. Thinking about an externship or internship but are not sure how to get started? Thinking about moving across the country after graduation? The CDC can help you with all of these issues and more. All students from all academic programs are welcome. The CDC offers a variety of workshops, individual assistance options, self-help materials, events, and programs for all students. These include:

- Daily walk-in hours and individual career counseling appointments with one of six professional counseling staff members are available to all students, Monday - Friday.
- Peer Consultants are available to assist students with walk-in career-related questions daily from 10 a.m. - 4 p.m.
- Assessment testing is available free of charge to help you with your career decisions, including the Strong Interest Inventory and Myers-Briggs Type Indicator.
- Jumpstart is a small group career education class targeted to sophomore and junior students.
- Workshops on career decision making, job-search strategies, resume writing, and interviewing skills are offered throughout the year.

- The CDC website is a comprehensive site that offers career education, educational, networking and employment as well as professional and graduate school application information.
- Bucknell's BisonConnect program offers a database of Bucknell alumni and parent volunteers interested in talking with students about career and employment issues.
- The new alumni/student/faculty Affinity groups are rapidly getting off the ground in partnership with our alumni relations colleagues. This new Bucknell community offers fun and engaging ways to connect with fellow Bucknellians by professional/industry interests, academic areas and extracurricular activities, both in person and virtually throughout the academic year.
- Career Networking Events scheduled throughout the year provide students with opportunities to meet and speak with Bucknell alumni and parents about their career paths, industries and organizations both on and off campus. See the BRIDGE calendar for dates and details of upcoming events.
- Industry Spotlight Programs feature alumni and parent guest speakers on campus each semester.
- Comprehensive Pre-Law and Pre-Health Advising Programs help students make informed decisions about pursuing law school, medical school and other health oriented programs.
- A formal Alumni Career Services program will be available to you as an alumna/us to assist you with your career needs after your undergraduate years are complete.
- The BRIDGE is a web-based software that is available to all Bucknell students 24/7 that lists externship, internship and full-time employment opportunities, employer and industry information, a CDC calendar of events, on-campus interview information and student profiles.
- CareerSearch offers students access to a database of more than 2 million potential employers searchable by industry, geographic location and keywords.
- CDC's VAULT offers an online career library, full of downloadable industry guides and employer profiles, as well as tons of career research and profiles,
- Employer Expo, an annual career fair, occurs on campus every September.
- Externships, a two-day job shadowing experience during winter break, is available to every sophomore to help them explore a potential career field.
- The Engineering Career Networking Event occurs on campus every February as part of National Engineering Week festivities.
- Off-campus career fairs covering the industries of government, non-profit/public service, finance, communications, and the arts are offered in NYC and DC annually.
- An annual Graduate and Professional School Fair occurs each October on campus.
- Bucknell Public Interest Program promotes awareness of careers in the public service/ non-profit sector and offers a summer Internship Fund to students to help offset costs for non-paying internships in non-profit organizations. There is an application process to be considered for these funds.

COMMUNITY HEALTH PROMOTION

Tracy Shaynak, 200A Roberts Hall, 570-577-1705, tracy.shaynak@bucknell.edu,

Being healthy is as important to your personal, academic and future occupational success as keeping up with your studies. What better time to learn about how to be well and stay well than while you're attending Bucknell? Through educational programs and activities, Community Health Promotion provides the resources necessary to help you make informed decisions about your current and future health. Special events have included a Wellness Fair, National Eating Disorders Awareness Week, the Love Your Body Fair, Sexual Responsibility Week, Safe Spring Break Promotion and many more.

Stay tuned for opportunities to learn about the importance of eating right, exercising, managing stress, and taking care of yourself. If you are interested in scheduling a program for your hall or organization, or would simply like more information about a health-related topic, please call ext. 71705.

COMMUNITY SERVICE

Lynn C. Pierson, Asst. Director of Community Service, 119 Bertrand Library, 570-577-1292, lynn.pierson@bucknell.edu

Bucknell has an extensive community service program and offers a wide range of opportunities to all students. Each student is encouraged to participate in at least two hours of community service per academic year through Bucknell's I SERVE 2 campaign. Bucknell students volunteer weekly at Community Harvest, a student-initiated soup kitchen. Students also have an opportunity to get involved with annual projects including the Giving Tree program, Turkey and Trimmings holiday baskets, Neighborhood Thaw Out, Locks of Love hair drive, and the Polar Bear Plunge. A wide range of weekly volunteer opportunities are available at local youth centers, women's and homeless shelters, nursing homes, and animal rescue facilities. Each semester a community service fair is held in which students learn about the many opportunities available to them. Students can get involved by joining one of our service organizations, being individually placed with an agency, participating in a campus-sponsored event, or taking on a formal position through the federal community service work-study program. A weekly e-mail is also sent throughout the year listing all community service opportunities.

CRAFT CENTER

Gretchen Heuges, Coordinator, 570-577-1221, gretchen.heuges@bucknell.edu

The Craft Center is a studio workspace which provides Bucknell students, faculty and staff with the facilities, tools, and materials to create in a wide range of art and craft related mediums. Students may continue to explore a medium that they are familiar with or experiment in a new area of interest. Extracurricular classes are held each semester in a variety of art and craft media including: ceramics, photography, stained glass, knitting, sewing and jewelry. Individual instruction is available in glaze and fire pottery, tie-dye, soap making, and mosaic making. Student organizations are encouraged to use the Craft Center for creative group projects. The Craft Center is located in the same building as the Seventh Street Café. To learn more, please visit the website at www.bucknell.edu/CraftCenter.

ELAINE LANGONE CENTER

Housing the Cafeteria, the Bison, Student Mail Services and other student services, the Elaine Langone Center is open extended hours every day, although Samek Art Gallery, offices, and activity rooms located inside have their own hours.

GROUND FLOOR

Automated Teller Machines (ATM)
Bison Snack Bar – Student Dining
Elevator accessible to all four floors
Campus Activities and Programs
Bucknell Student Government Offices
Computer Lab
Lounge Space
Public Restrooms
Student Mail Services Student mail boxes and campus mail services

FIRST FLOOR

Public Rest Room
Bostwick Cafeteria Student Dining
Dining Services Office Office
Elevator for public use

SECOND FLOOR

Center Room Exhibits (meetings and special needs)
Dean of Students Office – 211
Dining/Meeting Rooms Up to five rooms for lunch, dinner, other meetings
Faculty/Staff Lounge Lounge (general faculty and staff use)
Forum, lectures, meetings, classes, faculty, meetings
Elaine Langone Center Office
 Card Services – 204
 Deans of Students – 211
Events Management – 265
Housing Services – 207
Student Conduct Administration – 211
Student Transit – 204
President's Dining Room (meeting and dining)
Refectory (dining for faculty and staff)
Switchboard Information and lost-and-found
Terrace Room Lunch and multipurpose room
Transportation Services (reservation of fleet vehicles)
Walls Lounge (studying and receptions)

THIRD FLOOR

Samek Art Gallery
Gallery Theatre Auditorium
Residential Education and Fraternity and Sorority Affairs – 306
Seminar Room Classes and meetings
Arches Lounge (study, large meetings, and receptions – great view!)

FINANCIAL AID

Andrea Leithner Stauffer, Director, 621 St. George Street, 570-577-1331,
finaid@bucknell.edu

A wide variety of scholarship, loan, and employment programs are available to help you and your family finance your Bucknell education. The Office of Financial Aid can counsel you regarding application procedures and eligibility criteria for all institutional, state, and federal aid programs.

In addition, the office maintains current online listings of some student employment opportunities, including those in the area of community service. These campus employment services are available to all Bucknell students, regardless of financial need. Visit the website at www.bucknell.edu/FinancialAid.

FORREST D. BROWN CONFERENCE CENTER

Located on a 40-acre tract not far from campus, the Brown Conference Center in Cowan provides a setting for meetings, picnics, retreats, outdoor classes, and informal get-togethers for all members of the University community. The Center includes a comfortable lodge, picnic pavilion, woodlands, and playing fields.

Reservations and information are available through ELC 265, 570-577-3095. Ten days' advance notice is necessary for indoor arrangements. The use of alcoholic beverages is prohibited on the grounds. There is no rental charge for recognized student groups. Please contact Jeanne Hafer at 577-3095 for reservations.

GOLF CLUB

Brian Kelly, PGA Professional, Bucknell Golf Club, 523-8193, bpkelly@bucknell.edu

Kevin Jamieson, Assistant, Bucknell Golf Club, 523-8193, kjamieson@bucknell.edu

Bucknell Golf Club is the embodiment of a successful Town-Gown relationship and is a place where many students have come to appreciate the quality of life afforded those who live in the surrounding towns and countryside. Created in 1929, the 18 hole, par 70 layout was designed by Emil Loeffler. A fine representative of classic golf architecture, standout features include well bunkered greens complexes, upswept greens surfaces, fairways which encourage well placed tee shots, and an overall aesthetic which serves to convey to the player a unique sense of place. Student memberships, which are heavily discounted from the standard memberships, are available for the spring semester, fall semester, as well as for both semesters. Sign up is accomplished by calling 570-523-8193. Greens fee play is also available. The course offers a dining area, locker rooms, and bag storage, a driving range, practice putting greens, and a well-stocked pro shop. Lessons are also available by appointment from PGA Professionals.

IMMIGRATION SERVICES

Linda Bennett, Director Immigration Services, 225 Marts Hall, 570-577-1149,
linda.bennett@bucknell.edu

For information on immigration regulations and documents, our Director of Immigration Services is located in 225 Marts Hall.

INTERNATIONAL STUDENT SERVICES

Jennifer Figueroa, Director, Vedder Hall, 570-577-1095, jennifer.figueroa@bucknell.edu

International Student Services (ISS) meets the unique needs of international students through all four years at Bucknell. The office holds International Student Orientation and provides programs and services throughout the academic year in the following areas: social, academic and personal support, leadership, diversity, and immigration issues. ISS welcomes all Bucknellians with an interest in different cultures to participate in programs and use the office resources and Cultural Center Lounge. ISS promotes a campus climate that allows positive educational experiences to occur across cultures, both inside and outside the classroom. The office and Cultural Center Lounge is located on the first floor of Vedder Hall.

The website is www.bucknell.edu/ISS. For more information and to be added to the office's e-mail list, write to iss@bucknell.edu.

LESBIAN/GAY/BISEXUAL/TRANSGENDER AWARENESS

William McCoy, Director, 100B Roberts Hall, 570-577-1609

The goal of the Office of Lesbian, Gay, Bisexual, and Transgender Awareness is to foster a safe and inclusive environment for all members of the campus community. The office assists the University in creating and maintaining a climate of mutual respect and acceptance by providing educational, cultural, and social programs. The director, with assistance from student interns, provides an array of services and opportunities for gay, lesbian, bisexual, transgender and ally students. An advisory board composed of students, faculty, and staff serves an integral role in working toward achieving the goal and mission of the office.

The office, located off the main lobby of Roberts Hall, sponsors speakers, panels, workshops, hall programs, and support groups on issues of sexual orientation. There is also a lending library of books and videos related to lesbian, gay, bisexual, and transgender interests, as well as lists of local, regional, and national resources and bibliographies of additional texts available on a variety of LGBT subjects. There is a lounge where students can study and socialize in an area that has been declared "Safe Space" where differences are honored and respected. The student group FLAG&BT meets in the LGBT lounge weekly. FLAG&BT meets in the LGBT lounge weekly. The LGBT Office coordinates the ALLIANCE @Bucknell: Creating Safe Space Peer Education Program which is a student led initiative to create safe and inclusive environments for members of LGBT community as well as for other underrepresented groups. For more information on "Safe Space" and to become a peer educator, contact the office.

The director is available to any student interested in discussing issues of sexual orientation, (including students dealing with issues about people) whether their own or a friend, or if they are not sure what to say to someone who has "come out" to them, or if they or a friend feel they have been discriminated against or harassed because of their (own) sexual orientation. You may contact the Office of LGBT Awareness by phone or e-mail (lgbt@bucknell.edu). Visit the website at www.bucknell.edu/LGBT.

MULTICULTURAL STUDENT SERVICES

Vincent Stephens, Director, Cultural Center, Vedder Hall, 570-577-1095

The Office of Multicultural Student Services (MSS) is an integral part of the University community. The office provides mentorship and advocacy for students from historically under-represented populations and fosters a campus climate that recognizes, appreciates, celebrates, and shares a mutual understanding and respect for all cultures. MSS, in collaboration with other departments, student clubs and organizations, also plans and implements educational, cultural, social, and leadership programs which promote awareness and provide opportunities for cross-cultural interactions and exchange for all Bucknellians. You may contact the Multicultural Student Services (MSS) Office by phone or e-mail (mss@bucknell.edu). Visit the website at www.bucknell.edu/MSS.

NOTARY PUBLIC ON CAMPUS

Gina Stockdale and **Vicki Smith**, Events Management Office, 265 Elaine Langone Center, 570-577-1741 or 73785.

Documents must be signed in the presence of the Notary. Identification is required. A nominal fee is charged.

OUTDOOR EDUCATION AND LEADERSHIP

Poppy Goforth, Director of Outdoor Education and Leadership, 47 Elaine Langone Center, 570-577-3080, poppy.goforth@bucknell.edu, www.bucknell.edu/x67571.xml

Bucknell provides the perfect environment for outdoor education. Bucknell University is centrally located in the heart of Pennsylvania, home to 117 state parks, 2.1 million acres of state forest land, more than 1,500 miles of hiking trails, including a long leg of the Appalachian Trail, more than 1,000 miles of biking trails, rivers, quarries, caves and campsites. Bucknell also operates one of the finest college and university challenges courses in the country.

- **BuckWild** is a dynamic outdoor pre-orientation program for incoming first-year students who want to ease their transition to college. Participants go on a four-day wilderness experience prior to the start of orientation which include activities such as backpacking, rock climbing, hiking, canoeing, kayaking, caving, ropes course, and biking. The trips are run by highly trained upperclass students, alumni, and faculty and staff. Students build long lasting friendships, develop trust and problem solving skills in a group setting, and are exposed to some of the wonderful natural areas surrounding Bucknell and Lewisburg. BuckWild staff will also be offering guided trip experiences for the entire campus throughout the rest of the year from day trips to overnight and break trips and even BuckWild reunions!
- **CLIMBucknell** – Challenge, Leadership, Innovation, and Motivation. CLIMBucknell is located on 40 acres of prime woodland at the Forrest D. Brown Conference Center in the village of Cowan. The challenge course is a fun outdoor classroom which features a 70-foot climbing tower, 400-foot zip line, high- and low-ropes challenge courses, “Challenge by choice” activities strengthen team-building skills, creative problem solving, risk assessment, planning and strategy, communication skills, and leadership and followership skills. The course is available for all members of the Bucknell

community to use from student organizations and academic classes to athletic teams and clubs. The course is also open to non-Bucknell groups. The course is staffed by well trained students who have the opportunity to work on the course and gain powerful leadership and group facilitation experience.

- **The Outing Club** is one of the largest clubs on campus and is extremely active. The Outing Club offers trips and activities nearly every weekend of the academic year, from hiking and climbing to x-country skiing and rafting. They also have a slew of gear for members to use, such as backpacking and camping gear, x-country skis, snowshoes, and kayaks. www.orgs.bucknell.edu/boc/Bucknell_Outting_Club/Welcome.html
- **Bucknell Landing** is located on campus at the end of 7th Street along River Road. The new canoe and kayak dock and the space along the river gives the campus community direct access to the river for academic research and educational use, boat access for both recreational and educational trips, and a quiet space on campus to enjoy the river, fishing, and the natural environment.
- **International Expeditions** – Outdoor Education and Leadership offers two to three week expeditions during winter and summer breaks. In January of 2011 a group of seven students and staff traveled to Tanzania for 16 days to climb Mt. Kilimanjaro, safari on the Serengeti and Ngorongoro Crater, and volunteer at an orphanage in Moshi. Future trip ideas include Italy, Costa Rica, Ecuador, South Africa, Nepal, Alaska, and Chile.

PSYCHOLOGICAL SERVICES

Linda L. Locher, Director, Lowry House, 570-577-1604, linda.locher@bucknell.edu

“Promoting psychological well-being, community and academic success.”

Psychological Services works with students to promote individual and community mental health, resolve psychological difficulties, prevent psychological distress and advance personal development and academic effectiveness. The center offers individual and group counseling, crisis intervention, consultation and psycho-education programming to assist students with a wide range of concerns and interests. These include:

- **Psychological concerns and lifestyle challenges**, e.g., anxiety, depression, substance abuse, eating and weight concerns, self-sabotaging behaviors, obsessive worries, perfectionism, compulsive behaviors;
- **Crises and personal coping issues**, e.g., recovery from personal traumas, sexual misconduct, death of a loved one, loss of personal direction or confidence, suicidal thoughts;
- **Interpersonal relationship issues and conflicts**, e.g., family concerns, romantic relationships, violence in relationships, sexual dysfunction or dissatisfaction, communication difficulties, concern about a friend, conflict in groups or organizations, conflict resolution;
- **Personal development**, e.g., self-esteem and self-confidence, assertiveness, social rapport, academic success strategies, sexual orientation and identity development, decision-making and choosing a career path, stress management, self-care, personal insight, and self-efficacy.

- **Specialty services** include assessment, intervention and programming in:
 - **Concerns relating to alcohol and other drugs.** The Coordinator of Alcohol and Other Drug Prevention Programming is available to assist students with screening, treatment, how to help a friend, coping with a parent's addiction or alcoholism, conduct-referred assessment, recovery support, national information and referral resources, detox options, prevention programming and trainings. Hannah Roberts, Psy.D., holds a joint appointment in Student Health Services and Psychological Services. Her office is located upstairs in Student Health Services. Appointments can be scheduled by calling Psychological Services.
 - **Sexual assault and relationship violence.** The center's coordinator for sexual assault and relationship violence services has specialized training in working with sexual assault and relationship violence. Marie Shaw, Ph.D., is available to assist individual victims/survivors, to identify services for perpetrators/respondents and to provide assistance and resources for those indirectly affected by sexual violence.
 - **Men's development.** A mental health professional with expertise in men's development, men's initiation into adulthood, and the roles of men in college culture, Thomas Balistreri, Ed.D., is available to assist men and women with the challenges of character development and transition to adulthood, through programs, presentations and individual consultation and counseling.
 - **Healthy Paths.** A multidisciplinary program for students with concerns about eating, weight, over exercising and body image. The program provides enrolled students with a personalized plan for a healthy body and lifestyle, with assistance from specialists in medicine, nutrition, exercise and psychology. Contact Nancy Grant, M.Ed., for further information.
 - **T.E.A.M. (Together Everyone Achieves More) Peer Mentor Program.** Co-sponsored by the Office of Multicultural Student Services and Psychological Services, the T.E.A.M. program is a year-long program partnering first year students of color with upper-class mentors to help establish a supportive and guiding relationship. Contact Shallery Simmons Duncan, Ph.D., for further information.

Psychological Services provides a professional and confidential setting where students can explore personal issues, receive support in making lifestyle changes and integrate their personal and academic experiences. Services are confidential and records are not part of a student's educational record.

The center is staffed by mental health professionals (psychologists, counselors and social workers) with specific expertise in working with college students. A psychiatrist is also available for students engaged in counseling who wish to consider medication as part of their treatment.

Services offered by the center focus on resolving concerns, gaining personal knowledge and skills and promoting healthy lifestyles. Counselors work from the student's individual strengths. Therapy or counseling is brief and solution focused, and employs an educational perspective, i.e., connecting students' counseling work with their overall educational experience. Students wanting counseling or other services and those who would like to learn more about what services are available, are welcome to schedule an appointment with a counselor. Call or stop by Lowry House. If a concern arises that

can't wait for an appointment, students are invited to consult with a counselor during the "walk-in" hour from 3 - 4 p.m., Monday through Friday. The walk-in time is an opportunity to consult briefly with a counselor. No appointment is needed and students are seen on a first-come, first-served basis. In the event of an emergency situation, a student can meet with a counselor immediately.

Services are provided free of charge for Bucknell students.

Visit the website at www.bucknell.edu/PsychServices/.

NOTE: In addition to office hours (M-F 8:30 a.m. - 4:30 p.m.), an on-call counselor is available after hours and on weekends during the fall and spring semesters when the University is in session to assist with emergencies. Call 570-577-1604 or 71604 and an answering service operator will put you in touch with the on-call counselor.

PUBLIC SAFETY

Jason Friedberg, Chief, Department of Public Safety, 570-577-3333,
jason.friedberg@bucknell.edu

Emergencies, 570-577-1111, website: www.bucknell.edu/PublicSafety

The Department of Public Safety provides the safety and protection of people and property at Bucknell and is responsible for all law enforcement, security, traffic and parking, emergency medical services and on campus life and fire safety. All officers are sworn police officers (under PA Act 53) with powers derived from Title 22, Section 501. Officers have jurisdiction both on and around campus, including all University-owned and -operated buildings off campus. Officers are also certified in emergency medicine and are available 24-hours a day. The Office also maintains a 24-hour, seven-day-a-week communications center available by phone or by coming to the Department of Public Safety office, located next to Student Health Services. Office hours for parking and traffic and other issues are Monday through Friday, 8:30 a.m. - 4:30 p.m. Bucknell University complies with all requirements of the Student Right-to-Know and Campus Security Act, better known as the Jeane Clery Act. Campus crime and fire statistics, information about campus safety and security programs as well as the campus parking and traffic regulations and other useful information are available online at www.bucknell.edu/publicsafety or at the station. This information is distributed to student and staff annually and is also available from the Department of Public Safety upon request. All persons coming to campus are responsible for knowing the regulations contained in these brochures.

RELIGIOUS AND SPIRITUAL LIFE

The Rev. Thomasina Yuille, University Chaplain, Rooke Chapel, 570-577-1592
tay003@bucknell.edu

Father Fred Wangwe, Catholic Chaplain, Newman House, 570-577-3766,
fw007@bucknell.edu

Rabbi Serena Fujita, Jewish Chaplain, Berelson Center for Jewish Life, 570-577-2273,
serena.fujita@bucknell.edu

Bucknell offers a variety of religious and spiritual programs and opportunities. Bucknell students are encouraged to integrate religion and spirituality into their daily lives through

worship, religious community, social action/service, personal disciplines, and learning about the diverse religious expressions of others. The chaplains organize a wide array of programs that foster religious, social and civic engagement.

The Office of the Chaplains and Religious Life coordinates religious and spiritual life for all traditions on campus. When you have questions about religious programs or are in need of spiritual counseling please feel free to call (570-577-1592) or stop by the University Chaplain's Office adjacent to Rooke Chapel. The office also has information about local churches, synagogues, and other religious communities. Visit the website at www.bucknell.edu/Chaplain.

The Catholic Campus Ministry (CCM) is situated at the Newman House (610 St. George Street) and includes three weekend Masses on the Bucknell campus, daily Mass in the Newman House Chapel, Advent and Lenten Penance Services.

CCM also provides educational, service, and social event activities as well as student retreats. For more information, visit the CCM website at www.orgs.bucknell.edu/ccm or by e-mail at ccm@bucknell.edu.

Roman Catholic Masses: Saturdays at 4:30 p.m. (Rooke Chapel), Sundays at 4 p.m. (Rooke Chapel) and 10 p.m. (Hunt Hall Formal), Sacrament of Reconciliation before Masses or by appointment with Fr. Wangwe.

The Rooke Chapel hosts an interdenominational Protestant worship service on campus. Other activities include student outreach projects, educational opportunities, discussions and social events at the Chapel and at the Fellowship House (628 St. George Street). For more information, visit our website at www.orgs.bucknell.edu/rcc

The University Church at Rooke Chapel Worship (interdenominational): Sundays at 11 a.m. (Rooke Chapel)

Bucknell Hillel is the Jewish student organization. Hillel students work together with the Jewish Chaplain to provide cultural, religious, and social events, as well as opportunities for community service that enhance the Jewish experience on campus. The Berelson Center for Jewish Life (632 St. George Street) is the site for weekly Shabbat services, dinners, and other events. For more information visit our website at www.orgs.bucknell.edu/hillel.

Jewish Services: Kabbalat Shabbat service and dinner, Fridays at 5:30 p.m. (Berelson Center for Jewish Life)

Students also organize other religious groups on campus, including DiscipleMakers Christian Fellowship, The Gathering, InterVarsity Christian Fellowship, LDS Students Association, Muslim Students Association, Orthodox Christian Fellowship, Voices of Praise Gospel Choir, and Young Life.

Buddhist meditation sessions are conducted weekly in the Meditation Chapel.

The Office of the Chaplains and Religious Life coordinates interfaith activities and also assists smaller religious communities on campus to find local resources and support.

SAMEK ART GALLERY

Richard Rinehart, Director, Samek Art Gallery, 570-577-3792,
richard.rinehart@bucknell.edu

The Samek Art Gallery's dynamic exhibition schedule features the work of nationally and internationally recognized artists in the form of thematic issue-oriented and solo shows, and an Annual Student Art Show at the end of the academic year. Exhibitions are accompanied by lectures, artist talks, and publications. Staff give exhibit tours and speak with student groups and classes. Contact Cynthia Peltier, Operations Manager (570-577-3981) to schedule a group visit.

The Permanent museum collection features the Kress Collection of Renaissance and Baroque paintings, modern and contemporary art in all media and with strengths in photography and prints and drawings, the Sordoni collection of Japanese decorative art, and art from many points on the globe and historic periods. The Collection Study Room provides access to works in the permanent collection for classes, seminars and individual study of works of art. To arrange a visit, fill out the form on the website "Study Room and Study Gallery" link under "Collections." The Study Gallery and Samek entrance display cases are used to display permanent collection objects on a frequently rotating basis. More than 2000 works of art are also viewable online on the website.

The gallery is located on the third floor of the Elaine Langone Center, has no admission fee, and is open Monday, Tuesday, Wednesday and Friday from 11 a.m. - 5 p.m., Thursday from 11 a.m. - 8 p.m. and Saturday and Sunday from 1 - 5 p.m. except between exhibitions and during University recesses.

Visit the website at www.bucknell.edu/SamekArtGallery.

SCHEDULING EVENTS

Scheduler, Events Management Office, Elaine Langone Center 265, 570-577-3393

All functions sponsored by any recognized student group affiliated with the University and held either on or off campus must be registered and scheduled with the Events Management Office in ELC 265. These events may then be included on the campus Events Calendar for added publicity. Student organizations planning semester activities should consult the Scheduler before selecting a date. Further information about planning and scheduling student activities can be found in the Policies and Regulations section of this Handbook. Visit the website at www.bucknell.edu/eventsmanagement.

To schedule an event complete the online Event Request Form accessed at "Schedule an Event" on the Events Calendar gadget on your *my*Bucknell page.

SPORTS/ATHLETIC FACILITIES AND ATHLETIC PROGRAMS

John Hardt, Director of Athletics and Recreation, KLARC, 570-577-1232,
john.hardt@bucknell.edu

Bucknell's extensive facilities and wide-ranging program of athletics and recreation entice nearly everyone into some form of physical activity. The athletic facilities include:

- The Kenneth G. Langone Athletics and Recreation Center that includes the 16,000 square foot Krebs Family Fitness Center, an Olympic-size natatorium, and a 4,000-seat pavilion.
- The Gerhard Fieldhouse
- Davis Gymnasium
- Christy Mathewson-Memorial Stadium (FieldTurf surface)
- Bucknell West Fields, including baseball, softball, intramurals and varsity soccer, turf for field hockey and lacrosse, and numerous recreation fields
- Sand volleyball courts
- Bucknell Golf Club
- 8-lane outdoor track
- 10 tennis courts
- 2 platform tennis courts

Kenneth G. Langone Athletics and Recreation Center

The Kenneth G. Langone Athletics and Recreation Center opened during the 2002-03 academic year. The center includes a state-of-the-art 54-meter Olympic-class pool, a 4,000-seat sports pavilion, and a 16,000 square foot student fitness center. Kinney Natatorium accommodates the varsity aquatics programs and increased recreational opportunities. The pool features two movable bulkheads that allow team practices and recreational activities to occur simultaneously. Additionally, the pool locker room area features a co-ed sauna and steam room. Sojka Pavilion offers three basketball courts and is the home for men's and women's basketball games. The Krebs Fitness Center and Berger Strength Training Center house modern free-weight, cardio and pin-select equipment.

Gerhard Field House

On the 180' by 350' main floor of the Gerhard Fieldhouse are a 200-meter track; courts for basketball, tennis, and volleyball; and facilities for the long jump, high jump, and pole vault. Nets can be dropped for indoor team practice including a retractable netting cage for baseball, softball, golf and track. The two-and-one-half-acre building also includes seven racquetball/handball and three squash courts, a climbing wall, a dance studio, a wrestling room, locker rooms, offices, and the Bucknell Athletic Hall of Fame.

Davis Gym

Varsity volleyball and wrestling call Davis Gym home. The hardwood surface, which also houses offices for athletic administrators and many of the coaches as well as several team locker rooms and the Sports Medicine Area, is also home to intramurals and recreation activities.

Christy Mathewson-Memorial Stadium

Christy Mathewson-Memorial Stadium features a FieldTurf playing surface and an 8-lane Rekortan Track (all weather) and is home to the football, men's lacrosse, and outdoor track and field programs.

Bucknell West Field Complex

The Bucknell West field complex includes varsity baseball and softball fields, is home for the varsity field hockey, men's and women's soccer, and the women's lacrosse programs, and is the site of widespread intramural, club sports, and recreational activity. The venue features multiple lighted fields and an astro-turf field.

Programs Students may participate in athletics on five levels: varsity, club, intramural, co-ed recreational, and individual.

VARSITY ATHLETICS

Men's programs

Baseball, basketball, cross country, football, golf, indoor track and field, lacrosse, outdoor track and field, soccer, swimming and diving, tennis, water polo, wrestling

Women's programs

Basketball, cross country, field hockey, golf, indoor track and field, lacrosse, outdoor track and field, rowing, soccer, softball, swimming and diving, tennis, volleyball, water polo

Club Varsity

Men's rowing

Club Sports

Club sports are student-initiated and student-run programs that under the direction of the Office of Recreation Services give undergraduate and graduate students further opportunities to participate in organized extramural activities

Men's Club Sports

Baseball, cycling, golf, ice hockey, lacrosse, rugby, ski racing, snowboarding, power lifting, roller hockey, soccer, tennis, frisbee and volleyball.

Women's Club Sports

Rugby, soccer, ultimate frisbee, volleyball, equestrian, golf, lacrosse, soccer and tennis.

Intramural Programs

Intramural programs offer some 40 different activities for men and women. Numerous tournaments and special activities are held, while teams from sororities, fraternities, residence halls, and independent groups compete for the Pangburn Trophy, Ewan Award and Dean's Cup. Examples of intramural activities include: sand volleyball, bowling, flag football, golf, platform tennis, racquetball, soccer, softball, squash, tennis, ultimate frisbee, volleyball, inner-tube water polo, kickball, dodge-ball and badminton

Co-Ed Programs

Recreational (Co-rec) activities offer students, faculty and staff an opportunity to compete together in all intramural programs.

Individual Programs

Many Bucknellians take advantage of the opportunities for unstructured recreation provided by the University. There are open recreation hours for Kinney Natatorium, Gerhard Fieldhouse, and other campus facilities. The golf course is available through greens-fee play or by membership. Student memberships are available by the semester and are reasonably priced.

Recreational Activities

You may participate in a variety of recreational activities, including aerobics, climbing, conditioning/fitness, dance, platform tennis, racquetball, squash, swimming, tennis, and weight training.

Courses are also offered in First Aid, CPR, AED, Scuba Diving Water Safety Instruction and Life Saving. Any questions concerning club, intramural, or co-recreational sports should be directed to the Assistant Director of Athletics/Recreation, Joseph Santorine, 570-577-1656. Visit the website at www.bucknellbison.com.

STUDENT HEALTH SERVICE

Donald W. Stechschulte Jr., M.D., Medical Director, Ziegler Health Center
570-577-1401, don.stechschulte@bucknell.edu

Roseline Reed, M.D., Associate Physician, 570-577-1401, roseline.reed@bucknell.edu

Colleen Flaherty, D.O., Associate Physician, 570-577-1401, colleen.flaherty@bucknell.edu

Hannah Roberts, Coordinator of Alcohol and Other Drug Programs, Ziegler Health Center, 570-577-1159 or Lowry House, 570-577-1634

Rozalyn Yannaccone, CPRN, Nurse Practitioner for Women's Health, Ziegler Health Center, 570-577-1332, r.yannaccone@bucknell.edu

Throughout your college career, physical, emotional and spiritual well-being is of critical importance. Although good health does not assure good grades, poor health is a frequent cause of poor grades.

To safeguard your health while you are enrolled at Bucknell, the Student Health Service offers a comprehensive program, including:

- treatment for illness and minor surgical procedures
- wellness programming and education
- gynecological services
- medical consultations
- alcohol and other drug counseling
- nutrition counseling
- travel medicine

If you have an ongoing medical condition that requires monitoring, the staff will work closely with your family physician. The Health Service staff includes physicians, a nurse practitioner for women's health, a registered dietitian, registered nurses, and a specialist in alcohol and other drugs. There is no separate fee for office visits because the Student

Health Service fee is included in the University's comprehensive fee collected at the beginning of each semester. The health center does not file insurance claims. Students need to be knowledgeable regarding their health plan co-payments, prescriptions plans and the need for precertification for lab work, radiology or specialist referrals.

If you are in need of hospitalization, you will be admitted to a local hospital.

Medical records maintained by the Student Health Service are strictly confidential for the use of the medical staff only. You are encouraged to discuss any health concerns you may have with the medical staff, including concerns for others. Visit the website at www.bucknell.edu/HealthServices.

The Student Health Service requires a completed medical record of all full-time undergraduate students including the state-mandated vaccination requirements as described under Required Immunizations. Failure to submit this record may prohibit a student from enrolling and beginning classes.

Physician's Hours during the Academic Year

Weekdays MTWF	9 - 11:45 a.m.	1 - 4 p.m.
Thursday	10 - 11:45 a.m.	1 - 4 p.m.
Weekends Saturday	11 - 11:45 a.m.	
Sunday	Noon - 12:45 p.m.	

Department Hours During the Academic Year

Weekdays	8 a.m. - 5 p.m.
Saturdays	10 a.m. - 2 p.m.
Sundays	11 a.m. - 2 p.m.

NOTE: Students in need of emergency care when nurses are not on duty should go to the Emergency Department at Evangelical Community Hospital. or call the Department of Public Safety for assistance.

WEIS CENTER FOR THE PERFORMING ARTS

Kathryn Maguet, Executive Director, Weis Center, 570-577-3700

Professional and campus music, dance, and theatre events, as well as lectures, convocations, and other functions are held in the 1,200-seat Weis Center, an architecturally striking and acoustically exceptional performance facility. The concert hall boasts two Steinway concert grand pianos. Works by the late artist David Armstrong '69 and others, including current Bucknellians, grace the lobbies. The building contains rehearsal rooms for Bucknell's large instrumental and vocal ensembles. Visit the website at www.bucknell.edu/WeisCenter.

The Weis Center Executive Director is available to assist student organizations in contracting performance groups and lecturers. Organizations or offices wishing to use the Weis Center for an event should contact Doris Mack, Weis Center Operations Manager, at doris.mack@bucknell.edu, 570-577-3720. The Weis Center also houses Performance Services, which provides portable sound and lighting systems for co-curricular events on campus under the direction of Weis Center Technical Director, Dale Hourlland. After reserving space through the Events Management Office, contact Susan Johnson,

Performance Services Manager, at perfserv@bucknell.edu, 570-577-1441, no less than two weeks in advance to request service.

WOMEN'S RESOURCE CENTER (WRC)

Tracy Shaynak, Director, 200A Roberts Hall, 570-577-1375, tracy.shaynak@bucknell.edu
www.bucknell.edu/wrc

The Women's Resource Center is a place of advocacy, support, and safety for all members of the campus community. Through a variety of leadership opportunities and educational, social, and cultural programming, the WRC seeks to foster a community in which men and women live and work in a climate of mutual respect, understanding and equality.

In support of Bucknell's commitment to diversity, the WRC actively engages and empowers the community to 1) promote women's issues, 2) address inequities, both historic and contemporary, based on sex, gender identity and expression, and sexual orientation, and 3) celebrate the achievements and highlight the struggles of women the world over. The WRC also provides support for students regarding a variety of topics including healthy relationships, body image and eating disorders, sexual harassment and assault, and other issues.

The Women's Resource Center is not just for women.

While the Women's Resource Center focuses primarily on women's issues, we welcome the participation and input of people of all backgrounds, genders, races, ethnicities, religions, abilities, sexual orientations, ages, political beliefs, and nationalities. Annual WRC events include, but are not limited to, the Clothesline Project, Take Back the Night March, Love Your Body Fair, International Women's Day Luncheon, National Eating Disorders Awareness Week, and a variety of guest speakers and other programs that address topics of interest to the campus community.

How students can benefit from the Women's Resource Center

We work to serve the Bucknell community through a variety of educational, social, and cultural programs, and by providing a safe space for students to find advocacy and support. The WRC maintains a library of books, videos, and other print materials for community use and our lounge, which is equipped with computers and video screening equipment, can be reserved for small group meetings and other events.

The WRC is located on the second floor of Roberts Hall in Room 200A. Staff and students are available Monday through Friday from 8:30 a.m. - 4:30 p.m. to welcome you and share additional information regarding the Center's resources and programs. For more information, please visit our website at www.bucknell.edu/wrc.

VI. GETTING INVOLVED

Anyone who claims that there is nothing to do on campus is just not looking very hard. During the week, and every weekend evening, there is a variety of social activities going on, at little or no cost. The Office of Campus Activities and Programs have events planned for every weekend including movies, bands, hypnotists, casino nights, dances, comedians,

concerts, etc. You can also access the online Campus Calendar through Bucknell's home page at www.bucknell.edu.

It is rare for a person to go through Bucknell for four years and not take part in some sort of extracurricular activity. More than 150 student organizations have been cataloged at Bucknell this year. Some are highly visible; some thrive in relative obscurity. In order to sort out the tangle and plan the best mix of activities and academic study for your Bucknell experience, you may need more guidance. This section is designed to give you an overview of some of the extracurricular options available and to let you know where to find more information.

ACTIVITIES AND CAMPUS EVENTS (ACE)

Lauren Rambo '12, President, lar020@bucknell.edu

Advisers: Callie Frieler, Assistant Director of CAP Center, callie.frieler@bucknell.edu

ACE sponsors and coordinates activities, entertainment, and social events throughout the year. ACE is run by students for students, and offers you a great way to get involved with campus events and programming. In addition, ACE can provide numerous opportunities and experiences to further develop your leadership skills. ACE comprises seven committees that represent a diverse array of events every weekend – Comedy, Uptown, Late Night, Special Events, Traditions, Films and Trips, and SCORE and Spirit. ACE plans more than 200 events each year, some of which are highlighted below.

Chrysalis Ball: A traditional formal spring event that offers faculty, staff, alumni, and students the chance to dance the night away to the tunes of popular bands. Recent bands have included the Beach Boys, Kool and the Gang, KC and the Sunshine Band, and the Village People, The Temptations and The Four Tops, ABBA and Credence Clearwater Reunion.

BU After Dark: BU After Dark is one of Bucknell's most popular events. It is an up-all-night, free, fun-filled event with inflatables, carnival food, crafts, novelties, and recreational events.

Movies: Every other Wednesday and Saturday nights at 10 p.m., pre-release films that have not yet been released to DVD are shown in the Elaine Langone Center Forum. Admission is \$1.

Late-Night Music Series: Every Friday night at 10 p.m. in the Seventh St. Café featuring acoustic performances by contracted performers and current students..

Trips and Shuttles: ACE sponsors day trips to nearby cities such as New York City, Washington, D.C., Baltimore's Inner Harbor, Philadelphia, ski resorts, and others. Shuttles are also available on the weekends to a local mall and to Wal-Mart.

Fall Fest: The fall semester is kicked off with this annual outdoor tradition every year. Featuring a well-known band and including some of our very own best Bucknell bands, students are often seen tossing footballs, flinging cream pies, falling into the dunk tank, jumping around in inflatables, and stuffing themselves at a picnic buffet. In the past, headlining bands have included Howie Day, Gavin DeGraw, Josh Kelly, Jacks Mannequin, and HelloGoodbye, Reel Big Fish, and Cartel.

Center Stage: The annual Center Stage features a famous comedian and Bucknell's very own *a cappella* groups, students have the chance to warm up with a steaming bread bowl filled with homemade soup, and to huddle around a fire pit and make s'mores. Past headlining comedians have included Colin Quinn, Lewis Black, Jim Gaffigan, Demitri Martin and Seth Meyers.

Some of ACE's other popular events included comedy nights, hypnotists, live bands, and Bingo. ACE produces semester calendars of all its events, available in the CAP Center (ELC 47). For more information, contact ACE at 570-577-1426 or 570-577-1217, www.bucknell.edu/ace, or by AIM: ACE at Bucknell.

In addition to Activities and Campus Events, there are numerous opportunities to get involved with special events and programs on campus. Stop by the CAP Center for more information.

ACTIVITIES UNLIMITED

An annual activities fair, Activities Unlimited, is held during New Student Orientation. Bucknell student organizations and departments set up displays and information booths, offering you an opportunity to find out more about the activities in which you may be interested. This fair is not just for first-year students – with so many different organizations on campus, it is unlikely that even seniors are aware of them all. By taking advantage of this information extravaganza, you may find out about a group that's just right for you.

BUCKNELL STUDENT GOVERNMENT

Phillip Kim '12, President, p.kim@bucknell.edu

Joey Martin '12, Vice President of Operations, pjm@bucknell.edu

Matt Kairys '12, Vice President of Finance, mdk012@bucknell.edu

Abby Vidmer, '13, Vice President of Administration, akv001@bucknell.edu

Website: www.bucknellstudentgovernment.com

E-mail: bsg@bucknell.edu, Telephone: 570-577-3150

Kari Conrad, Associate Dean of Students, Adviser, 47 Elaine Langone Center, 570-577-1217, kari.conrad@bucknell.edu

The Bucknell Student Government (BSG) represents students to the faculty, the administration, and the trustees. Its mission is to represent the interests and to promote the welfare of all undergraduate students on campus, to preserve the rights of students, and to make them aware of their responsibilities to one another and to the University.

The recognition process for student organizations is coordinated by BSG and is open to all undergraduate students. Recognition allows groups to have access to funding, use of University facilities and vehicles, and leadership programs.

BSG consists of an Executive Council, a Congress, and a Student Appropriations Committee.

The Executive Council consists of the President, the Vice President of Operations, the Vice President of Finance, the Vice President of Administration, and the chairpersons of the standing congressional committees.

The Student Appropriations Committee consists of 10 members elected at large. It is responsible for the financial affairs of the government and for financing student organizations.

The Congress has within it seven congressional committees: Academic Affairs, Fiscal Affairs, Internal Affairs, Multicultural Affairs, Public Affairs, Social Services, Student Affairs, and Residential Living.

There are also standing committees including the Bucknell Concert Committee and the Bucknell Student Lectureship Committee.

Upperclass congressional representatives are elected in April and take office the following fall. The executive officers are elected in late fall to serve from January through December. Student Appropriations Committee members are elected in the spring, take office in the fall, and serve the full academic year. Class officers are elected in late spring to serve for the next academic year. First-year class officers and congressional representatives are elected in September. Positions open up throughout the year; contact BSG to get involved. Visit the website at www.bucknellstudentgovernment.com.

BUCKNELL STUDENT LECTURESHIP COMMITTEE

The Bucknell Student Lectureship Committee, a select student group dedicated to bringing interesting and inspiring speakers to campus, is also located in the CAP Center. Recent speakers have included Paul Rusesabagina (Hotel Rwanda), the cast of MTV's *Buried Life*, James Earl Jones, Mitch Albom, Chris Matthews, Bill Nye, Frank Warren (Post Secrets) and Judy Shepard. Additional programs brought by the Bucknell Student Lectureship Committee have included controversial debates such as *The Debate to Legalize Marijuana* and *The Debate on Pornography*.

CONCERT COMMITTEE

The CAP Center is also home to the Concert Committee, a group charged with bringing major concerts to campus. Most recent shows have included Counting Crows, Foo Fighters, Shaggy, Live, Third Eye Blind, The Ataris, Jason Mraz, OAR, Ziggy Marley, 311, Ben Folds, Kanye West, T-Pain, Maroon 5, Guster, Kid Cudi, Jay Sean, Mike Posner, the Goo Goo Dolls.

FRATERNITY AND SORORITY AFFAIRS

The overall administration of the University's fraternity and sorority affairs system is the responsibility of the Associate Dean of Residential Education and Leadership and two Assistant Directors.

The respective bodies shall be the governing organizations for their members and shall collect assessments, provide sanctions, and make recommendations regarding all policies pertaining to their members to the assistant directors of Fraternity and Sorority Affairs and according to their Constitution and Bylaws. Members organizations must be in good standing with their governing bodies in accordance with their Constitutions and Bylaws or recommendations will be made to withdraw recognition by the University. Further, all organization must be in compliance with the *Plan for Prominence*.

FRATERNITY AND SORORITY GOVERNING COUNCILS

Interfraternity Council: The Interfraternity Council (IFC) is the governing body for 11 national fraternities at Bucknell University. IFC is a legislative body consisting of 11 council officers and delegates from each chapter. The IFC coordinates activities, programming and support to member chapters.

IFC Chapters:

Chi Phi, Delta Upsilon, Kappa Alpha Psi Fraternity, Inc.* , Kappa Sigma, Lambda Chi Alpha, Phi Gamma Delta, Phi Kappa Psi, Sigma Chi, Sigma Phi Epsilon, Tau Kappa Epsilon, Theta Chi

*Kappa Alpha Psi Fraternity, Inc. holds membership in both the NIC and NPHC.

Panhellenic Council: The Panhellenic Council is the governing body for the seven national sororities at Bucknell University. Panhellenic is a legislative body. Panhellenic consists of 11 executive officers and delegates from each chapter. Panhellenic coordinates activities, programs and provides support to member chapters.

Panhellenic Chapters:

Alpha Chi Omega, Alpha Delta Phi, Chi Omega, Delta Gamma, Kappa Alpha Theta, Kappa Kappa Gamma, Pi Beta Phi

National Pan-Hellenic Chapter:

Delta Sigma Theta Sorority, Inc.

Alumni Greek Council: The Alumni Greek Council (AGC), comprising alumni representing each chapter, was founded in May of 1989 to promote Greek unity, provide for effective governance and to ensure effective cooperation and communication between and among Bucknell University and its fraternity and sorority chapters.

National Greek Governing/Coordinating Associations

These associations provide direction and support to the staff and student leaders of the Fraternity and Sorority Affairs program at Bucknell University.

National Panhellenic Conference (NPC)

Founded in 1902, NPC is an umbrella organization for 26 inter/national women's fraternities and sororities. Each member group is autonomous as a social, Greek-letter society of college women and alumnae. Members are represented on more than 620 college and university campuses in the United States and Canada and in more than 4,600 alumnae associations, making up more than 3.6 million sorority women in the world.

National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council, Inc. (NPHC) was organized on May 10, 1930 on the campus of Howard University. NPHC is a coalition of the nine (9) largest historically African-American Greek-letter fraternities and sororities, currently representing over 1.5 million members internationally. The organization boasts a diverse membership comprising students, celebrities, corporate, political and community leaders.

North American Interfraternity Conference (NIC)

Founded in 1909, the North American Interfraternity Conference (NIC) is the trade association representing 75 International and National Men's Fraternities with approximately 5,500 chapters located on 800+ campuses in the United States and Canada with approximately 350,000 undergraduate members. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions.

Membership Requirements, Rosters and Auxiliary Organizations

No social fraternity or sorority may pledge (associate) or initiate any individual who is not matriculated and regularly enrolled for credit at Bucknell University in their second year. Prospective members may be required to complete a pre-recruitment educational program prior to joining a fraternity or sorority.

Recruitment is conducted at the beginning of the fall semester for upper-class students with a minimum cumulative GPA of 2.5. Conducting recruitment activities during the sophomore year allows students the time to establish themselves academically and residentially, in addition to forming personal friendships.

All active initiates must be regularly enrolled at Bucknell University, with a 2.25 GPA or higher in order to remain a member of their respective fraternity or sorority.

As provided by federal law, a social fraternity or sorority may elect to restrict its membership to one gender or may offer membership to either gender. A fraternity or sorority that restricts membership to a single gender may not, however, sponsor an auxiliary organization or activity for members of the opposite gender which connotes membership of any kind in their organization (i.e. "little sisters," "sweethearts," etc.) other than full membership as ascribed by their local and/or (inter)national constitution and bylaws.

Fraternity and sorority activities which shall be considered evidence that a group of students who are members of the opposite gender are operating as an auxiliary organization include, but are not limited to, membership recruitment/rush, group meetings, collection of dues, group officers, inclusion on chapter composites, etc.

Prior to joining a fraternity or sorority, individuals should consider housing, financial, and behavioral obligations and expectations of membership. When an individual joins, he/she accepts a level of responsibility for the fraternity or sorority and its actions. Therefore, all members can be held accountable for the actions of others in the fraternity or sorority.

Chapter Related Facilities

Social fraternities operate a chapter house and social sororities operate a chapter suite on Bucknell's campus.

Fraternities with chapter houses and sororities with suites in Hunt Hall are required by the University to fill their facilities to capacity before members are permitted to live elsewhere on or off campus. They are required to maintain safe and sanitary physical conditions in the chapter house and/or suite in accordance with University, state, and local regulations, and provide a comfortable home for the members of the chapter.

Fraternities encourage all members to eat at the chapter house, as most provide meal plans. Room and board fees vary for each fraternity and are the standard University fees for all sororities. Bucknell University owns most fraternity chapter houses; therefore, room fees are similar to living in a residence hall. Fraternities that own their chapter houses establish their own room rates. All fraternities with an operational kitchen establish their own meal plan fees as well. The meal plan rates are similar or lower in cost to what Bucknell University provides.

Non-Hazing Policy (University Wide)

The University disapproves of hazing and any other inappropriate and dangerous behavior and related activities. The University prohibits this type of practice. If a chapter is found in violation of the standards of the University, the Interfraternity Council, the Panhellenic Council, and/or the affiliated (inter)national organization, disciplinary sanctions will be implemented.

All rites of induction, ceremonies or practices of initiation or orientation into University life or into the life of membership of any University group or organization, should be of an education, historical, functional, and inspirational nature consistent with the accepted principles of fraternity and sorority affairs at Bucknell University.

Any rites of induction, ceremonies, practices, or behaviors which require or allow mental or physical suffering are prohibited. Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to product mental or physical discomfort, embarrassment, harassment, ridicule, violation of University rules and regulations, violation of the laws or policies of the (inter)national organization, and/or violation of any local, state, or federal law.

The Commonwealth of Pennsylvania defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. (The Code of Pennsylvania 1986, House Bill No. 749)

All rules and regulations of Bucknell University as well local, state and federal law shall supersede policies of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total University community.

Each and every organization has the responsibility for informing its membership, both old and new, of University policies, including those of hazing. All Bucknell University student organizations are responsible for the action of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as the members of the organizations.

The staff of the Division of Student Affairs will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated and forwarded to the Student Conduct Administrator or his designee.

It is possible for either individuals or organizations to be held responsible in the event these policies are violated. Violations may result in University disciplinary action as well as action through the civil courts. University disciplinary action may include the withdrawal of University recognition from offending organization through a due process hearing.

Fraternity and Sorority Registered Events

All fraternities and sororities must conform to the University's alcohol policy as a condition of their association with Bucknell, as established by The Plan for Prominence. For policies and procedures regarding social events for fraternities and sororities, please refer to the *Fraternity and Sorority Chapter Social and Risk Management Manual*. This document can be found online at: www.bucknell.edu/x36107.xml

Other Policies Applicable to Fraternities and Sororities

The Office of Residential Education and Fraternity and Sorority Affairs and associate councils may develop additional policies to ensure the effective and efficient operation of the fraternity and sorority system at Bucknell University. These policies will be disseminated to the chapters via the appropriate council.

STUDENT ORGANIZATIONS AND CLUBS

More than 150 student organizations and clubs of all types exist at Bucknell for undergraduate students. New groups are added every semester based on student interest, and some fade away. So if you don't see what you want, chances are that you can create it. All student organizations must be recognized by the Bucknell Student Government, which allows them to apply for funding and to use University facilities. A list of contact people for all organizations is available in the CAP Center, ELC 47. We encourage you to stop by and visit for more information about how to get involved.

UPTOWN NIGHT CLUB

Stephanie Wyld, Uptown Manager, Uptown, located in Swartz Hall,
slw022@ bucknell.edu

Uptown is a state-of-the art nightclub featuring DJs, popular Bucknell student bands, and well-known regional and national bands, including The Matches, Phantom Planet, Dispatch, OAR, Good Charlotte, Maroon 5, Simple Plan, Plain White T's, Mae, Matt Nathanson, David Cook, Schwayze and 2 a.m. Club. With a 300-person capacity you are sure to get up close and personal with your favorite band or performer. Uptown is a great spot for musical entertainment, to shoot pool, enjoy trivia night, or to hang out. Two events that are popular with the 21+ crowd include Pub Nights and Wine and Beer Tastings. There are also many co-sponsored events held in Uptown such as theme parties, speed dating and tournaments. Located in the basement of Swartz residence hall, Uptown is open Friday and Saturday nights beginning at 9:30 p.m. Uptown is available for rental by student organizations from 8 p.m. to midnight Monday through Thursdays. Contact the Uptown Manager for details.

VII. GETTING IT DONE

Bucknell provides a wide range of services for student organizations, such as designing and printing of publicity, full-color posters, fulfilling technical needs, and use of University vehicles and facilities. This section is intended as a guide to those and similar services. If you have questions which are not answered here, please contact the CAP Center, 570-577-1217, or visit 47 Elaine Langone Center.

BRINGING IN OUTSIDE PRESENTERS

Acting on behalf of a student organization, you may investigate the availability of speakers, entertainers, and the like. You may not request, make, or sign a contract/agreement which binds the University to any action or commit any University funds. Your group's adviser must call and make the request for a contract. The staff of the CAP Center must review and approve in advance all contracts for student organizations. A contract is any agreement written on letterhead or conveyed verbally via telephone or in person. In addition:

- no deposits are paid in advance
- all payments are made by University check, not cash
- full tax identification information is needed upon contracting, including 1099 and W-9 information
- A standard Bucknell Insurance Rider must be signed.

When fraternities and sororities bring in outside presenters or entertainers (including bands), they need to have their contracts signed by the Director of Fraternity and Sorority Affairs. Contracts with a value of \$5,000 or higher must additionally receive approval from the Dean of Students. Reservations must be made through the Events Management Office, (219 ELC), 570-577-3393.

Free accommodations for your guest may be available in Ward House or in campus guest suites; reserve a room in advance at Transportation Services desk (570-577-3785) in the Elaine Langone Center.

Transportation Services employs drivers who can pick up or drop off official guests and speakers at area airports for a fee. Contact Transportation Services in 265 ELC for details, 570-577-3785.

CALENDAR OF EVENTS

To schedule an event, complete the online Event Request Form accessed at "Schedule and Event" on the Events Calendar gadget on your *myBucknell* page.

CATERING SERVICES

Parkhurst Dining Service has put together Brown Bag to Black Tie menus to make your event a success. However, with adequate time our creative and highly skilled culinary team can create any menu, making your event a unique dining experience.

The catering office hours are 8:30 a.m. - 5 p.m., Monday through Friday. Please contact Valerie Reigle by phone for urgent orders requiring less than 72 hours notice. For all Monday orders, please submit your event sheet by the previous Wednesday. Our catering

guide is meant to offer a wide variety of selections for your events. We pride ourselves in meeting each request for your event. Please call us for any requests not listed in the guide, and we request that you read the catering policies page.

Please call the Catering Office at 570-577-1869 or e-mail catering@bucknell.edu with any catering and event questions you might have. We look forward to serving you.

COPYING AND DUPLICATING NEEDS

The **Publications, Print and Mail copy center**, located on the ground floor of Marts Hall, is available for fax service, quick turn-around color and black and white copying, document scanning, wide-format printing and laminating. They can help you with projects such as posters, postcards, flyers, brochures and booklets. The copy center is open from 8:30 a.m. - 4:30 p.m. during the academic year. Most orders can be completed within 24 hours. *Orders requiring special order paper, folding or bindery require more time.*

Paper Selection Guides are available at the service window to showcase the wide variety of paper weights and colors that we have in stock. Stop by and pick up one today.

Please visit the Publications, Print and Mail page in *myBucknell* for a complete explanation of their services: <http://my.bucknell.edu/PublicationsPrintandMail>

FILMS AND VIDEOS

Callie Frieler, Assistant Director, 47 Elaine Langone Center, 570-577-1168, callie.frieler@bucknell.edu

To comply with FCC regulations, Bucknell must have a license to show feature films. Therefore, any feature film to be shown on campus must be ordered by the CAP Center through our film company with whom Bucknell has a license. Videos rented or purchased from local stores cannot be shown.

Each recognized student organization is permitted to show two (2) films per semester free of charge, provided the title is available under our license. Any additional films ordered will incur a cost. A student group wishing to show a feature film must contact the CAP Center at least two weeks in advance and complete a "Film Request" form before the film(s) will be ordered. When making room reservations for the film showing, please request a room with the necessary equipment through Events Management Office (EMO, 219 ELC).

You can search for the availability of the your film title on the following website: www.swank.com (select "College Campus" button).

ELC MALL SALES

Any University group seeking approval to sell a product or service must apply at the Events Management Office (ELC 219). ELC mall sales can occur with "CAMPUS DOLLARS" or cash only, and processed through the Campus Activities and Programs Office. A minimal administrative fee will be applied to all groups for ELC sales. All questions regarding ELC mall sales should be directed to the CAP Center at 577-1217.

PUBLICIZING CAMPUS ACTIVITIES

What if you held an activity and nobody came? You can make sure that doesn't happen by publicizing your event wisely on the Campus Calendar, the BSG LCD Screen, or by putting up posters or banners. Remember: mass mailings are limited in student mailboxes, so be creative in publicizing your activity.

Banner Space

Space is available on the uphill side of the Elaine Langone Center. Visit the Events Management Office (219 ELC) to reserve your space. Space is limited and is on a first-come, first-served basis. Once space is secure, banner paper is available for a fee in the CAP Center. Banners should be no longer than six feet in length and can remain hanging only for three consecutive days.

LCD Screen Use

This advertising tool is offered to you by the Bucknell Student Government.

Policy for Using the Screen

- Club/organization advertising must be RECOGNIZED by BSG or be a University department.
- The given event advertised must be class specific or open to the entire campus.
- The screen will be updated every Monday .
- If the advertisement is to be run on Thursday, it must be received by the BSG VP of Administration by the previous Monday and vice versa.
- Every advertisement must adhere to University policy.
- A club/organization/department cannot advertise for consecutive periods – plan accordingly.
- A club/organization/department may advertise each event a maximum of two times but in non-consecutive periods.
- No meetings will be advertised on the screen.
- Every department on campus may advertise twice a semester. All further advertisements will be posted at the discretion of the BSG VP of Administration.
- All advertisements must be sent to the BSG VP of Administration on a PowerPoint slide.

RESERVING SPACE

If you would like to reserve any space on campus, complete the online Event Request Form accessed at "Schedule and Event" on the Events Calendar gadget on your *myBucknell* page. Questions regarding reserving a space can be directed to a scheduler in the Events Management Office in ELC 219, 570-577-3393. To reserve the Brown Conference Center (Cowan) you must fill out a form in ELC 219. The retreat center schedule fills up quickly especially for the spring semester, so plan ahead.

VIII. CAMPUS SERVICES

While most students wouldn't want to, it would be possible to function your entire four years without ever leaving campus – dining options, banking, a post office, and a convenience store are all located a few minutes' walk from most residence halls.

BANKING

Savings or checking accounts may be opened at any one of several local banks. All local banks participate in the "MAC" automated teller system. Two ATMs are located on the ground floor of the Elaine Langone Center.

You may cash checks of \$50 or less at the Cashier's Office in Marts Hall upon presentation of your student ID. These checks must be made payable to you or to "cash." In no case will checks made payable to Bucknell University or checks issued by Bucknell University be cashed. Returned checks will result in a penalty fee assessed to the student. Failure to clear a returned check may result in the University taking legal action. The University reserves the right to discontinue or charge for this service at any time.

BUID CARD SERVICES AND STUDENT TRANSIT

Card Services

Photo identification cards (BUID) can be used: for access to all residence halls, as a non-transferable cafeteria meal plan card where appropriate, as a debit card at dining services facilities if a declining balance has been established, for charging books and supplies at the University Bookstore, for borrowing books at the Library, for admission to University athletic events, for obtaining reduced-rate tickets to the Performing Arts Series programs, and for cashing checks on campus.

Students are responsible for charges made with the use of their cards. If lost or stolen, report it immediately to the BUID Card Services and Student Transit office, Monday through Friday during normal working hours at 570-577-1953. If a card is lost at any other time, it must be immediately reported to the Department of Public Safety at 570-577-3333. The replacement charge is \$50 and is non-refundable.

Shuttle Service

Shuttle services (reservation required) are available to the Williamsport, Harrisburg or Philadelphia airports whenever there is a break in the academic schedule and at the beginning and end of each semester. JFK shuttles run at the beginning and end of each semester only, not for holiday breaks or fall or spring break.

The complete schedule for the academic year can be found at www.bucknell.edu/shuttles.

Delayed Flights

If you miss a shuttle, you may call the University Switchboard (570-577-2000) for information on whom and how to contact someone for possible alternative options.

The University is not responsible for airline schedules and changes. The University reserves the right to make adjustments in the shuttle schedule to ensure the safety of students due to road conditions and inclement weather. Contact the Card Services and Student Transit office, ELC 204, 570-577-1953 for more information.

Campus Shuttle

Bucknell University provides shuttle services to our downtown bookstore and to select locations within the Lewisburg community. The shuttle travels on pre-determined routes and times throughout the academic year.

Zipcars

In conjunction with the Bucknell Student Government (BSG), the University has entered an agreement with Zipcar, Inc. Students can subscribe and schedule access to vehicles for personal use by contacting Zipcar; www.zipcar.com/bucknell.

BOOKSTORE

Located in a fabulously updated historic building at 400 Market Street, Barnes & Noble at Bucknell University offers three floors of everything Bucknell. Students and the general public can purchase textbooks and course materials, Bucknell imprinted apparel and giftware, books and magazines for readers of all ages and interests; Starbucks Café housed in the building. Open to all seven days a week, the bookstore offers students the added convenience of accepting BU ID and Campus Dollars as well as traditional forms of payment.

BUCKNELL DINING

Dining Office, 570-577-1240, Website, www.bucknell.edu.dining;
e-mail dining@bucknell.edu

Bucknell Dining consists of 10 facilities, each one with a unique flavor and variety of dining options. All of the Bucknell Dining facilities will accept cash. However, most students prefer to use their BU ID with a meal plan and or Dining Dollars.

Every student residing on campus is required to purchase a meal plan each semester. First-year students must select a Platinum, Gold or Silver meal plan. If no selection is made, the student will automatically receive the Silver meal plan. Upper-class students may choose from a variety of meal plan options including the Platinum, Gold or Silver meal plans. The meal plans are billed through the student's Bucknell Billing account.

The BU ID card is non-transferable and must be presented each time it is used. Meal plans may be used at Bostwick Marketplace and the Terrace Room during designated hours. It is a violation of the Student Code of Conduct to knowingly permit another student to use, or for a student to use another's BU ID card to obtain a meal at any Bucknell Dining location.

Our diversity in menu selections and operations has been created with dietetic balance, popularity, nutritional value, and variety in mind. Weekly menus are posted in each residence hall, on our website, in *myBucknell* and distributed throughout campus. Vegetarian and Vegan selections are offered at each meal and alternative menu selections are available for those with special dietary needs.

Bucknell Dining offers daily and weekly specials, in addition to weekly monotony breaker options in Bostwick Marketplace and special holiday celebrations.

To supplement your meal plan, additional Dining Dollars may be added online using your checking or savings account or in person at the Bison, the Bucknell Dining office

or the Finance Office. Payment may be made with cash, check made payable to Bucknell University, or by charging the student's Bucknell Billing account. The Dining Dollars may be used at all Bucknell Dining locations. Dining Dollars are not refundable or transferable. Dining Dollars carry over from semester to semester and year to year, but they become invalid upon graduation or separation from the University.

Campus Dollars are also accepted at all Dining locations. Campus Dollars do not replace the requirement for students living on campus to purchase a meal plan each semester. If you have both Campus Dollars and Dining Dollars, Dining Dollars are used first at all dining locations.

Fraternity Recruitment

During their sophomore year, students may choose to join a fraternity. This occurs after they have chosen their University meal plan. Students who are required to change their University meal plan to eat at their fraternity may receive a reimbursement of their University meal plan. These reimbursements will be prorated at the daily rate of the University meal plan or the amount remaining on the declining balance plan. This option is only available during the fall semester.

The fraternity meal plan conversion process occurs in early October.

BUCKNELL MESSAGE CENTER

Announcements about events or activities you want to publicize can be sent to campus via e-mail through the Bucknell Message Center. Available through *myBucknell*, the message center allows you to send your announcements to everyone on campus or only to select audiences (e.g., students only) and to categorize your message based upon type (e.g., academic, arts and performance, weekend social activities), as well as to specify the type of campus announcements that you want to receive. Guidelines and instructions for using the message center are available in *myBucknell*.

INSURANCE

Tuition Insurance for Medical Withdrawals

Bucknell offers a way to help families protect their substantial financial investment in a college education. The Tuition Refund Plan is an optional private insurance plan available through A.W.G. Dewar, Inc., that assures subscribers who withdraw for illness or accident a refund throughout the semester according to the terms of the policy, even if Bucknell's own refund policy has expired.

For costs, benefit levels, further information, or an application form, please contact John Strain at Dewar, 4 Batterymarch Park, Quincy, MA 02169-7468; 617-774-1555 or go to www.collegerefund.com. Students and/or parents are encouraged to check into this option and to consider closely both the costs and benefits.

Causality Insurance

The University does not carry insurance on student belongings and assumes no responsibility for theft, loss, damage, etc. Homeowners' insurance sometimes covers property outside the home, which means that your parents' insurance may cover your personal property while you are living on campus. Students and parents are encouraged

to check on their existing insurance coverage and the matter of deductibles. If new or supplemental coverage is desired, it may be obtained through the Student Personal Property Plan at National Student Services, inc. www.nssi.com, 1-800-256-6774. Information is available at Housing Services.

LOST AND FOUND

A University-wide lost-and-found service is located at the Switchboard on the second floor of the Elaine Langone Center. Records of lost items are maintained here, and found articles are kept for two to four weeks for identification and claiming.

REFRIGERATORS

MicroFridge units (combination microwave/refrigerator) can be rented or purchased directly from Campus Specialties, Inc., www.campusspec.com or 1-800-525-7307. Information is available at Housing Services. Students may provide their own refrigerators, not greater than 4.5 cf capacity.

IX. CODES OF CONDUCT AND CONDUCT SYSTEM

OVERVIEW OF THE STUDENT CONDUCT SYSTEM

The Bucknell community believes its educational aims and purposes must be upheld and promoted by the personal integrity and responsibility of each individual member of the University. We value a constituency composed of individuals with varied interests and diversity of opinion, and we also recognize that our members must be bound together by respect for the individual and collective rights of others and by recognition of the primary aims of learning and development of the disciplined mind which bring us together. Rules and regulations to promote necessary order and unity within our diverse community stem from the corporate authority of Bucknell University. That corporate authority, in turn, stems from both public law and the Charter of Bucknell, which was approved by the Commonwealth of Pennsylvania in 1846 and which remains under the charge of the University's Board of Trustees. Rules and regulations governing conduct, and procedures necessary for their implementation, express Bucknell's corporate authority for its members.

Any questions regarding the implementation, interpretation or application of the Student Codes of Conduct and conduct systems will be referred and responded to by the Dean of Students.

The University's student conduct system is organized and administered to assure that the standards of social responsibility and accountability to the community are maintained and that students as well as faculty and administrators play important roles in the process. Associated administratively with the Office of the Deans of Students, the University's student conduct system and Codes of Conduct are in effect during the academic year and summer. The Student Conduct Administrator (SCA), who oversees the student conduct system, receives charges, determines their viability and the appropriate body or individual for adjudication, and assures that the matter is handled fairly and expeditiously.

The term “student” includes all persons taking courses at the University, both full time and part time, pursuing undergraduate or graduate studies. Persons who are not enrolled for a particular semester but who have a continuing relationship (e.g. on leave of absence,, on suspension) with the University are considered “students” for this purpose.

Alleged individual and group violations of a more serious nature (Category I below) are normally referred by the Student Conduct Administrator to a Conduct Board for adjudication. (Category I offenses may be adjudicated by the Student Conduct Administrator if the respondent and the aggrieved party, in writing, request an administrative hearing.) Other alleged individual and non-fraternity or non-sorority group violations (Category II below) are usually handled administratively, but may, at the discretion of the Student Conduct Administrator, be referred to a Hearing Board. Fraternity or sorority group violations (Category II) are sometimes heard by the Interfraternity Conduct Board or by the Panhellenic Conduct Board though they may be handled administratively or referred to a Hearing Board, at the discretion of the Student Conduct Administrator. Alleged incidents of sexual misconduct are adjudicated by a Hearing Board for Sexual Misconduct.

OFF-CAMPUS CONDUCT

In general, an individual’s actions off campus are subject to sanctions of civil authorities; however, the University may take disciplinary action independently of, or in addition to, civil authorities, against students currently enrolled. It should be understood that the University may have a responsibility to advise appropriate authorities of violations of civil or criminal law committed by a student when a request is made by those authorities for specific information, when the use or distribution of illegal drugs is involved, or when there is a danger to life or property, even if the conduct occurred off campus.

At the discretion of the Dean of Students, when its interests as a community are clearly involved, the University may take disciplinary action independently of civil authorities against an individual currently enrolled or against an organization, even if the incident occurred off campus. The Dean’s discretion also applies to students participating in off-campus study. It should be understood that the University may have a responsibility to advise appropriate authorities of violations of civil or criminal law committed by anyone on its campus when a request is made by those authorities for specific information or when there is a danger to life or property.

Students living off campus who are cited by the local authorities for incidents, including but not limited to disorderly conduct, excessive noise, underage drinking, etc., may be required to return to campus if their misconduct is judged serious enough by the Off-Campus Living Review Board to warrant forfeiting the privilege of living off campus or if a uniform sanction is applied that withdraws the privilege to live off campus. In the event of an incident that causes the student to appear before the Off-Campus Living Review Board, the student’s entire conduct record will be reviewed in the course of the Board’s consideration. Should it be required that a student return to campus, he or she must move into a University-owned facility or University-related fraternity by the last day of the calendar month in which the decision is made. Incidents sometimes occur at an off-campus residence, which result in a citation being issued to an individual because that individual was the lessee present at the time, or accepts responsibility for the incident. Students residing off campus should understand that, in the event of a disturbance at an

off-campus residence for which police are involved and a citation issued, all signatories to a lease may be held equally accountable for an incident occurring at their residence, whether they actually receive the citation or not, and all signatories may be called before the Off-Campus Living Review Board or be subject to a uniform sanction that withdraws the privilege to live off campus. Therefore, if a decision is made, because of automatic sanction or by the Off-Campus Living Review Board to require an offender to return to campus housing, all occupants of the house may be subject to the same requirement.

A student (host of the event or participant) who is judged by the Union County Magistrate to have been part of a “disorderly gathering” in the Borough of Lewisburg may receive a maximum fine of \$1,000 from the Magistrate. If the University learns that there has been an allegation or instance of misconduct off-campus involving a student (which includes a citation, arrest or conviction), the student can be requested by the University to turn over a copy of information or documents received from public authorities relating to the alleged misconduct. The University also can request that the student consent to disclosure of information by public officials or offices directly to the University to the full extent of the law. Failure to provide in a timely fashion such information or a signed consent will result in immediate termination of off-campus living privileges.

Finally, a student involved in an off-campus incident who is placed on Accelerated Rehabilitative Disposition (ARD) or Alternative Adjudicatory Disposition (AAD) by the Court, whereby the incident is forgiven after a period of probation by remains part of one’s legal record, is considered to have assumed responsibility by the University, thereby requiring University code of conduct action and sanction. A student who receives ARD or AAD must petition the Court after his/her 21st birthday to have the incident and disposition completely expunged from the Court’s record.

THE STUDENT CODE OF CONDUCT

CATEGORY I VIOLATIONS

Alleged violations of the regulations listed below are under the jurisdiction of the Community Conduct Board as their very nature indicates the importance of accountability to the entire community. It should be noted that several of the violations listed below may also be subject to adjudication under other University regulations and procedures. The decision as to whether charges are to be pursued under the student conduct system or with another system rests with the Student Conduct Administrator. An individual or group may be charged with and held responsible for committing, aiding or abetting, or conspiring to commit any of the following violations of the Student Code of Conduct:

- 1. ACADEMIC FREEDOM.** Deliberate interference with the academic freedom of any segment of the University community.
NOTE: Academic freedom here is understood not to be absolute: it must be consistent with other protections provided for the community in the Student Code of Conduct, and it must concord with the principles embodied in the Pledge of Student Responsibility. For example, the individual who commits plagiarism cannot claim immunity under a perceived right of absolute academic freedom.
- 2. FREEDOM OF SPEECH.** Deliberate interference with the freedom of speech of any segment of the University community.

Note: Freedom of speech here is understood not to be absolute: it must be integrated with other protections provided for the community in the Student Code of Conduct (such as the right to be free from harassment) and it must concord with the principles embodied in the Pledge of Student Responsibility. For example, the individual who directs epithets or threats at another cannot claim immunity under a perceived right of absolute free speech.

3. **ACADEMIC TAMPERING.** Deliberate interference or tampering with an academic or research project of a member of the University community, such as the theft or destruction of the experiments, reports, or papers of another individual.
4. **COMPUTER TAMPERING.** Deliberate and unauthorized entry into, or tampering with, computer files, projects, or programs of another member of the University community or the University; engaging in computer use in violation of the “Appropriate Usage Policy.”
5. **DISORDERLY CONDUCT.** Conduct on University-owned or University-controlled property or at University-sponsored or University-supervised function or off campus when the interests of the University are involved that
 - a. Causes a major and/or extended disruption of a public event.
 - b. Causes serious alarm.
 - c. Creates a hazardous condition, which causes or may cause bodily injury or significant property damage and which serves no lawful purpose.
 - d. Deliberately or recklessly endangers the well-being or safety of others.
 - e. Causes justifiable apprehension of physical harm.
 - f. Infringes on the lawful rights of others.
 - g. Threatens a University official or public servant while that official is trying to perform his/her duties.
6. **FAILURE TO COMPLY.** Failure immediately to comply with the instruction of a University official acting in performance of his/her duties.
7. **FALSE INFORMATION AND IDENTIFICATION.** Knowingly furnishing false information to the University; knowingly participating in forgery, alteration, or misuse of a University identification card, record, document, or wrist band. Assuming the name of a college official, faculty member, or another student in epistolary, computer, and/or electronic contacts also constitutes a violation of this provision.
8. **FALSE ACCUSATION OR TESTIMONY, AND RETALIATION, THREATENING, OR INTIMIDATION OF PARTICIPANTS IN A HEARING.** If an individual(s) knowingly accuses falsely another individual(s) to a University official, or knowingly provides false testimony on Category I or Category II offenses to the various hearing bodies on campus (e.g., the Community Conduct Board, Appeals Committee, Hearing Board for Sexual Misconduct, Off-Campus Living Review Board), or to an administrative hearing or appeal officer, the person providing the false accusation or testimony faces a Category I violation. Equally, if a person retaliates against, threatens, or intimidates a participant(s) who has been involved in a campus hearing, a Category I infraction pertains.

9. REFUSAL OF A STUDENT WITNESS TO APPEAR AT A HEARING BOARD MEETING FOR A CATEGORY I OFFENSE AFTER HAVING RECEIVED PRIOR WRITTEN NOTICE OF THE NEED TO APPEAR FROM THE STUDENT CODE OF CONDUCT ADMINISTRATOR. If a student receives a written request from the Student Conduct Administrator, summoning him or her to appear as a hearing witness in a Category I case, with at least 48 hours of notice, if that student refuses to appear, he or she commits a Category I offense. In a conduct system, which emphasizes the role of students, the full cooperation of all students is required, especially in quite serious cases, if that system is to work. Students who have been called to appear and who cannot attend should contact the Student Conduct Administrator right away and seek an excused absence or approved delay.

10. FIREARMS AND EXPLOSIVES. Possession, use, or sale of any firearm, explosive device, bomb, or ammunition on property, real or personal, owned, leased, or controlled by the University, except as otherwise specifically noted herein (e.g., ROTC, Rifle Team), is prohibited.

Definitions:

a. Firearm: pistol, shotgun, or rifle, whether assembled or disassembled.

b. Bomb: item containing a substance that is capable of or intended to cause an explosion; including fireworks.

c. Ammunition: bullets.

1. Nothing in this policy shall prohibit the utilization of the above-listed devices by duly authorized federal, state, and municipal law enforcement personnel, and by authorized members of the Department of Public Safety.

2. Nothing herein shall prohibit the storage and use of military training devices by the ROTC under conditions developed by ROTC with the approval of the University.

3. Nothing herein shall prohibit the use of target bows and arrows for special programs that receive prior approval of the University for use at a designated target range. NOTE: Students who bring firearms, explosives, and/or ammunition to campus, for whatever reason, face sanctions that range from temporary separation (a minimum of one semester of suspension) to permanent expulsion.

11. FREEDOM OF MOVEMENT. Intentional interference with the freedom of movement or functioning of any member, group, or office of the University community or obstruction of any University-sponsored or University-approved function.

12. PHYSICAL ASSAULT. Striking, shoving, kicking, or otherwise subjecting another person to unwanted physical abuse or contact.

13. HARASSMENT. Deliberately annoying, alarming, or threatening another person; following a person in or about a public place or places; or subjecting an individual to one or more unwanted and abusive phone calls, computer contacts, written messages, or verbal communications. A charge of harassment can be based on the quality of the incident(s), on the quantity, or on both; use of an external website that permits the

posting of a disparaging message(s) with/without identification of the sender.

Note: If a person telephones another individual and makes threatening and obscene remarks in a single phone conversation, a lone incident can constitute harassment. On the other hand, while there is nothing objectionable in wishing someone a good evening, if one person were to call a second person a hundred times over a couple of nights to share that precise sentiment, the very act of repetition could be harassing.

- 13a. **BIAS-RELATED HARASSMENT** Physical or verbal conduct by a person or group targeted at an individual's or group's race, color, gender, sexual orientation, gender identity, age, religion, national or ethnic origin, or disability, which conduct, in the view of a reasonable person, has the purpose or effect of creating a significantly intimidating or hostile educational, work, or living environment, significantly interfering with an individual's educational or work performance.
14. **CONTROLLED SUBSTANCES.** Unlawful distribution, possession or use of controlled substances on property owned or controlled by the University, or as part of any University activity, or off campus when the interests of the University are involved.
15. **HAZING.** Hazing is any action taken or situation created, planned, organized or conducted by initiated or active members of an organization or returning members of an athletic team or their designee, for pledges, new members, or new teammates, regardless of intent, where participation may be voluntary, forced, or coerced, that occurs on or off campus, that has the potential for causing or actually results in mental or physical discomfort, illness, underage consumption/drunkenness/intoxication, and/or may create a superior/inferior relationship between new and initiated members or teammates, and/or has the potential or actually creates embarrassment, harassment or ridicule, and/or reflects unfavorably upon the student organization or team in the eyes of the Bucknell and/or Lewisburg community. For purposes of this definition, any activity as described in this definition shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. The Community Conduct Board, Administrative Hearing Officer or other presidential appointed authority and not the alleged victim will determine whether or not an activity violated the hazing conduct standard.
16. **TAMPERING WITH FIRE SAFETY EQUIPMENT.** Deliberate and unauthorized use of, or tampering with a fire alarm, stopper, sprinkler head, fire extinguisher, etc., in such a manner that it compromises the efficacy of that equipment.
17. **FEDERAL/STATE/MUNICIPAL LAW.** Violations of federal, state or municipal laws on property owned, controlled, or supervised by the University, and elsewhere when such violation adversely affects the University and/or members of the campus community.
18. **UNIVERSITY ALCOHOL POLICY VIOLATIONS RELATING TO STUDENTS AND STUDENT ORGANIZATIONS: GROUP.** Distribution, possession, or consumption of alcoholic beverages in violation of University policy and/or local ordinances or state law, including the third offense for any student organization (e.g., an athletic team).

19. **PANHELLENIC OR INTERFRATERNITY: GROUP.** A fraternity or sorority allegedly responsible for a third violation of a Panhellenic or Interfraternity Council regulation during an academic year.
20. **STUDENT ORGANIZATIONS.** Violation of any prohibited conduct listed above by a student organization, including an athletic team.
21. **MAJOR THEFT OR VANDALISM.** Theft of items worth \$250 or more, or vandalism that results in damage at the level of \$250 or more.
22. **SEXUAL MISCONDUCT** Sexual misconduct is defined as threats of, or deliberate physical contact of a sexual nature that is against another person's will or without consent. In its most severe form, sexual misconduct is manifested by any form of sexual penetration in circumstances in which it was not reasonable for the perpetrator to believe that the victim had freely given affirmative consent to the act. Examples of such behavior include, but are not limited to, the following offenses:
 - Level One: Rape or attempted rape (anal, oral, or vaginal intercourse without consent or against another's will) whether achieved through force, threat or intimidation, or advantage gained by the aggrieved party's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware. Intercourse involves penetration, however slight, with any object (penis, finger, or other instrument).
 - Level Two: Any actual or attempted non-consensual or forcible sexual touching, including but not limited to, fondling, kissing, groping, and deliberate physical contact with an individual's intimate parts (defined as genitalia, groin, breast, buttocks, or clothing covering them) or forcing an unwilling person to have contact with another's intimate parts.
 - Level Three: Deliberate or reckless threats, actual or implied, of physical contact of a sexual nature that result in intimidation, fear or reasonable apprehension of a sexual assault or physical harm. These might include, but are not limited to, threatening gestures or words conveyed directly or indirectly (e.g., through graffiti, written articles, radio broadcasts, etc.), obscene phone calls or computer contact, stalking, indecent exposure, voyeurism, sexual harassment (see policy statement in University Policies and Regulations section), cyberstalking, or transmission of a recording or pictures of the sex act.

With respect to University conduct policy, sexual misconduct complaints are referred to the Student Conduct Administrator on Sexual Misconduct who can convene the Hearing Board for Sexual Misconduct. (See the section on Sexual Misconduct for further information.) Complainants are also encouraged to confer with local police authorities to discuss external legal options.

CATEGORY II VIOLATIONS

Alleged violations listed below are normally adjudicated by members of the Dean of Students' staff designated by the Dean as Administrative Hearing Officers, unless in the judgment of the Student Conduct Administrator said violations, due to the nature of their seriousness, should come under the jurisdiction of the Community Conduct Board.

Normally, alleged group violations under this category involving a fraternity or sorority will be heard, respectively, by the IFC and Panhellenic Conduct Boards. The decision or sanction made by the IFC or Panhellenic Conduct Board may be appealed by either the aggrieved party or respondent party to the Community Conduct Board. An individual or group may be charged with and held responsible for committing, aiding or abetting, or conspiring to commit any of the following violations of the Student Code of Conduct.

1. **DISORDERLY CONDUCT.** Conduct on University-owned or University-controlled property or at University-sponsored or University-supervised event, or off campus when the interests of the University are involved that:
 - a. Causes a minor and transitory disruption of a public event.
 - b. Constitutes threatening or abusive behavior.
 - c. Makes unreasonable noise.
 - d. Creates a hazardous condition which is physically offensive or which may cause property damage.
 - e. Prevents or obstructs a University official from performing his/her duties or enforcing University policies, including the failure to identify oneself promptly and accurately to a University official who is performing his/her administrative tasks.
 - f. Infringes on the lawful rights of others.
 - g. Constitutes public urination or defecation.
 - h. Constitutes public nudity.
 - i. Uses obscene language or makes an obscene gesture at members of the community who are not in the process of performing their duties.
2. **TRESPASS.** Unauthorized presence on University property or in a University facility; unauthorized entrance into a University-owned or -controlled building or student room.
3. **PROPERTY VIOLATIONS.** Participating in, or contributing to, the theft, damage, or misuse of another's personal or University property; or removal of University property from its intended location. (These are considered Category II offenses provided loss or damages do not exceed \$249.99)
4. **TAMPERING WITH FIRE SAFETY EQUIPMENT.** Participating in, or contributing to deliberate and unauthorized tampering with an exit, fire door, smoke detector, or sprinkler head.

5. **FIREWORKS.** Possession or use of any article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation, including, but not limited to, firecrackers, torpedoes, skyrockets, Roman candles, aerial fireworks, bottle rockets, M-80s, blank cartridges, and toy cannons in which explosives are used.
6. **FALSE INFORMATION.** Knowingly permitting another individual to use one's identification card or use by a student of another's identification card to obtain University services, including, but not limited to, access to University events, facilities, Library, Bookstore, Dining Service (meal); presenting yourself as someone you are not; possession of false identification; use of false identification on or off campus to procure or attempt to procure services or goods or to identify yourself, etc. (If the deceptive practice results in a loss or damage of \$250 or more, if it is related to hazing or supplying large amounts of alcohol to minors, or if it distorts the conduct work of a campus hearing body or official, the violation becomes a Category I offense.)
7. **PROJECTILE IMPELLING DEVICE AND OFFENSIVE WEAPONS** (not including hand- or long-guns or explosives). Possession, use, or sale of any projectile impelling device, offensive weapon, ammunition, real or personal, owned, leased, or controlled by the University (except as otherwise specifically noted herein), is prohibited. Nothing herein shall prohibit the use of target bows and arrows for special programs that receive prior approval of the University.

Definitions:

- a. Projectile impelling device: air gun, spring gun, bow, cross bow, slingshot, blow gun, paintball gun or any implement capable of impelling a projectile of any kind with a force that can reasonably be expected to cause bodily harm or damage to property.
- b. Offensive weapon: implement readily capable of lethal use, including any sword, knife, razor, or other cutting or stabbing implement with a blade over four inches in length, switchblade or gravity knife, or any club or stun-gun.
- c. Ammunition: arrow or a projectile of any kind.

NOTE: If projectile impelling devices or offensive weapons are aimed or directed at individuals and cause physical harm, the level of the infraction moves from Category II to Category I. All weapons of this type need to be registered and stored with The Department of Public Safety.

8. **UNIVERSITY ALCOHOL POLICY VIOLATIONS RELATING TO STUDENTS AND STUDENT ORGANIZATIONS: INDIVIDUAL.** Distribution, possession, or consumption of alcohol beverages in violation of University policy and/or local ordinances or state law.
 - a. Underage student present in a location where the alcohol policy is violated who has a negative BAC after a PBT test or who exhibits no sign of underage consumption. (0 points; matter of record).
 - b. Incidental possession of alcohol by an underage student in a public or indoor area (e.g., holding a drink for a friend of age who is identified) with negative PBT or who exhibits no sign of underage consumption. (0 points; matter of record).

- c. Possession or consumption of alcohol in the room of an underage student by a student of age. (1 point, \$25 fine).
- d. Presence of empty alcohol containers or alcohol paraphernalia in a room occupied by an underage student(s). (1 point; \$25 fine).
- e. Underage student who has consumed alcohol or who has provided the alcohol who seeks assistance for another. (0 points, matter of record).
- f. A one-time opportunity for a student who engages in drinking practices or activities that seriously threaten one's health and life, who seeks help for self or has a friend (who is not a University official) who seeks help for him/her. (1 point; \$25 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- g. A one-time opportunity for an underage student who uses a safe escort after consuming alcohol. If intoxicated, Partial Amnesty applies regardless of age even if the student has previously received regular Partial Amnesty. (1 point; matter of record, referral to the Coordinator of Drug and Alcohol Programs).
- h. Underage consumption or possession of beer or wine. BAC or PBT of .02 to .109 or BAC not determined. (1 point; \$50 fine, referral to the Coordinator of Drug and Alcohol Programs; parental or guardian notification).
- i. Possession of an open container of alcohol, regardless of age, in the public or similar common area of University residence halls, in non-residential University buildings, and out-of-doors on the campus; possession of an open container in public off campus. (1 point; \$50 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- j. Consumption of alcohol by an underage student who is subject to hazing pressures or activities. (If the individual is physically compelled to drink, and pursues campus conduct remedies, no points or sanctions assigned to the student who consumed. (1 point; \$50 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- k. Providing beer, wine or another alcohol beverage to an underage person. (3 points; \$100 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- l. Medium-level intoxication for an underage student. BAC or PBT of .11 to .139. (3 points; \$100 fine, referral to the Coordinator of Drug and Alcohol Programs; parental or guardian notification).
- m. Underage consumption or possession of hard alcohol. (16 % or more alcohol content). (4 points; \$150 fine, referral to the Coordinator of Drug and Alcohol Programs; parental or guardian notification).
- n. Possession of a large common source of beer or wine (keg or barrel), regardless of age. (4 points; \$150 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).

- o. Heavy intoxication for a student of age. BAC or PBT of .17 to .239 (4 points; \$150 fine, referral to the Coordinator of Drug and Alcohol programs, parental or guardian notification).
- p. Elevated-level intoxication for an underage student. BAC or PBT of .14 to .169. (4 points; \$150 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- q. Public drunkenness off campus, no PBT or BAC recorded. Public drunkenness off campus, BAC or PBT .11 to .239 (4 points; referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification).
- r. Attempt to purchase alcohol using false I.D. or using false I.D. to attempt to gain access to an alcohol establishment. (5 points; \$200 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, 10 hours of University Service).
- s. Providing hard alcohol (alcohol content of 16% or more) to an underage person. (5 points; \$200 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification; 10 hours of University Service).
- t. Heavy intoxication for an underage student. BAC or PBT of .17 to .239. (5 points; \$200 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, 10 hours of University Service).
- u. Driving with alcohol in system for an underage student. BAC or PBT of .02 to .079. (7 points; \$300 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, four-page reflective paper, 10 hours of University Service).
- v. Driving Under the Influence, regardless of age. BAC or PBT of .08 or higher. (9 points; \$350 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, four-page reflective paper, loss of on-campus parking for four semesters, 10 hours of University Service).
- w. Dangerous Intoxication, regardless of age. BAC or PBT of .24 or higher. (9 points; \$350 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, four-page reflective paper, -loss of on-campus parking for four semesters, 10 hours of University Service).
- x. Drinking accompanied by violence regardless of age (fighting, forced entry, etc.) that results in physical injury. (10 points; Suspension for one semester, referral to the Coordinator of Drug and Alcohol Programs; parental or guardian notification, loss of off-campus living for four semesters,).
- y. Refusal to take a Portable Breathalyzer Test as requested by a Department of Public Safety officer (9 points; \$350 fine, referral to the Coordinator of Drug and Alcohol Programs, parental or guardian notification, loss of on-campus parking for four semesters, four-page reflective paper (10 hours of University Service)).
- z. Accumulation of 10 or more points in violation of the Alcohol Policy. Suspension for one semester, referral to the Coordinator of Drug and Alcohol Programs; parental or guardian notification, loss of off-campus living for four semesters).

Special Provisions:

- Offenses are cumulative over an individual's enrollment at the University and apply to incidents on and off campus.
- A one (1)-point infraction does not carry a cumulative fine.
- A student cited by local police for an alcohol violation, will receive the points related to the violation, but the fine is waived because a fine will be imposed by the Magistrate.

FORGIVENESS I – A student who completes a full calendar year from the date of the initial incident with of one point from the total points accumulated.

FORGIVENESS II – A student who accumulates six (6) or fewer points through September 15 of the senior year will have those points removed from his/her student record.

FORGIVENESS III – A student may receive a one (1) point reduction once per academic year by voluntarily performing twenty (20) hours of University Service

FORGIVENESS IV – A student may receive a one (1) point reduction by attending scheduled alcohol programs throughout the academic year.

MAINTENANCE OF RECORD – The record of an incident will remain a matter of record in the Office of the Deans of Students for five (5) years after the students departure from the University. The record will be shared, with written permission, with external agencies such as educational institutions, government agencies, employers, parents, and legal guardians if an inquiry asks “Has the student been subject to disciplinary action while a student at the University?”

- A violation of the alcohol policy in conjunction with one or more other Category II violations is, at a minimum, sanctioned at one point greater than if the alcohol violation occurred by itself. For example, concomitant points (one point each) can be assessed for violations that occur under the influence of alcohol such as public urination or defecation, verbally assaulting others, disturbing the peace, disorderly conduct, damaging the property of others, interfering with a college official in performance of his/her duty, etc.
- A student cited by the local police and is charged with a summary offense, which is not a record of an arrest, but requires an appearance before the Union County Magistrate. If guilty and the student is placed on Accelerated Rehabilitative Disposition (ARD) or Alternative Adjudicatory Disposition (AAD) by the Court, whereby the incident is forgiven after a period of probation, but remains part of one's legal record, the student is considered to have assumed responsibility by the University thereby requiring University code of conduct action and sanction. A student who receives ARD or AAD must petition the Court after his/her 21st birthday to have the incident and disposition completely expunged from the Court's record.
- A senior student who commits a 6-point (or higher) violation after September 15 of the final year will receive a sanction that is based on the accumulation of new points and those points acquired in the first, sophomore and junior years.
- A student living off campus who commits a violation, in addition to on campus conduct action, will be referred to the Off-Campus Living Review Board to determine whether the student will remain off campus. If required to move back on campus by the OCLRB, the student must do so within one month of that decision.

- A student who engages in hazing with alcohol and gets the hazed student intoxicated will receive the number of points associated with drunkenness of the hazed plus one additional point under the alcohol code. The hazer may also be liable to state action, civil lawsuits and other conduct penalties, especially if there are physical injuries involved.
- A student who calls for assistance for another student, who refuses to take a breathalyzer test as required by a member of the University staff, will be sanctioned the five (5) point level.
- University Service is not to be confused with community or volunteer service.

University Service is involuntary completed as a consequence of violating the Student Code of Conduct, is work or manual labor one would usually be paid for, and is arranged **only** through the Office of the Deans of Students. Finally, unless there are mitigating circumstances, the University Service must be completed during the academic year in which it is received as a sanction.

Pertinent Procedures, Ordinances and Laws for Alcohol Consumption and Distribution

Bucknell University adheres to the laws and the regulations that the state has mandated through the Pennsylvania Crimes Code and Act 31 (enacted March 1988). The University does not condone the misuse or abuse of alcoholic beverages. Any person violating the specific offenses outlined in the Pennsylvania Crimes Code is subject to external prosecution through the Department of Public Safety and/or the state and local police, as well as the internal disciplinary actions outlined in the student and staff handbooks.

The specific offenses of the Crimes Code are outlined as follows:

- Crimes Code Section 6307 – Misrepresentation of age to secure liquor or malt or brewed beverages;
- 6308 – Purchase, consumption, possession, or transportation of liquor or malt or brewed beverages (by a person less than 21 years of age);
- 6309 – Representing that a minor is of age;
- 6310 – Inducement of minors to buy liquor or malt or brewed beverages;
- 6310.1 – Selling or furnishing liquor or malt or brewed beverages to minors;
- 6310.2 – Manufacture or sale of false identification card(s); 6310.3 – Carrying a false identification card.

1. Consumption of alcohol by a minor under the age of 21 is a violation of the law and may be punished by a maximum fine of \$300 or imprisonment of up to 90 days, or both. Students also should be aware that minors found to be possessing or consuming alcoholic beverages are subject to the loss of motor vehicle driving privileges within the Commonwealth of Pennsylvania.
2. It is a misdemeanor of the third degree to intentionally and knowingly furnish, or purchase with the intent to sell or furnish (6310), any liquor or malt or brewed beverage to a person who is less than 21 years of age. The statute cited specifically defines “furnish” as follows: “To supply, give, or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged.” The minimum penalty for violation of this statute is a fine of \$1,000 for the first offense

and \$2,500 for each subsequent offense in addition to the usual penalties for misdemeanors of the third degree (6310).

3. A person is guilty of a misdemeanor if, being under the age of twenty-one (21) years, he or she knowingly and falsely represents that he or she is twenty-one (21) years of age or older for the purpose of procuring or having furnished an alcoholic beverage. Similarly, it is unlawful for an individual to transfer an identification card to anyone under twenty-one (21) years of age, or to assist anyone under twenty-one (21) years of age to purchase or obtain an alcoholic beverage by false representation (6309).
4. It is a crime to “make, alter, sell or attempt to sell” an identification card with a false age on it or to possess such a card if the person possessing the card is under twenty-one (21) years of age (6310.2).
5. A person may be found guilty of disorderly conduct if with intent to cause public inconvenience, annoyance or alarm, or recklessly create a risk thereof, he/she
 - a. Re-engages in fighting or threatening, or in violent or tumultuous behavior;
 - b. Makes unreasonable noise;
 - c. Uses obscene language, or makes an obscene gesture; or creates a hazardous or physically offensive condition by any act that serves no legitimate purpose of the actor.
6. A person who refuses or knowingly fails to obey an order of a police officer or any public servant engaged in executing or enforcing the law may be found guilty of a misdemeanor of the second degree when he or she is among persons participating in a course of disorderly conduct, and may be punished by a maximum fine of up to \$5,000 or imprisonment of up to two years or both.
7. Persons who appear in any public place manifestly under the influence of alcohol to the degree that they may endanger themselves or other persons or property, or annoy persons in the vicinity may be found guilty of a summary offense and may be punished by a maximum fine of up to \$300 or imprisonment of up to 90 days, or both.
8. The consumption of alcohol beverages or the possession of opened containers of an alcohol beverage by ANY PERSON upon the public streets, alleys, sidewalks, and in parking lots and other places within the borough of Lewisburg and East Buffalo Township is prohibited.
9. The Borough of Lewisburg and East Buffalo Township have adopted ordinances which provide that a minor shall be guilty of disorderly conduct if he or she enters a licensed establishment for the purpose of purchasing or consuming an alcoholic beverage, and that any person who furnishes an alcoholic beverage to a minor shall be guilty of disorderly conduct.

9. **UNIVERSITY ALCOHOL POLICY VIOLATIONS RELATING TO STUDENTS AND STUDENT ORGANIZATIONS: GROUP.** Distribution, possession, or consumption of alcoholic beverages, including public drunkenness, in violation of University policy and/or local ordinances or state law; including first and second

offenses during an academic year by non-fraternity or non-sorority student organizations (e.g., athletic teams). Note: both individuals and the group may be held responsible. (See University Policies Section: ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS)

10. UNIVERSITY ALCOHOL POLICY VIOLATIONS RELATING TO STUDENTS AND STUDENT ORGANIZATIONS: FRATERNITY OR SORORITY GROUP.

Distribution, possession, or consumption of alcohol beverages in violation of University policy and/or local ordinances or state law; first and second offenses during an academic year will be adjudicated by the appropriate IFC or Panhellenic Conduct Board. Note: both individuals and the group may be held responsible. (See University Policies Section: ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS)

11. REGULATIONS RELATING TO RESIDENCE UNITS. The regulations that follow have been established to define reasonable limits within which the greatest number of residents can work effectively and live pleasantly. The basic rights afforded residents of a living unit include the right to reasonable protection from behavior that is dangerous or disturbing; and the right to peace, quiet, and public order sufficient to provide adequate conditions for study and sleep. Accordingly, behavior that infringes on these rights is unacceptable in University residence units and includes the following:

- a. Failing to meet visitation privileges and requirements in student rooms and non-public lounges as established by the hall group or hall council.
- b. Failing to comply with the health and safety standards of University, municipal, and state authorities.
- c. Failing to comply with the provisions of the Residence Hall Contract.
- d. Hosting a guest(s) for more than three days in a two-week period or failing to receive permission of roommate(s) to host a guest.
- e. Violating quiet hours as determined by the residence hall governing body. Note: 24-hour-a-day quiet hours are in effect in all residence units from 11 p.m. on the last day of classes for a semester and remain in effect until the conclusion of final examinations.
- f. Engaging in behavior that infringes on a resident's need for proper conditions for study and rest, regardless of the time of day.
- g. Alteration of a room, apartment, or exterior of a University-owned or University-related facility without prior written permission from the Office of Residential Education and Fraternity and Sorority Affairs, Office of Housing Services, or the appropriate representative from the Office of the Deans of Students.
- h. Disturbing others by amplifying or playing music out a room window.
- i. Propping open a fire door or external residence hall door at any time.
- j. Blocking, in any way, hallways, stairwells, fire escapes, and alarm panels.*
- k. Hanging room decorations such as tapestries and fish nets from the ceiling or loft.*

- l. Decorating a hallway or room with flammable materials; possession of a Christmas tree with lights.*
- m. Possessing or using a toaster, toaster oven, hot plate, hot pot, gas grill, air conditioner, oil popcorn popper, or similar type cooking appliance, microwave greater than 750 watts, or a refrigerator greater than 4.0 cubic feet capacity (except in Bucknell West and the Gateway Residence Area).*
- n. Using a non-U.L.-approved extension cord.*
- o. Installing or operating a ceiling fan.*
- p. Possessing or using a candle.*
- q. Possessing an incense-burning apparatus or burning incense.*
- r. Possession of a halogen torchiere lamp.
- s. Failing to vacate one's room or building during a fire alarm.
- t. Possessing or removing community lounge furniture for use in one's own room.*
- u. Cooking meals by individuals in public rooms where the facilities and equipment are provided only for the preparation of snacks and light refreshments. Exception: approved social events.
- v. Harboring animals, including birds.*
- w. Possessing carnivorous fish or an aquarium in excess of 30 gallons.*
- x. Storing a vehicle or machine that uses combustible fuel.*
- y. Possessing a water bed in one's room.*
- z. Removing student room furniture from one's room without authorization.
- aa. Throwing, dropping, or allowing any object or person to pass through a window of a residence unit.
- bb. Displaying in a room, on a window or window sill, anything that is considered commercial advertising, or might cause injury to those below should it fall.
- cc. Sitting, standing, or walking on a window ledge or roof, or scaling a building's exterior wall.
- dd. Constructing a loft except as provided for in the Office of Housing Services "Loft Regulations and Agreement."*
- ee. Painting one's room or hallway without authorization.
- gg. Playing sports (roller blading, skate boarding, soccer, etc.) in a residence unit.
- hh. Possessing a common source of alcohol, including but not limited to a beer ball, pony, a beer keg, mixed punch, or other communal dispensers in private rooms, houses, or apartments, regardless of age.*
- ii. Failing to recycle glass, paper, and aluminum cans in accordance with Pennsylvania Act 101.

- jj. Failing to dispose properly of trash.
- kk. Conducting or scheduling a room or apartment party in violation of the requirements of the Entertaining in the Residence Hall policy.
- ll. Storage of combustible material, (e.g., gasoline).
- mm. Leaving personal items in the hallway or bathroom.
- nn. Smoking.

*A University official who, while performing his/her duties, observes in plain view in a student room misplaced University property, contraband, or prohibited items, reserves the right to remove and confiscate the item.

12. **FAILURE TO COMPLETE OR COMPLY WITH A SANCTION.** Failure to comply with the written instruction of a University official acting in performance of his/her duties; failure to complete or comply with a sanction imposed by a CCB or Administrative Hearing Officer.
13. **GUESTS.** Violation of the Student Code of Conduct by a guest of a student is the responsibility of the student if the student helped facilitate or acted as the impetus for the prohibited conduct; failure to properly supervise a guest.
14. **INSTITUTIONAL POLICY, REGULATIONS, AND/OR PROCEDURES.** Violations of institutional policy, regulations, and/or procedures enumerated elsewhere or elsewhere on property owned, controlled, or supervised by the University, and elsewhere when such violation adversely affects the University and/or members of the campus community.
15. **FAILURE TO COMPLY.** Failure to comply with the verbal or written instruction of a University official.
16. **FEDERAL/STATE/MUNICIPAL LAW.** Violations of federal, state or municipal laws on property owned, controlled, or supervised by the University, and elsewhere when such violation adversely affects the University and/or members of the campus community.
17. **PRESENT IN A LOCATION ON OR OFF CAMPUS WHEN A FEDERAL, MUNICIPAL, OR STATE LAW IS VIOLATED.**

PRESIDENTIAL AUTHORITY

To maintain discipline and promote safety in the University community, the President, or in his/her absence the Provost or Dean of Students, may exercise his/her authority to take action against an individual student or organization as an alternative to the student code of conduct system when he/she believes such action is warranted.

EXTERNAL CHARGES

Alleged student or group misconduct on campus generally is subject only to review and corrective action within the student conduct system. However, some infractions of the Student Code of Conduct are viewed as sufficiently serious to warrant filing of charges by the University with the local criminal justice system in addition to disciplinary action

within the University. Examples of incidents that may be referred off campus include, but are not limited to: physical or sexual misconduct; sale, use, or possession of an illegal substance(s); theft or vandalism of University or personal property; tampering with fire safety equipment; telephone or computer fraud; or harassment. The decision relative to filing external charges against a student or organization on behalf of the University is made on a case-by-case basis.

GROUP CONDUCT

Refers to the fact that members of recognized student organizations, including athletics teams, share an obligation to encourage individual members to conduct themselves appropriately; a group cannot ignore or escape its responsibility for the actions of each individual member and the membership collectively. An organization, as well as its individual members, is held responsible when it is established that the group is responsible for a violation of the Student Code of Conduct.

IMMUNITY

A student may make a confidential request to the Dean of Students and/or his/her designee and/or Chief of Public Safety that he/she not be charged for a violation of the Student Code of Conduct in exchange for full cooperation and testimony in the investigation and hearing phases of a complaint and/or charge. The request may be granted if the Dean of Students or his/her designee or the Chief of Public Safety, after conferring with one another, conclude that the information that the student will provide is necessary to the public interest, and the student has refused to provide information on the basis of a concern that he/she may be personally charged with a violation of the Student Code of Conduct. The immunity granted will only be attributable to that information actually provided by the student, and not to any information or testimony provided by others during the investigation or hearing which implicates the immunized student and which the student failed to provide in his/her initial request for immunity. The immunity granted refers specifically to Bucknell University's internal code of conduct system and has no bearing on external criminal charges or investigations.

TEMPORARY SUSPENSION

If the president or his/her designee determines that the alleged behavior is a threat to the welfare of the University community, or that the charged individual or group has participated in an act of violence which endangers the life or well-being of another or could result in harm to the accused student, or which involves the sale or distribution of illegal drugs, or which involves hazing in any form, he/she may recommend to the Dean of Students a temporary suspension of the charged individuals or group. If the Dean concurs, the temporary suspension will remain in force until the Hearing Board meets to consider the matter.

ADJUDICATION OPTIONS

Community Conduct Board (CCB) Adjudication

Alleged Category I violations of the Student Code of Conduct will normally be heard by a Hearing Board of the Community Conduct Board.

The aggrieved party or respondent may request in writing to the Student Conduct Administrator that the Category I charge(s) be heard administratively. If circumstances dictate and the Student Conduct Administrator concludes that it is in the best interest of the victim or the University to do so, and if the respondent and aggrieved party agree, the Student Conduct Administrator may hear the charge(s) administratively.

Administrative Adjudication

Alleged Category II violations of the Student Code of Conduct will normally be heard by an Administrative Hearing Officer or, if appropriate, the Interfraternity Council or Panhellenic Association Peer Review Board. However, the Student Conduct Administrator may, at his/her sole discretion, remit the charge to a Hearing Board.

Interfraternity Council Peer Review Board and Panhellenic Association Peer Review Board Adjudication

Alleged Category II violations of the Student Code of Conduct by a fraternity or sorority and alleged violations of Interfraternity Council or Panhellenic Association regulations may be heard by their respective conduct boards if the cases are remitted to these boards by the SCA. The chair of the IFC or Panel Hearing Board is required to advise the Student Conduct Administrator, promptly and in writing, of the outcome of any case referred to them by the SCA.

Conflict Resolution

An aggrieved party may request, provided the respondent and the Student Conduct Administrator agree, to engage in conflict resolution to resolve a dispute that involves a complaint filed in an alleged incident of harassment or disorderly conduct, or a property, noise, or visitation violation. Administrative Hearing Officers and other members of the University community, agreed to by both parties and the SCA, are available to facilitate interpersonal disputes, leaving the final responsibility for resolving the dispute up to the parties involved. The records of this process will be maintained by the Student Conduct Administrator and will be part of the students' individual files. If, in the opinion of the facilitator, either the aggrieved party or the respondent does not make a good faith effort to engage in the conflict resolution process or a resolution satisfactory to both parties is not reached, the complaint may be referred back to the Student Conduct Administrator for further action. Should the conflict resolution process fail, the aggrieved party may not use any of the new information obtained during the conflict resolution process in a Board or Administrative Hearing. The records of this process will be maintained by the SCA and the outcome will be part of the students' individual files.

NON ADJUDICATORY OPTION

Voluntary Facilitated Dialogue

Before a charge has been filed, an aggrieved party may request – through the SCA, the SCASM, or the Dean of Students – to meet with a would-be respondent to express his/her feelings regarding an incident that caused offense and to share the impact of the incident on him/her. Voluntary Facilitated Dialogue carries no authority to impose sanctions and will take place in the context of a counseling or educational encounter. Further, participation in Voluntary Facilitated Dialogue does not prevent one or both participants from pursuing conduct or legal options thereafter.

The session, arranged by the SCA, SCASM or Dean of Students, and facilitated by a staff or staff members of the Office of the Dean of Students, is voluntary for the would-be respondent and the aggrieved party and has the goal of helping an aggrieved party express his/her reactions, educate the would-be respondent about the impact of his/her behavior, and bring some emotional closure to a troubling situation.

Voluntary Facilitated Dialogue is principally designed to deal with mild to moderately intense interpersonal conflicts (such as roommate verbal disputes or misuse of personal property in the residence halls) in order that students can live together more harmoniously on a highly residential campus. Some persons, seeing the utility of Voluntary Facilitated Dialogue in this context, have recommended or asked for it to be used in a broader range of cases, including those that involve physical altercations or miscommunication in sexually related matters.

Voluntary Facilitated Dialogue is a purely voluntary and counseling-oriented process for both of the involved parties. The official who facilitates has no authority to assign or impose sanctions, and Voluntary Facilitated Dialogue is not a conduct or quasi-conduct proceeding (no verdict is rendered and no records are kept). Facilitators are generalists: they are staff persons with broad experience in student affairs who bring to bear educational skills; they are not magistrates who implement a form of jurisprudence.

Possible Advantages of Voluntary Facilitated Dialogue

By allowing the offended party to express his/her reactions and by educating the party who gave offense about the impact of his/her behavior, it has been suggested that the former might obtain emotional closure, while the latter potentially could learn from mistakes and amend his/her conduct in the future.

Facilitated Voluntary Dialogue provides a relatively safe and controlled environment, because the facilitators can set down basic ground rules and provide third-party neutrality.

For the offended party who is determined not to proceed with external legal or internal conduct options, or who is not eligible to pursue the same options for any number of good reasons, Voluntary Facilitated Dialogue can be an alternative that is highly desired by that individual.

Possible Disadvantages of Voluntary Facilitated Dialogue

While Voluntary Facilitated Dialogue tends to work well for mild to moderately intense interpersonal conflict, it may not be appropriate for dealing with matters that are more serious and involve strongly offensive conduct. Particularly as the degree of offensive behavior grows, disproportion between the seriousness of the event and limitations of Voluntary Facilitated Dialogue will enlarge.

Even though Voluntary Facilitated Dialogue does not preclude the offended party from pursuing internal or external charges at a later time, it may shift the offended party's attention, at an important juncture, from pursuing what might be deemed a more appropriate remedy.

No records are kept of Voluntary Facilitated Dialogue, and information obtained during the course of this session or sessions cannot be used in an internal conduct hearing. Nevertheless, Voluntary Facilitated Dialogue can be utilized for informal discovery,

that is, both the potential aggrieved party and the would-be respondent can use the session to gain information and gauge reactions, which could be brought into legal (civil or criminal) proceedings later. All parties at Voluntary Facilitated Dialogue sessions, including the facilitators, should be aware that they can be subject to subpoenas (if a legal case develops), and they should understand that courts will not necessarily recognize the confidentiality of Bucknell's Voluntary Facilitated Dialogue sessions.

Finally, desired outcomes may not be achieved. Depending on the content and tone of the dialogue, the aggrieved party may find not closure but re-victimization; and the would-be respondent may feel herself or himself wrongly targeted in the presence of additional persons.

AGGRIEVED PARTY

The aggrieved party is defined as a member of the University community or campus group who is the victim of the alleged violation(s) of the Student Code of Conduct and who normally files a charge pertaining to that violation. An official of the University may also file a charge of an alleged violation on behalf of the victim in which case the University will be deemed the aggrieved party. A victim who does not file the charge for an alleged violation will be considered a witness at the hearing but will be entitled to notification regarding the outcome of the hearing.

The aggrieved party in a hearing, which is set forth under the Bucknell Student Code of Conduct (Community Conduct Board, Hearing Board for Sexual Misconduct, Administrative Hearing, etc.), is required to appear in person. If the projected hearing date conflicts with the aggrieved party's schedule, the aggrieved party may ask the SCA (or equivalent officer) to allow for a slight delay. The SCA (or equivalent officer) may grant or deny that request. Once the hearing date has been set, if the aggrieved party cannot appear for extraordinary and compelling reasons (e.g. serious injury), the absence can be excused by the SCA, provided the aggrieved party submits appropriate documentation in a speedy fashion. If the aggrieved party simply does not appear the case may be dismissed temporarily or permanently by the SCA and the aggrieved party, who has chosen not to appear, cannot use the inability to offer personal testimony as grounds for a reconvened hearing, if permanent dismissal takes place.

Ideally, if the aggrieved is composed of more than one party, that is, the individual victim(s) and the official(s) representing the institution (e.g., the victim(s) of a physical beating and the officer(s) from the Department of Public Safety), both or all of the aggrieved parties should be present. However, the Student Conduct Administrator may decide to continue the case, provided at least one of the aggrieved parties is present if, in the considered opinion of the SCA, there is sufficient information on which to proceed.

RESPONDENT

The respondent is defined as the student or organization who or which has allegedly violated the Student Code of Conduct.

A respondent in a hearing, which is set forth under the Bucknell Student Code of Conduct (Community Conduct Board, Hearing Board for Sexual Misconduct, Administrative Hearing, etc.), is required to appear in person. If the projected hearing date conflicts with the respondent's schedule, the respondent may ask the SCA of the Community Conduct

Board (or equivalent administrative officer for other bodies) to allow for slight delay. The SCA or equivalent officer may approve or deny that request. Once the hearing date has been set, if the respondent cannot appear for extraordinary and compelling reasons (e.g. serious injury), the absence can be excused by the SCA, provided the respondent submits appropriate documentation in a speedy fashion. If the respondent simply does not appear, the hearing may be conducted in absentia. The respondent, who has chosen not to appear, cannot use the inability to offer personal testimony as grounds for appeal should an undesired outcome be the result.

STUDENT CONDUCT ADMINISTRATOR (SCA)

This University official, appointed by the Dean of Students, is responsible for implementing the University's student conduct procedures. The SCA determines jurisdiction of all alleged violations, arranges for the training of all persons involved in disciplinary matters, oversees the investigation and adjudication procedures in collaboration with other University officials, meets with the respondent and aggrieved party, receives written statements from witnesses, the respondent and aggrieved party generated by the Department of Public Safety during its investigation, maintains confidential records of the investigation and hearings, advises the chair of the Hearing Board on matters of hearing procedures, questioning, and precedent, maintains confidential records of the investigation and hearings, and monitors any sanctions imposed.

If the SCA concludes there is sufficient information for the case to go forward for adjudication, he/she will determine jurisdiction as follows:

PROCEDURE FOR ADJUDICATING ALLEGED CATEGORY II VIOLATIONS

Presentation of Charge(s)

The SCA or a designated Administrative Hearing Officer will request, in writing, usually within five (5) class days of the filing of an alleged Category II violation, a meeting with the individual or organization charged. The SCA will include a copy of the charge(s) for the alleged violation(s) and reports and statements attached upon which the charge(s) is made. In the case of a student organization, the national headquarters, adviser, and/or alumni corporation will receive a copy of these materials. A respondent charged with a Category II violation(s) who fails to meet with the SCA or Administrative Hearing Officer, or who fails to appear before the Hearing Board as instructed or required, may be subject to having those charges adjudicated in absentia by the Administrative Hearing Officer or Hearing Board.

Student Conduct Administrator Review

Upon meeting, the SCA or Administrative Hearing Officer will review all documentation with the respondent and provide the respondent with the opportunity to clarify the reports. After a review and clarification of the documentation, the respondent will be afforded the following alternatives to resolve the charge(s) of a Category II violation:

1. The respondent may assume responsibility for the charge(s). If the respondent assumes responsibility, the Administrative Hearing Officer will normally determine and apply the appropriate sanction; alternatively, the SCA may assign the charge to a Hearing Board for hearing.

2. The respondent may contest the Category II charge. Should the respondent contest the charge, the matter will be remitted back to the Student Conduct Administrator who will normally assign it to an Administrative Hearing Officer; alternatively, the SCA may assign the charge to a Hearing Board or may hear the case himself/herself.
3. The respondent may request that the SCA meet with the aggrieved party on his/her behalf to initiate the possibility that the two parties engage in conflict resolution, according to the procedure outlined in this handbook.
4. An alleged violation involving a fraternity or sorority will be forwarded to the appropriate Conduct Board after the SCA determines there is sufficient evidence for a hearing to occur.

PROCEDURE FOR ADJUDICATING ALLEGED CATEGORY I VIOLATIONS

Presentation of Charge(s)

Within five (5) class days of the filing of an alleged Category I violation, the SCA will request, in writing, a meeting with the individual or organization charged. The SCA will include a copy of the charge(s) for the alleged violation(s) with reports. In the case of a student organization, the national headquarters, adviser, and/or alumni(ae) corporation will receive a copy of these materials. A respondent charged with a Category I violation(s) who fails to meet with the SCA or Administrative Hearing Officer, or who fails to appear before the Hearing Board as instructed or required, may be subject to having those charges adjudicated in absentia by the Administrative Hearing Officer or Hearing Board.

Student Conduct Administrator (SCA) Review

The SCA will review all documentation with the respondent and provide the respondent with the opportunity to clarify the reports. After a review and clarification of the documentation, the SCA will determine how the charge(s) will be resolved using one of the following alternatives:

1. The charge(s) may be dismissed due to lack of evidence to support the charge(s).
2. The charge(s) will be remitted for adjudication by a Community Conduct Hearing Board.
3. The respondent may request that the SCA meet with the aggrieved party on his/her behalf to initiate the possibility that the two parties engage in conflict resolution, mediation, or binding arbitration according to the procedure previously outlined.
4. The aggrieved party may request in writing to the SCA that the charge(s) be heard administratively if circumstances suggest that it would be in the best interest of the party/parties or the University to do so. The respondent must also agree that the charge(s) be heard administratively. The SCA may then agree, if these criteria are met, to hear the charge(s) administratively.
5. In consultation with the Dean of Students, the SCA may determine that the interests of the University community would be better served by the filing of a lesser charge against the respondent in consideration for which the respondent would agree to accept responsibility for the lesser charge and/or provide additional, verifiable information

that materially aids agrees to do this, his/her case will be adjudicated subsequent to the adjudication of the case at hand.

A respondent may assume responsibility for the charge(s) by signing an “Acceptance of Responsibility Waiver” form in which event the Hearing Board will determine the sanction(s). If the respondent assumes responsibility, a sanctioning hearing, during which evidentiary testimony will not be heard, is conducted by the Hearing Board. Both the respondent and the aggrieved party are expected to attend the sanctioning hearing: the respondent will have the opportunity to explain his/her role in the incident, motive, and intent; and the aggrieved party will have the chance to explain the impact of the respondent’s behavior on him/her. A witness(es) may be invited to appear to clarify the respondent and aggrieved party’s roles in the incident and the intent and impact. The sanctioning hearing will be conducted in accordance with the Participant’s Rights and Procedures for Conducting a Hearing. While both the respondent and the aggrieved party are expected and encouraged to attend a sanctioning hearing, since responsibility has been assumed, the respondent and/or aggrieved party, in such cases, may request in writing that the SCA or other presiding official excuse his/her/their presence. If the respondent requests permission not to attend the sanctioning hearing and if such permission is granted, he/she may not then seek to appeal the sanction on the basis of an inability to speak to the sanctioning body. And if an aggrieved party is excused from attending a sanctioning hearing, at his or her own request, he/she should anticipate that that absence may lessen the ability of the sanctioning panel to gauge accurately the impact (whether greater or lesser) caused by the infraction.

Presentation of Information

The SCA will provide the respondent and the aggrieved party with the following information, materials, and opportunities:

1. The date, time and location of the meeting to hear the charge(s). Normally, the respondent will have five (5) days to prepare for the hearing that will occur within fifteen (15) class days of the presentation of the charge(s). Note: The respondent or the aggrieved party may request a delay of the hearing from the SCA; if the SCA approves a delay he/she will determine its length.
2. The names of the members of the Hearing Board. Note: The respondent or aggrieved party may challenge for possible bias or conflict of interest any member of the Hearing Board within 48 hours after the date of the hearing has been set. Such challenge must be made in writing to the SCA, specifying the reason(s) for the challenge. The challenge must be rooted in a specific bias or conflict of interest (e.g. the proposed hearing board member is a student, faculty member, or administrator with whom the student has had a previous conflict) rather than a general objection (the race, religion, gender, etc.). The decision of the SCA with regard to the challenge will be final and will not be grounds for later appeal. A member declared ineligible to participate will be replaced by another member from the Community Conduct Board and a new opportunity for challenge provided.
3. A copy of the charge(s) and supporting information, including the Public Safety Information Report, Police Report, Residential Education Information Report, and statements from any witnesses will be released when appropriate, generally not more than five (5) days prior to the hearing. The Community Conduct Board or Hearing

Board for Sexual Misconduct will receive a copy of the charges and a brief summary of the incident prior to the hearing; all other supporting information will be disseminated at the hearing and returned to the SCA or SCASM at the conclusion of the hearing.

4. A copy of the “Hearing Board Procedures,” which outlines the operating procedure for conducting a hearing, its membership, and its responsibilities.
5. A copy of the “Participants’ Rights” afforded to the respondent and to the aggrieved party.
6. A copy of the “Sanctions” listing the range of disciplinary action available to the Hearing Board if the respondent is found responsible for the alleged violation.
7. A list of those individuals who will be invited to provide testimony at the hearing. Those individuals invited to provide testimony or serve as witnesses must be identified at least three (3) days in advance of the hearing date. In exceptional circumstances, the three-day advance notice may be waived by the SCA if agreed to by both the aggrieved party and the respondent.
8. A request from the respondent for the names(s) of any witness he/she wishes to appear on his/her behalf at the hearing.
9. A request from the aggrieved party for the names(s) of any witness he/she wishes to appear on his/her behalf at the hearing. The SCA will instruct both parties that it is inappropriate for either of them to contact or converse with any Hearing Board member outside of the hearing.
10. In a case of alleged sexual misconduct, a list of advisers for both the aggrieved party and respondent.

Summary of Information, Material and Opportunity

At the conclusion of this meeting, the SCA will reaffirm in writing the above information, material, and opportunity to challenge for possible bias or conflict of interest a member(s) of the CCB to both the respondent and the aggrieved party.

Communication with the Hearing Board

A copy of the statement of charges, the date, time and location of the hearing, the name of the respondent, aggrieved party or victim, a brief summary of the incident, the name(s) of witnesses and the composition of the Hearing Board will be forwarded at this time to the members of the Hearing Board. Upon receipt of this information, a member of the Hearing Board may excuse himself/herself from the hearing because of possible bias or conflict of interest (or likely appearance of the same), or because he/she is a member of the group accused of the violation(s).

THE COMMUNITY CONDUCT BOARD

The Community Conduct Board is composed of approximately 24 students, 20 faculty members, and 10 University administrators. From the Board membership, the Student Conduct Administrator constitutes Community Conduct Hearing Boards to hear cases. Each Hearing Board is normally composed of four (4) students, two (2) faculty members, and one (1) University administrator to hear a specific case. Discretion in such appointments will rest with the SCA.

Student Eligibility

A student who has two (2) or fewer judicial points on the record for violating the alcohol policy, who has no infractions related to illegal drugs, who has not been determined responsible for a Category I violation, and who has no more than one Category II violation is eligible for election to the Community Conduct Board.

Selection of Community Conduct Board Members

Student members of the Community Conduct Board will be selected by the Bucknell Student Government (BSG) through its usual selection procedures during the spring semester. Student members, insofar as possible, should be representative of all four academic classes. Faculty and administrative members will be elected by the Faculty and the Administrative Forum respectively during the spring semester.

Vacancies will be filled by the BSG for students, and by the Student Conduct Administrator for faculty and administrators. A member selected to fill a vacancy will serve until the next regular, annual selection process.

If the Community Conduct Board is referred a case during the summer or winter interim, the SCA may appoint other available members of the University community to serve on a Hearing Board.

Term of Office

The term of office for each Community Conduct Board member will be for a minimum of two (2) years, except when student members are elected with less time remaining before they graduate. The term of office for all members will be staggered to assure continuity with the term of office beginning on the first day of the fall semester following election to the board.

Training

New Community Conduct Board members will be required to complete a training program, normally held in April and directed by the SCA and the University's General Counsel, prior to participating in a hearing.

Quorum

For a hearing to occur, at least five (5) of the seven (7) members of a Hearing Board, including three (3) students and two (2) non-students, must be present. If a quorum cannot be achieved by a board from its membership prior to the hearing, the SCA may select members from other boards in order to reach a quorum. Additionally, should a board be unable to reach quorum because the required number of non-students are not available to serve, a faculty member may sit for an administrative member and vice versa.

Election of a Chair

Members of a Hearing Board will elect a chair prior to the beginning of the hearing to preside during its entirety. In most cases, any member of a hearing board may serve as chair. But in those cases that relate to illegal drugs, hazing, and/or physical assault, the chair must be a faculty or administrative staff member. The restriction of the chairpersonship to a faculty or administrative staff member, in these categories of cases, reflects no lack of confidence in student panel members, but is made for logistical reasons. Such cases may wind up in municipal, county or state court; and there must be

a permanent member of the community who will be able to represent the University in such matters over what could be an extended period of time – even years.

Role of the Student Conduct Administrator (SCA)

The SCA or his/her designee will be present during the hearing. The SCA's responsibilities include: maintaining procedural documentation of board proceedings; keeping records of the proceedings; advising the Hearing Board regarding hearing procedures, questioning, and precedent; recording each decision regarding a specific charge; and, providing a summary of the respondent's previous conduct record to assist the board in determining the appropriate sanction if the respondent determined responsible in the case is at hand.

Removal of a Member of the Community Conduct Board

The Dean of Students may remove a member of the Community Conduct Board for violating the "Statement of Expectations for Community Conduct Board Members" that is outlined and signed during training.

Summer and Winter Interim

If the Community Conduct Board is referred a case during the summer or winter interim, the SCA may appoint other available members of the University community to serve on a Hearing Board; may recall to campus members of the Community Conduct Board to form a Hearing Board; may constitute a Hearing Board from the members of the Community Conduct Board who are available, or may choose to defer the matter until the beginning of the new semester when a board is available.

PARTICIPANT'S RIGHTS

The conduct procedures and the rights of the respondent and the aggrieved party in an alleged individual violation of the Student Code of Conduct also apply, except as otherwise specified, to alleged group violations. The accused group, through its president or chief officer, will be entitled to exercise all of the rights of an individual who is accused of violating the Student Code of Conduct.

Notification of Charges and Developments

The respondent and the aggrieved party have the right to be given a written copy of the statement of charges against the respondent. The written statement must address four elements: 1) the name of the respondent; 2) the specific charge; 3) the approximate time of the offense, if known; and 4) where the offense took place, if known. The aggrieved party has the right to be notified promptly, but only after proper notification to the Department of Public Safety, when the respondent has been made aware of the charge(s); and to have the respondent notified in writing within five (5) class days of a formal charge being filed. Prior to the hearing and upon request, the students involved will be informed by the SCA of significant new information in the investigation.

Timeliness of Hearing

The respondent and the aggrieved party will normally have the right to have a hearing scheduled within fifteen (15) class days of the written notification of charges unless a delay is requested in writing to the SCA by the respondent or the aggrieved party. The SCA may also delay the hearing for good cause. Upon request, a delay of the hearing date shall be granted for up to three (3) class days from the date scheduled. In unusual

circumstances, a request for a longer delay may be approved by the Dean of Students. The Dean of Students will also respond to a written appeal of the Student Conduct Administrator's denial of a request for a delay in the hearing.

Challenge a Member of the Hearing Board

The respondent and the aggrieved party have the right to challenge for possible bias or conflict of interest any individual on the Hearing Board. The challenge must be rooted in a specific bias or conflict of interest (e.g. the proposed hearing board member is a student, faculty member, or administrator with whom the student has had a previous conflict) rather than a general objection (the race, religion, gender, etc.). Such a challenge(s), with a fully developed rationale, must be made in writing to the SCA within forty-eight (48) hours of the student's notification of the charges. The decision of the SCA will be final.

Assistance of an Adviser

Both the respondent and the aggrieved party have the right to be assisted by an adviser of their choice during the hearing from within the University community (a person who is a current student, faculty, administrative staff, or support staff members). The function of such an adviser is to help the respondent or aggrieved party prepare for the hearing and clarify the process. The adviser may accompany the respondent or aggrieved party to interviews with the SCA or investigator. The adviser may not address the Hearing Board or question the respondent, the aggrieved party, or witnesses during the proceedings, but may offer concluding remarks if the respondent or aggrieved party does not wish or is unable to do so. Members of the University community who are practicing lawyers, or who have law degrees, are ineligible to serve as advisers to either the respondent or aggrieved parties.

Notification of Dropped Charges

The respondent and/or the aggrieved party have the right to be notified in writing if it is determined that charges are to be dropped, and shall be given the reason for such a decision.

Request for Alternative Housing

The respondent and the aggrieved party have the right to request that alternative housing arrangements be made if the respondent and the aggrieved party live in the same residence hall.

Request for Protection

1. The respondent and the aggrieved party have the right to request from the Dean of Students (or the SCA if the Dean is not available) that a temporary suspension be considered if the other party believes his or her well being or the safety of others on campus is in jeopardy. If the Dean of Students or his/her designee concurs, this suspension will take effect immediately and will remain enforced until the close of the proceedings. Additionally, the respondent and the aggrieved party have the right to request University authorities to instruct each party, and third parties as appropriate, not to attempt to retaliate against, harass, threaten, intimidate or contact the other party.
2. Any retaliation, harassment, threat, intimidating actions or remarks, or contact in violation of the above, when reported, will be grounds for immediate temporary

suspension unless already imposed by the SCA. Further, such described actions will be considered by the Hearing Board for sanctions following the determination of responsibility for the original charge(s).

Academic Assistance

The respondent and the aggrieved party have the right to request assistance from the College Deans' offices in seeking consideration from faculty members in meeting academic requirements during the period of the investigation and adjudication without revealing the specific nature of the incident.

Confidentiality

The respondent and the aggrieved party generally have the right to be assured that his/her involvement in a Student Code of Conduct violation or identity will not be disclosed by the University, except as required by law, to anyone other than those involved in the University conduct process unless prior notification is given by both students. There are three possible exceptions: 1) if a second or serious alcohol transgression or four (4) alcohol points are involved, parents/guardians can be notified; 2) if illegal drugs are involved, both parents/guardians and legal authorities can be informed; and 3) if a party directly or indirectly involved in the case misrepresents what happened in the hearing process or outcome, the University reserves the right to provide publicly a truthful account of the situation.

This general anticipation of privacy does not apply to student organizations. The national headquarters, adviser, and/or alumni corporations of an organization charged with a violation of the Student Code of Conduct will be advised of the charge(s) and the nature of the misconduct. If the organization is determined responsible for misconduct, those parties, as well as the campus community, can be advised of the sanction(s) imposed.

Notification of Public Statements

The respondent and the aggrieved party have the right to receive advance notification, if feasible, of public announcements about the incident by University officials before they are released on campus or to the press, including safety alerts or public requests for assistance with the investigation.

Challenge a Question

The respondent and the aggrieved party have the right to challenge the relevance of a question or questions asked during a hearing. The Hearing Board, through its chairperson who may consult with members or the Student Conduct Administrator, will determine whether or not the question is relevant to the hearing.

Present Evidence

The respondent, the aggrieved party, and the Hearing Board have the right to present evidence and witnesses relevant to the charges. However, failure to offer evidence or to provide witnesses at the time of the hearing will not be justification for a rehearing or appeal. The chair of the Hearing Board may limit the number of repetitious witnesses. In order for the aggrieved party or the respondent to prepare adequately for the hearing, all witnesses who will provide testimony must be identified at least three (3) days in advance of the hearing date. The three-day advance notice may be waived if agreed to by both the aggrieved party and the respondent. A witness (whether character or

material) who cannot appear for reasons beyond his/her control (e.g. the individual is studying abroad) may be allowed to testify by conference telephone by the SCA (or equivalent administrative official), provided both the aggrieved party and the respondent are afforded the opportunity to ask questions of the witness on that same conference telephone conversation.

If the respondent and/or aggrieved party in a Category I case has a student witness or witnesses who is/are reluctant to appear, that party or parties can ask the Student Conduct Administrator to write and send an e-mail or conventional letter which summons the student witness(es) to appear. Or the Student Conduct Administrator on his own initiative – if the presumed testimony would seem to be important and relevant – can write and summon a witness to appear. The potential witness who has been notified and refuses to, or does not, appear is subject to sanctions at a Category I level.

Full Disclosure of Evidence and Questioning

The respondent and the aggrieved party have the right to be advised during the hearing of all the evidence relevant to the charge, to have an opportunity to rebut adverse testimony, and to ask questions of the aggrieved party, respondent, or witnesses who are present at the hearing.

Material Witness(es)

The respondent and the aggrieved party have the right to have present at the hearing a reasonable number of material witnesses, that is, witnesses with relevant information to share on the event or events in question. The respondent and aggrieved parties each will consult with the SCA about the individuals whom they wish to call. The SCA will then draw up and approve a list of pertinent witnesses and invite all the witnesses (for both parties) to attend and participate.

While it is the principal obligation of the respondent and aggrieved parties to try to make certain that their own witnesses follow up on the invitation from the SCA and attend, it is the duty of each witness to cooperate and appear, especially if summoned by a letter from the Student Conduct Administrator. Those witnesses who refuse to appear – for example, due to social pressure, fear of retaliation, or a desire not to get involved – fail in their obligations to the individuals involved in a hearing as well as to the broader Bucknell community; if it is a Category I case, they can be sanctioned.

Witnesses may submit written statements (this may be helpful in organizing their thoughts and recollections); but such statements cannot be used in the hearing if the authors of the same are not present to answer possible questions that may arise in regard to their written information. However, a written statement from a witness who cannot be physically present may be utilized at a hearing under the conference-call exception noted above. Accordingly, a witness may submit a written statement if he/she can testify on the basis of a telephone conference call at which both aggrieved and respondent parties can ask questions. Again the conference-call option can only be used for witnesses who cannot attend for reasons beyond their control and provided the Student Conduct Administrator approves.

Witnesses are expected to appear and are required to speak candidly and honestly. Providing false or intentionally misleading information constitutes a Category I offense.

The SCA (or equivalent hearing officer) can limit the number of witnesses in the interest of a fair and timely process. (For example, if 200 persons were to see an individual throw an object at a public speaker, the SCA would not be obliged to invite them all to speak on their observations.)

Character Witness(es)

The respondent and the aggrieved party have the right to have a maximum of two character witnesses make statements on his/her behalf at the hearing.

Basis for Judgment

The outcome of the hearing is rendered only on the basis of evidence relevant to the charge(s) which was presented at the hearing, and not on irrelevant or external information or opinions about the background, personality, or reputation of those involved. The decision of responsible or not responsible is made on the basis of a preponderance of the evidence.

Determination of Responsibility

The basis for determining responsibility for a violation of the Student Code of Conduct by a Hearing Board or Administrative Hearing Officer is a preponderance of evidence that supports the position that the alleged violation more likely than not occurred in the way charged. There must be a vote in the affirmative by four of five, five of six, or five of seven Hearing Board members to reach a finding of responsibility.

Introduction of Previous Conduct Record

Should a student or organization be determined responsible for the violation(s), the SCA will advise the hearing board of the student's or organization's previous conduct record before the sanction is determined.

Determination of Sanction

In order for a student or organization found responsible for the charged misconduct to be suspended from the University, there may be no more than one vote against the decision reached. In order for a student found responsible for the charged misconduct to be expelled from the University or an organization to lose recognition, all votes supporting the decision must be cast in the affirmative. In all other cases, a simple majority of the votes cast in the affirmative is required to determine a sanction.

PARTICIPANT'S RIGHTS DURING A HEARING

With Regard to the Respondent

While his/her physical presence is required, the respondent may decline to answer material questions at the hearing (the respondent is required to answer non-material questions, like his/her name and address if asked). To the material questions that are posed, the respondent may say that he/she declines to respond. But this privilege must be adopted as a whole and cannot be employed selectively. The respondent who chooses the option of declining to answer questions posed by the aggrieved party cannot decide to answer some material queries while refusing to reply to others. The respondent who begins by answering some questions relevant to the case and then refuses to respond to

other pertinent questions can be charged with “failure to comply.” The respondent also may elect to remain silent and not ask questions of the aggrieved party.

And finally, the respondent can decline to offer an opening and/or closing statement.

With Regard to the Aggrieved Party

The aggrieved, as the party that is bringing the charge, is strongly encouraged to make an opening and closing statement (which may be brief), is expected to ask questions, and must respond to relevant questions posed by the respondent (even if the respondent has elected the option of not answering questions, or making an opening or closing statement). If the aggrieved party refuses to respond to appropriate questions posed by the respondent, the SCA may elect to dismiss temporarily or permanently the charges.

If the respondent has declined to answer relevant questions, the aggrieved party still has the right to ask its questions and to receive to each query the reply that the respondent declines to respond.

With Regard to the Hearers of the Case

The hearers of the case will draw no automatic and inevitable inference (negative or positive) from silence or brevity. Instead they are to weigh dispassionately and carefully the information and testimony provided and reach a decision that reflects the preponderance of evidence.

PROCEDURE FOR CONDUCTING A HEARING

The following are meant to be general guidelines for conducting Community Conduct Board hearings. The Hearing Board, however, after consulting with the SCA, has discretion to supplement or vary from these guidelines if it believes it appropriate to do so in order to reach full and fair understanding of the facts as it feels is feasible under the circumstances. Procedural issues that arise during a hearing shall be directed to the Chair of the Hearing Board, who is encouraged to consult with the members of the Hearing Board and especially with the SCA before making a ruling. Rulings of the Chair are final. The use of the phrase “aggrieved party” below is meant to cover the person(s) or office(s) bringing the charges (e.g., individual student, Department of Public Safety, other members of the University community).

1. Introduction: After the SCA brings the aggrieved party and the respondent into the hearing room, the Chair introduces the members of the Hearing Board. Both the aggrieved party and the respondent have the right to be present while the Hearing Board is hearing witnesses.
2. Reading of Charges: The Chair reads the charges. To each charge, the respondent states whether he or she (a) agrees with the charge and accepts responsibility, (b) disagrees with the charge and denies responsibility, or (c) neither agrees nor disagrees but intends to explain.
3. Opening Statements: The aggrieved party and the respondent will then have an opportunity to present opening statements in writing or orally if they wish. The board members may ask questions seeking clarification.

4. **Aggrieved Party's Presentation:** The aggrieved party then has an opportunity to present his or her witnesses* and other materials in support of the charges. The respondent may pose questions to the aggrieved party and the other witnesses called by the aggrieved party, although the Chair may direct that questions go through the Chair if the Chair believes it appropriate. The Board, through the Chair (and if necessary, consult the Student Conduct Administrator), shall determine whether questions posed by the respondent are relevant and appropriate. The board members shall also be permitted to ask questions at any time.
5. **Respondent's Presentation:** The respondent then has an opportunity to present his or her witnesses* and other materials in support of his or her position. The aggrieved party may pose questions to the respondent and the other witnesses called by the respondent, although the Chair may direct that questions go through the Chair if the Chair believes it appropriate. The Board, through the Chair, shall determine whether questions posed by the aggrieved party are relevant and appropriate. The board members shall also be permitted to ask questions at any time.
6. **Rebuttal:** The aggrieved party may briefly recall a limited number of witnesses after the respondent has completed his or her presentation in order to clarify matters or to respond to factual issues raised by the respondent. If the respondent wishes to recall a limited number of witnesses in order to clarify matters or to respond to factual issues raised by the aggrieved party in rebuttal, the respondent shall direct his or her request to the Chair. The Chair has authority to limit or restrict the number of rebuttal witnesses sought to be recalled by either the aggrieved party or the respondent and the scope of the witnesses' testimony.
7. **Supplemental Material:** If the Hearing Board believes further information is necessary for it to make an informed decision, it may adjourn the hearing to direct that additional information be submitted to it or that additional witnesses appear before it. The Board, in its discretion, may ask the SCA to summon a student to appear before it to provide information even if that person was not called as a witness by the aggrieved party or the respondent.
8. **Closing Statements:** First the aggrieved party and then the respondent shall be permitted to make brief closing statements summarizing their positions on the charges. The Board has authority to limit the length and nature of such statements.
9. **Deliberations:** After the closing statements, the Hearing Board will meet in closed session to render a decision on the charges and the appropriate sanction, if any.
10. **Notification of outcome:** The respondent and the aggrieved party have the right to be given, along with the victim where the victim is not the aggrieved party, written notification of the hearing outcome within three (3) class days of the conclusion of the proceeding.

*Both the aggrieved party and the respondent may present witnesses with relevant knowledge of the facts relating to the charge at issue. The number of witnesses, and the nature and length of their testimony, may be limited by the Chair of the Board, in consultation with the SCA. Absent extraordinary circumstances, other than the aggrieved party and the respondent, witnesses shall not be permitted in the hearing room except when they are providing evidence to the Hearing Board.

MAINTENANCE AND USE OF CONDUCT RECORDS – CATEGORY I (NON SEXUAL MISCONDUCT) AND CATEGORY II VIOLATIONS

Records of conduct proceedings are maintained in the individual student's file normally for a period of nine (9) years – four (4) active undergraduate years plus five (5) additional years [or five (5) years following the date of last attendance]. Records of conduct proceedings involving student organizations and athletic teams are maintained by the Student Conduct Administrator. Information from such records is included in conduct outcome summaries that are issued periodically.

Such conduct records are available to the Hearing Board or Administrative Hearing Officer, after an individual has been found responsible for misconduct, to determine appropriate sanctions. conduct records are also available to University officials, including faculty, for legitimate educational purposes.

Records maintained by the Department of Public Safety may be maintained indefinitely and will be discoverable if a check of records is conducted.

Requests for conduct information about a student from educational institutions, government agencies, employers, parents, and legal guardians generally require the student's written consent. Interpretation of information in a student's file is the responsibility of the Dean of Students or an Associate Dean of Students.

COMMUNITY NOTIFICATION OF THE RESULTS OF HEARING – CATEGORY I (NON SEXUAL MISCONDUCT) AND CATEGORY II VIOLATIONS

The result of a conduct matter will be made public to the University community by the Student Conduct Administrator through appropriate campus publications. The name of the respondent generally will not be included. Information published will include the charge filed, a description of the incident, the vote of the Hearing Board, the sanction(s) imposed, and the reason for the decision. A summary of all conduct outcomes will be publicized at least once a semester by the SCA.

Note: If the respondent, or the supporter(s) of the respondent, publicly provides false information on the case in question, the University reserves the right to comment on the case publicly (and to speak to the identity of the respondent as part of the process) in order to serve the truth.

FAILURE TO COMPLY WITH A SANCTION

A student who fails to comply fully with a sanction imposed by a Hearing Board will be subject to immediate suspension from the University or other penalties imposed by the Dean of Students without benefit of further hearing. A student who fails to comply with a sanction imposed by an Administrative Hearing Officer may be referred to a Hearing Board by the Student Conduct Administrator for disposition.

SEXUAL MISCONDUCT

Sexual misconduct is defined as threats of, or deliberate physical contact of a sexual nature that is against another person's will, or without consent, or done with someone who is incapable of giving consent. A person may be incapable of giving consent due to juvenile status, mental disability, drunkenness and/or under the influence of a substance

or substances rendering him/her helpless, unconscious, or otherwise incapacitated and unable to accurately communicate unwillingness toward and/or act, mental incapacitation, or physical helplessness.

In its most severe form, sexual misconduct is manifested by any form of sexual penetration in circumstances in which it was not reasonable for the perpetrator to believe that the victim had given affirmative consent to the act. Examples of such behavior include, but are not limited to, the following offenses:

- Level One: Rape or attempted rape (anal, oral, or vaginal intercourse without consent or against another's will) whether achieved through force, threat or intimidation, or advantage gained by the aggrieved party's mental or physical incapacity or impairment of which the perpetrator was aware or should have been aware. Intercourse involves penetration, however slight, with any object (penis, finger, or other instrument).
- Level Two: Any actual or attempted non-consensual or forcible sexual touching, including but not limited to, fondling, kissing, groping, and deliberate physical contact with an individual's intimate parts (defined as genitalia, groin, breast, buttocks, or clothing covering them) or forcing an unwilling person to have contact with another's intimate parts.
- Level Three: Deliberate or reckless threats, actual or implied, of physical contact of a sexual nature that result in intimidation, fear or reasonable apprehension of a sexual assault or physical harm. These might include, but are not limited to, threatening gestures or words conveyed directly or indirectly (e.g., through graffiti, written articles, radio broadcasts, etc.), obscene phone calls or computer contact, stalking, indecent exposure, voyeurism, sexual harassment (see policy statement in University Policies and Regulations section), cyberstalking, or transmission of a recording or pictures of the sex act.

SUPPORT SERVICES FOR SURVIVORS (VICTIM)

Bucknell University, while recognizing the individual resilience that can be found among many victims/survivors, and while understanding the desire of some persons to keep sexual matters entirely private, also realizes that sexual misconduct can represent a situation in which community assistance is both necessary and helpful. Accordingly, it seeks to make known a range of voluntary services that can be found on and off campus. Please note that none of these support services volunteers or staff persons may serve as hearing advisers. These include but are not limited to:

Sexual Assault Survivor Advocates

Drawn from a pool of staff persons trained in sexual misconduct matters, the advocate is available to assist the survivor by helping him/her consider his/her options, facilitating appropriate intervention, and providing information, support and referral. The advocate will accompany the victim, if he/she desires, to medical treatment and/or to meet with civil authorities and legal representatives; will stress that academic assistance is available for the victim; and will ensure that follow-up contacts are made as appropriate.

Student Health Services

It is extremely important for a victim/survivor to get immediate medical attention that includes treatment of any physical problems and lab tests for sexually transmitted diseases

and pregnancy. Physical evidence that would aid criminal prosecution or University disciplinary action is collected only at Evangelical Community Hospital. Ordinarily, police will be contacted by hospital personnel who will inform that a victim has received treatment; but this does not mean that the victim/survivor has to proceed with criminal charges.

Women's Resource Center

While the Director of the WRC and peer counselors do not participate specifically as advisers in hearings on sexual misconduct, they are available more generally to assist in a crisis situation and to provide a victim/survivor with information about his/her options including medical assistance, referral for psychological counseling, University disciplinary action, and legal prosecution. These persons can provide support for a victim during this difficult period. A victim/survivor may be informed of common reactions to crisis and presented with coping methods that may assist him/her immediately following the assault and later. Talking about concerns may help a victim sort through his/her feelings and decide what to do.

Psychological Services

In addition to those same support services available to victims/survivors through the Women's Resource Center, individual confidential counseling may be arranged to assist those recovering from recent or past sexual abuse. A psychologist with specialized training in working with relationship violence and sexual assault is available to assist individual victims/survivors and those indirectly affected by sexual assault. Additionally, a support group for women students who are survivors of sexual misconduct is available for interested students.

Academic Deans

If, in the aftermath of a sexual misconduct, or as a byproduct of a hearing related to sexual misconduct, the victim/survivor's ability to produce quality academic work in a timely manner is affected, he/she may want to confer with his/her pertinent academic dean.

Chaplains

If a victim/survivor is a religious person, pastoral counseling may be helpful, especially in dealing with emotional and morale issues associated with sexual misconduct. It should be noted that clergy are generally accorded high degrees of confidentiality, but court orders on occasion can still limit confidentiality.

LEGAL QUASI-LEGAL AND LAW ENFORCEMENT RESOURCES FOR VICTIMS (SURVIVORS)

Department of Public Safety and Local Law Enforcement

A victim/survivor may choose to report the incident to the Department of Public Safety or to the local police (Lewisburg or East Buffalo) in order to have an official record of what happened; file criminal charges, help protect himself/herself and others from future victimization; ask that officials apprehend and/or question the assailant; and seek justice for what has been done. If a victim/survivor chooses to file a report, which is a separate step from choosing to file charges, the Department of Public Safety will endeavor to have a "sensitive crimes" officer who has been specially trained to handle sexual misconduct cases

take a statement from the victim/survivor. All law enforcement agencies that have crimes reported to them, including Public Safety, are required to maintain and submit reports of those crimes to external law enforcement agencies.

Local Attorneys

Students interested in pursuing civil litigation action as a response of sexual misconduct may wish to consult an attorney of their choice. Moreover, a student who is a victim of sexual misconduct who files charges on campus may choose to consult an attorney as well. However, the attorney may not participate in an on-campus hearing,

University Hearing Adviser

If a victim/survivor brings charges before the Hearing Board for Sexual Misconduct, she/he may wish to use the services of a University hearing adviser. The University hearing adviser is an informal counselor with whom the victim/survivor (or aggrieved party once the charge has been filed) has chosen to share information and ask for assistance. The following points should be noted about the University hearing adviser:

- The aggrieved party is not obligated to accept the counsel offered by the University hearing adviser; the adviser offers advice and nothing more.
- The University hearing adviser may provide an opening and/or closing statement in place of, but not in addition to, the aggrieved party. During the balance of the hearing, the University hearing adviser may not speak aloud, but he/she may confer quietly or by means of written notes with the aggrieved party.
- The University hearing adviser may be any person drawn from the current Bucknell student body, faculty, administrative staff, or support staff, provided that person is not a lawyer.
- Parents and alumni may not serve as University hearing advisers.
- The University hearing adviser is ethically obligated to inform the HBSM if the aggrieved party has provided information that contradicts the charge(s) made. The University hearing adviser should also keep in mind that if there are subsequent civil or criminal court proceedings, he/she might be legally obligated to share with legal authorities information obtained.

SUPPORT SERVICES FOR RESPONDENT

The person accused of sexual misconduct may or may not be responsible; the Hearing Board for Sexual Misconduct makes that determination. As he/she proceeds through the conduct process on campus, a number of campus services are available.

Psychological Services

A person accused of sexual misconduct may experience stress and confusion, whether or not he/she is responsible. He/she is welcome to confer with counselors at the Office of Psychological Services so as to deal better with personal pressures. A psychological counselor is not bound to share an admission of responsibility with the HBSM. A Psychological Services counselor's communication with a student client is privileged and confidential and cannot be shared with the HBSM except when authorized by the student. Certain limits to confidentiality exist by law, including the need to inform appropriate individuals or authorities when a student presents an immediate risk of harm to self or

others, or in cases of child and elder abuse, when ordered by a court, etc. Courts of law normally accord high degrees of confidentiality to psychologists who obtain information in the course of therapeutic sessions.

Academic Deans

If, in the aftermath of an accusation of sexual misconduct, or due to a hearing that is related to sexual misconduct, the ability of a respondent to produce quality academic work in a timely manner is affected, he/she may want to confer with his/her pertinent academic dean(s), or have the consultant for the respondent do so on their behalf.

Chaplains

If the respondent is a religious person, pastoral counseling may be helpful, regardless as to whether the respondent is responsible or not. It should be noted that clergy are generally accorded high degrees of confidentiality, but court orders, on occasion, can limit confidentiality even here.

Consultant for the Respondent

The student accused of sexual misconduct may confer with the Consultant for the Respondent, a campus resource person with knowledge of sexual misconduct matters. Topics discussed might include but are not limited to:

- The seriousness of the charge(s), procedure, and possible penalties if found responsible.
- The University's conduct standard for sexual misconduct.
- The option of informing parents and guardians of the matter. Even though parents cannot participate in a campus hearing, they can provide moral support and advice.
- The option of consulting a lawyer. While an attorney cannot participate in an on-campus hearing, if the matter passes to the criminal or civil courts, legal advice can be important.
- Positive and negative aspects associated with writing a full narrative of the events in question.

There are limitations on the role of the Consultant to the Respondent.

- The Consultant must instruct the respondent, before they begin to talk, that he or she cannot provide absolute confidentiality; and he must state to the respondent that if he or she chooses to testify, that he or she should tell the truth. If despite this caveat, the respondent were to confess to wrongdoing, the Consultant would be obligated to inform the HBSM.
- The Consultant can confer with the respondent both before and after the HSBA hearing, but he/she does not attend the actual hearing.

University Hearing Adviser

In responding to charges before the Hearing Board for Sexual Misconduct, the respondent may wish to use the services of a University hearing adviser. The University hearing adviser is an informal counselor with whom the respondent (or aggrieved party once the charge has been filed) has chosen to share information and ask for assistance. The following points should be noted about the University hearing adviser:

- The aggrieved party is not obligated to accept the counsel offered by the University hearing adviser; the adviser offers advice and nothing more.
- The University hearing adviser may provide an opening and/or closing statement in place of, but not in addition to, the aggrieved party. During the balance of the hearing, the University hearing adviser may not speak aloud, but he/she may confer quietly or by means of written notes with the aggrieved party.
- The University hearing adviser may be any person drawn from the current Bucknell student body, faculty, administrative staff, or support staff, provided that person is not a lawyer.
- Parents and alumni may not serve as University hearing advisers.
- The University hearing adviser is ethically obligated to inform the HBSM if the aggrieved party has provided information that contradicts the charge(s) made. The University hearing adviser should also keep in mind that if there are subsequent civil or criminal court proceedings, he/she might be legally obligated to share with legal authorities information obtained.

ADJUDICATORY OPTIONS FOR VICTIMS (SURVIVORS)

The aggrieved party may meet with the Student Conduct Administrator for Sexual Misconduct (SCASM), who will explain to that individual the internal campus adjudicatory option and remind them about two external courses of action that the aggrieved party may elect to pursue to help resolve the alleged sexual misconduct. The adjudicatory options for victims are described below:

University Conduct Charges: The Conduct Hearing

The Hearing Board for Sexual Misconduct (HBSM), a body drawn from the membership of the Community Conduct Board, and which thus has representation from students, faculty and staff, is responsible for adjudicating all charges of sexual misconduct that are brought to it. This board is authorized to make determinations of responsibility and to impose sanctions, including suspension or expulsion from the University.

External Criminal Charges: Criminal Justice Proceedings

The aggrieved party may choose to meet with the Department of Public Safety or other external enforcement agencies to explore the possibility of filing criminal charges. The University will not voluntarily release the name of a victim to external authorities without the written permission of the victim unless mandated by law, but Bucknell does encourage victims to consult fully about legal options. Should a victim choose to meet with an internal or external law enforcement agency, he/she may request that a University Sexual Assault Survivor Advocate or other University official accompany him/her. However, this person may or may not be allowed to participate in the interview process. Once external charges have been filed, the District Attorney will determine whether or not to proceed with the prosecution based upon the totality of the circumstances surrounding the case.

Civil Litigation: A Private Lawsuit

The aggrieved party may choose to meet with a private attorney and decide to bring a civil lawsuit for damages against the respondent.

ADJUDICATION PROCEDURES

For any procedural issues not specifically delineated in this section, the existing Community Conduct Board procedures as described in the current Student Handbook remain in effect.

Student Conduct Administrator for Sexual Misconduct (SCASM)

The University official responsible for implementing the University's sexual misconduct procedures, the SCASM oversees the adjudication procedures in collaboration with other University officials and the Department of Public Safety. The SCASM meets with the respondent and aggrieved party, collects statements from the respondent, aggrieved party and witnesses; is present at the hearing; advises the HBSM on matters of hearing procedures, questioning and precedent; maintains brief summary notes on the procedural aspects of the board proceedings; records each decision regarding a specific charge; provides a summary of the respondent's previous conduct record to assist the panel in determining the appropriate sanction if the respondent is determined responsible in the case at hand and arranges for the training of the HBSM. The SCASM shall be appointed by the Dean of Students.

Filing the Statement of the Charge

To initiate charges the aggrieved party must file a written and signed Statement of the Charge in which the following information is reported:

- The name of the respondent, if known.
- The specific nature of the sexual misconduct (rape, indecent touching, etc.)
- The date and approximate time of the offense, if known.
- The place where the offense took place, if known.

Upon receipt of the Statement of the Charge(s), the SCASM will accompany the aggrieved party to the Department of Public Safety who will begin the investigation of the charge. Subsequently, the SCASM will meet with the respondent and the Consultant for the Respondent to notify that a charge of sexual misconduct has been filed and will be investigated by the Department of Public Safety

Investigation of the Charge

Upon completion of its investigation of the charge, Public Safety will deliver the investigation materials to the SCASM for determination of whether or not sufficient evidence exists to move forward.

Disposition of Charge

If there is sufficient information on which to proceed based upon the Department of Public Safety's investigation, the SCASM, in consultation with the Dean of Students, will move forward to resolve the charge(s). The SCASM will then notify the respondent and the consultant for the respondent of that decision. The respondent will submit a written and signed Statement of Response. In the Statement of Response, the respondent will answer and indicate whether he/she rejects or accepts responsibility for the charge.

If the respondent refuses to submit a signed Statement of Response, the hearing board will be informed of the non-response, and will be instructed to consider that a plea of not responsible.

If the respondent rejects responsibility, or wishes to accept responsibility with an explanation, he/she will be invited to provide pertinent detail by submitting a narrative statement. The statement should focus solely on the incident in question and provide information directly related to the case.

The SCASM will share the Statement of Response and the narrative statement (if provided) with the aggrieved party, and the Hearing Board.

Any information provided can be released, used, and/or subpoenaed in any criminal, or civil suit brought external to the University's conduct process.

THE HEARING BOARD FOR SEXUAL MISCONDUCT (HBSM)

The HBSM will adjudicate an alleged violation of the Conduct Standard on Sexual Misconduct. Moreover, any other violation of the Student Code of Conduct that occurred during the alleged sexual misconduct will be adjudicated concurrently by the HBSM when it is hearing the charge of sexual misconduct.

Composition of the Board

A new board is appointed annually by the Dean of Students and is drawn from the eligible members of the Community Conduct Board. Each board is normally composed of two students (one male and one female); two faculty members (also one male and one female); and one administrator (who is appointed by the Dean of Students for a multi-year term and can be drawn from either gender). If any member of the HBSM is unable to fulfill his/her duties when required, or is unable to complete the specified term of office, an interim replacement may be appointed.

Mandatory Training

Training is required before HBSM members may hear a sexual misconduct case. This training should include, among other topics, presentations on how Bucknell adjudicates sexual misconduct cases (including same-sex misconduct), dynamics of acquaintance rape scenarios, variable survivor reactions, myths and facts about sexual misconduct that apply to both men and women, sensitivity to sexual orientation factors, and appropriate standards of proof.

Quorum

At least four (4) of the five (5) members of the HBSM must be present for a hearing to be held.

Chair

One member of the each HBSM will be designated annually by the Dean of Students to serve as chair.

SPECIAL PARTICIPANT'S RIGHTS RELATED TO SEXUAL MISCONDUCT ADJUDICATION

Timeliness of Hearing

A hearing will normally occur within twenty (20) class days of the presentation of the charge(s). Upon request, a delay of the hearing date shall be granted for up to three (3) class days from the date scheduled. In unusual circumstances, a request for a longer delay

may be approved by the Dean of Students. The Dean of Students will also respond to a written appeal of the Student Conduct Administrator's denial of a request for a delay in the hearing. The University reserves the right to amend the process due to mitigating circumstances (e.g. incident occurs at the close of the academic year).

Present Evidence

The respondent, the aggrieved party, and the HBSM have the right to present evidence and witnesses relevant to the charges. However, failure to offer evidence or to provide witnesses at the time of the hearing will not be justification for a rehearing or appeal. (If a respondent or aggrieved party is dealing with a student witness who is reluctant to appear, that party can ask the SCASM to write a letter which summons that person to appear.) The chair of the Hearing Board may limit the number of repetitious witnesses. In order for the aggrieved party or the respondent to prepare adequately for the hearing, all witnesses or those who will provide testimony must be identified at least one (1) day in advance of the hearing date. The one-day advance notice may be waived if agreed to by both the aggrieved party and the respondent. A witness who cannot appear for a compelling reason (e.g., is on study abroad in France) may submit a written statement for consideration, but only if that witness will be available on conference call, at the time of the hearing, to answer questions from both the respondent and the aggrieved parties. If that witness will not be available for questioning, then the letter may not be utilized.

Determination of Responsibility

The basis for determining responsibility for a violation of the Conduct Standard on Sexual Misconduct by the HBSM is a preponderance of evidence that supports the position that the alleged violation more likely than not occurred in the way charged. There must be a vote in the affirmative by at least three of the five HBSM members to reach a finding of responsibility for each charge.

Introduction of Previous Conduct Record

Should an individual be determined responsible for sexual misconduct, the SCASM will advise the hearing board of the individual's previous conduct record before the sanction is determined.

Determination of Sanction

In order for a respondent found responsible for the charged misconduct to be suspended from the University, there may be no more than one vote against the decision reached. In order for the HBSM to expel a respondent from the University, all votes supporting the decision must be cast in the affirmative. In all other cases, a simple majority of the votes cast in the affirmative is required to determine a sanction. Any sanction to be imposed by the HBSM following a finding of responsibility for the offense of sexual misconduct will be selected from the University's existing "Disciplinary Sanctions" as found in the Student Handbook. Any sanction imposed by an HBSM will be in effect while an appeal of the decision and/or sanction is being considered.

PROCEDURE FOR CONDUCTING A HEARING

Ordinarily, the same procedures used to conduct a Community Conduct Board hearing will be employed by the Hearing Board for Sexual Misconduct. Questioning will be done orally, and generally it will be done indirectly by relaying questions via the chair, but if

both parties agree, the aggrieved and respondent parties can converse directly with each other.

MAINTENANCE OF RECORDS (SEXUAL MISCONDUCT)

Records of decisions reached and sanctions imposed by the HBSM are confidential, but are reported by the SCASM to the Chief of Public Safety, the Dean of Students, and any other office or body that is involved in future adjudication with the same respondent. Within ten (10) days following the final determination in the case, the SCASM will collect all investigative files in the case, the evidence offered at the hearing before the HBSM, the records of the proceedings before the HBSM, and the results of any post-hearing appeals. This material, in whatever form, will be assembled and forwarded to the General Counsel of the University to maintain a single, confidential file. The materials will be maintained for at least nine (9) years in accordance with University procedures. The SCASM will also maintain a summary record of each case outlining the names of the participants, the charges, the HBSM outcome, the sanctions, and any further action.

COMMUNITY NOTIFICATION

The SCASM will publish the outcome of each case adjudicated by the HBSM at the conclusion of the hearing in appropriate campus publications. The notification will include a description of the incident, the level of the incident, the vote of the board, the sanction(s) imposed and the reason for the decision. Normally, personal confidentiality is maintained, but if the contesting parties, or their supporters, publicly misrepresent what occurred, or the matter is published as required by law, the University reserves the right to comment publicly and in detail, in order to serve the truth.

SANCTIONS

It is the responsibility of the Community Conduct Board, Hearing Board for Sexual Misconduct, Administrative Hearing Officer, Interfraternity Council Conduct Board, or Panhellenic Association Conduct Board to impose sanction(s), which shall be selected from those listed below; on occasion, circumstance(s) of the offense(s) may warrant modification of one or more of these sanctions to provide for an appropriate outcome. Generally, the sanction(s) imposed will be based upon intent of the respondent, impact on the aggrieved party, severity of the offense(s), sanctions for comparable previous violations, and the respondent's previous conduct record.

In addition to the sanctions listed below, if a behavioral problem appears to have roots in psychological, psychiatric, or chemical dependency, an individual may be referred by the Student Conduct Administrator to a qualified expert for a pertinent evaluation. When alcohol abuse is involved with misconduct, the individual may be required to participate in relevant counseling either on or off-campus.

A respondent who fails to complete the required sanction, or to pursue a referred evaluation, will not be permitted to enroll for the following semester.

Apology

The individual or organization is required to write a letter of apology, which must be approved by the Student Conduct Administrator before it is sent, to the individual or group who or that was the victim of his/her/their misconduct.

Behavioral Contract

A set of appropriate actions is imposed on an individual or organization to provide an educational experience in addition to specific guidelines regarding behavior over an extended period of time.

Change of Residence

The individual is reassigned to a different room, floor, residence hall or area.

Disciplinary Probation

The individual or organization is issued a formal reprimand indicating that in terms of campus citizenship, he/she/they is/are on probationary standing for a specific period of time. When probation is imposed it can occur in two forms:

- Level I probation: this signifies that if there is a new Category I violation, another serious offense, and/or more than one Category II infraction within a stated period of time, a sanction that ranges from suspension for a minimum of one semester to permanent expulsion will automatically take place.
- Level II probation: this signifies that if there is a new Category I violation, another serious offense, and/or more than one Category II infraction within a stated period of time, the respondent may be subject to sanctions ranging from suspension to expulsion, based on the decision of the Hearing Board that would be convened to consider the new infraction.

In the case of an organization, placement on Level I or Level II probation may cause recognition to be automatically or contingently withdrawn for a period of time or permanently.

Expulsion from the University

The individual is immediately expelled from and permanently ineligible to enroll in the University. The Hearing Board will determine the date when the expulsion shall take effect. The record of expulsion shall become part of the individual's record maintained by the Office of the Registrar and shall permanently remain so. Should an individual be expelled during a semester, any refund of room, board, tuition, or fees will be made in accordance with applicable policy; no academic credit may be earned for that semester.

Fine

The individual or organization may be subject to a financial penalty for engaging in inappropriate behavior. The money collected from a fine will be used for the enhancement of student life on the campus. In the case of individuals, the Student Conduct Administrator may impose a fine of not more than \$500 (plus restitution) in exceptional circumstances.

Letter of Censure

The individual or organization is issued a formal written reprimand indicating his/her/their conduct is unsatisfactory to the extent that the University community must take official notice of it. The individual is advised that the incident will be made a matter of record, and the conduct censured will be considered in future disciplinary proceedings involving the individual or organization.

Loss of Privilege(s)

The individual or organization forfeits particular privileges either permanently or for a specific period of time. Examples of individual privileges that may be lost include, but are not limited to: being restricted from using any University facilities; participating in intercollegiate athletics, student activities, campus organizations, intramurals; attending campus events; operating a motor vehicle on campus; living off campus; using one's priority number for room selection; participating in room selection with class, etc. Examples of privileges an organization may forfeit include, but are not limited to: being restricted from using any University facilities; participating in campus activities, organizations, or intramurals; attending campus events; sponsoring campus events, etc. It must be noted that a student who loses the privilege to live off campus after he/she is approved to live off campus, and/or signs a lease to live off campus, will nonetheless be required to live on campus.

Loss of Recognition

The organization's status as a recognized student organization is withdrawn. It must cease to exist or function on the Bucknell campus. In the case of fraternities and sororities, the organization's invitation to affiliate with the University will be revoked. A fraternity or sorority which loses University recognition will no longer be governed by The Plan for Prominence in Fraternity and Sorority Affairs and, therefore, all University regulations, including the four-year residency requirement and housing regulations, become immediately applicable. The appropriate external organization(s) will be notified of the action taken.

Mandatory Stipulated Dialogue

The Community Conduct Board or Administrative Hearing Officer requires, as part of the sanctioning process, that the respondent participate in a dialogue that will address the issue or issues at the heart of the case. Other participants in the dialogue may include the aggrieved party, persons who can offer pertinent educational content, and/or a facilitator or two, selected by the Student Conduct Administrator. The dialogue having been stipulated, if the respondent does not attend, arrives late, or leaves early, and/or refuses to participate in the process in a civil manner, he/she can be charged with Failure to Complete or Comply with a Sanction and the matter returned for Board or Administrative Hearing for adjudication.

Notification of National Headquarters and/or Alumni Corporation

The national headquarters and/or alumni corporation of an organization determined responsible for misconduct will be advised of the nature of the misconduct and the sanction(s) imposed.

Required University Service or Participation

With the approval of the Student Conduct Administrator, the individual or organization, as a corrective measure and/or learning experience, is required to engage in service to the University, or to participate in a special educational program or project. The SCA is responsible for monitoring compliance.

University Service is not to be confused with community or volunteer service. University Service is (1) involuntary, (2) completed as a consequence of violating the Student Code of Conduct, (3) is work or manual labor one would usually be paid for, and (4) is arranged only through one of the Deans of Students or his/her designee.

Restitution

The individual or organization is required to make reimbursement for actual damage to, destruction, or misappropriation of University property or property of any person or organization.

Restricted Access

The individual is declared persona non grata and prohibited from entering a particular campus area, facility, residence unit, or campus property for a specified period of time.

Social Probation

The organization is prohibited from sponsoring any social activity for a specified period of time. Under the terms of Social Probation, the room, hall, or house of the affected person or persons may be required to be alcohol free or “dry.”

Suspension

The individual is not in good standing, and is ineligible to continue enrollment and/or re-enroll at the University for a specific period of time. The Hearing Board will determine the date when the suspension shall take effect and the earliest date that the individual is eligible to re-enroll in the University and conditions, if any, that must be met before re-enrollment. Should an individual be suspended within a semester, any refund of room, board, tuition, or fees will be made in accordance with applicable policy; no academic credit may be earned for that semester; and the student may not transfer in academic credit in a period of suspension from other institutions of higher education (A student on suspension (or required leave), however, may carry course work elsewhere, not for transfer credit, but simply for personal edification or growth.)

When a hearing board or administrative hearing officer imposes a suspension, that suspension is active and enforced. Suspensions cannot be stayed or suspended. On appeal, a suspension can be overturned and converted to probation or a different sanction, but it cannot be stayed or suspended.

Suspension – Alcohol-Related

A student who, after a determination of responsibility, has accumulated 10 or more points violating the University Alcohol Policy, is required to take a leave for a minimum of one regular academic semester. The SCA, provided he believes the student in question is not an immediate danger to himself or others, may decide to apply the penalty during the semester in question or in the immediately following semester, except in the case of a second semester senior (who is to serve the penalty immediately). During the period

of required leave, the student is encouraged to seek any necessary or helpful counseling, work, engage in internships or volunteer experiences, and/or carry coursework elsewhere for personal interest (but not for transfer credit to Bucknell). After the one semester has expired, the student is eligible for re-entry. A student who, after or during a required leave, accumulates two or more additional alcohol points is normally suspended for a minimum of one academic year. A student who, after or during two separations from school, accumulates two or more additional alcohol points is not normally re-admissible the University.

University Service

University Service is not to be confused with community or volunteer service. University Service is (1) involuntary, (2) completed as a consequence of violating the Student Code of Conduct, (3) is work or manual labor one would usually be paid for, and (4) is arranged **only** through the Student Conduct Administrator.

There may be opportunities to complete University Service at some point during the academic year by accepting assignment to a department that has special need for a project. Students are advised by campus e-mail as those opportunities come up. If the University Service is not completed the by the end of April the student is required to remain on campus after the conclusion of spring semester finals to work with Facilities to prepare the campus for Commencement.

OTHER SANCTIONS FOR SPECIFIC VIOLATIONS

Appropriate Use Policy

Any behavior in violation of the AUP is cause for disciplinary action. Violations of this Appropriate Use Policy will be adjudicated, as appropriate, by Library and IT, the Office of the Dean of Students, the Office of Residential Education and Fraternity and Sorority Affairs, the Office of Human Resources, the Office of the Dean of Engineering, and/or the Office of the Dean of Arts and Sciences. Sanctions as a result of violations of these regulations may result in, but are not limited to, any or all of the following:

- Attending a class or meeting on appropriate usage issues, as well as successful completion of a follow-up quiz;
- Loss of University computing or voice mail privileges;
- Disconnection from ResNet;
- University conduct sanctions as prescribed by the student Code of Conduct;
- Monetary reimbursement to the University or other appropriate sources;
- Reassignment or removal from University housing and/or suspension or expulsion from the University;
- Prosecution under applicable civil or criminal laws.

Candles

Use of a candle in a residence unit, for each offense: immediate removal of the candle by the staff member; twenty (20) hours of University Service performed at the end of the academic year, a \$100 fine, and loss of lottery in next room selection. Possession (unlit) of a candle in a residence unit, for each offense: immediate removal of the candle by the staff

member; ten (10) hours of University Service performed at the end of the academic year, and a \$50 fine.

Use of a candle for Religious or Ceremonial Celebrations are permitted with advanced approval from the Office of Residential Education Staff; those not approved in advance are subject to the sanctions noted.

Drugs, Possession, Use and/or Distribution of Illicit Substances – Category I Violations

The following statements clarify Bucknell’s position in the area of the use and distribution of illegal drugs as well as the misuse of legal drugs:

- Bucknell students are not to use, possess, and/or distribute illegal drugs on or off campus.
- Bucknell students are not to tolerate the use, possession, or distribution of illegal drugs by other students or guests on campus. If a student knows of someone who disobeys this policy, that student is to inform promptly the Department of Public Safety or the Deans of Students Office immediately.
- This ban applies to all illegal drugs, including but not limited to depressants, stimulants, narcotics, hallucinogens, cannabis, performance-enhancing drugs, party drugs, and so-called “date-rape” drugs.
- Students who disobey this policy violate Bucknell’s conduct code (committing a Category I offense). The following sanctions can be expected:

First time marijuana and/or paraphernalia (personal amount)

- Fine of \$350 for marijuana or paraphernalia; a fine of \$500 for marijuana and paraphernalia
- Minimum of two (2) drug counseling sessions with the Coordinator of Alcohol and Other Drug Programs
- 10 hours of University service for either marijuana or paraphernalia; 20 hours for both marijuana and paraphernalia at the same incident
- Loss of priority housing number
- Loss of off-campus housing privileges to be determined by the Dean of Students
- Loss of study-abroad privileges to be determined by the Office of International Education
- Note to parents or guardian
- Level I Probation for remaining time at Bucknell
 - If the student is responsible for a new Category I violation, another serious offense, and/or more than one Category II infraction, a sanction of suspension for a minimum of one semester will automatically take place

Second time marijuana and/or paraphernalia (personal amount)

- Suspension for a minimum of one semester up to permanent expulsion
- Off-campus counseling – required for readmission
- 40 hours of community service
- Loss of priority housing number

- Loss of off-campus housing privileges to be determined by the Dean of Students
- Loss of study-abroad privileges to be determined by the Office of International Education
- Note to parents or guardian.

Third time marijuana or paraphernalia (personal amount)

- Permanent expulsion
- Note to parents or guardian

Past policy did not take into account the misuse of drugs (e.g., sharing or snorting of prescription medications) or the use of synthetic drugs (e.g., K2, Spice, Salvia divinorum, etc.). The policy now recommends that there be administrative hearings for first time offense, Community Conduct Board hearing for determining responsibility and/or sanctioning for second and third time offenses.

In all drug cases, fines are waived if the student pays a fine to the local municipality or county; proof of payment to the Dean of Students Office is required.

Additional sanctions for violations involved with other drugs and illicit substances:

- For the personal use of small amounts of other illegal drugs (such as cocaine, LSD, or opiates), or misuse of prescription medications, or use of synthetic drugs that mirror banned substances the expected sanction would range from suspension to permanent expulsion. In the case of suspension, additional sanctions include off-campus counseling, 40 hours of community service, loss of priority housing number, loss of off-campus housing privileges to be determined by the Dean of Students, loss of study-abroad privileges to be determined by the Office of International Education and a note to parents or guardian.
- For the possession, distribution, or sale of a large amount of any illegal drugs the expected sanction would be permanent expulsion.

In 2011, the Illicit Substance Policy Committee as appointed by the Committee on Complimentary Activities (CCA) reviewed previous drug policy sanctions and unanimously agreed to update them. The updated version is reflected above.

Emergency Exit, Use of in Non Emergency

\$100 Fine

20 Hours of University Service

Failure to Comply with a Sanction related to other Regulations Relating to Residence Units

Loss of priority number in next room selection, and referral to the Off-Campus Living Review Board to determine eligibility to live off campus

Lounge Furniture (removal of)

Letter of Censure (first offense)

\$100 fine per item; loss of priority number in the next room selection process (second offense)

Handgun or Long Gun (rifle, etc.), Possession of

Suspension for a period (a minimum of one semester) or expulsion

Illegal Appliance, Possession of

A letter of censure, and immediate removal of appliance from room by staff member

Harboring an Animal or Pet, including birds

Letter of Censure (first offense)

\$100 fine; loss of priority number in the next room selection process (second offense)

Projectile Impelling Device, Possession of

Ten (10) hours of University Service performed at the end of the academic year and loss of lottery in next room selection.

Public Urination

Five (5) hours of University Service

Residence Hall Lounge Furniture (removal of)

For misuse or removal of residence hall lounge furniture from its assigned location: a letter of censure and a \$100 fine per item, immediate return of item to original location, loss of lottery in next room selection, and loss of off-campus living privilege for the next academic year.

Quiet Hours Violation

A letter of censure (first offense)

Five (5) hours of University Service (second offense).

Loss of lottery in the next room selection (third offense)

Smoke Detector

Covering a smoke detector with tape or any other material that renders it inoperable
For each offense: twenty (20) hours of University Service performed at the end of the academic year, a \$100 fine, and loss of lottery in next room selection.

Tampering with a smoke detector that affects its operation.

For each offense: ten (10) hours of University Service performed at the end of the academic year, and a \$50 fine.

Smoking

For each offense: twenty (20) hours of University Service performed at the end of the academic year, a \$100 fine, and loss of lottery in next room selection.

APPEALS

Any student found responsible for a violation of the code of conduct shall have the right to appeal the decision and/or sanctions based on the grounds outlined below.

GROUNDINGS FOR APPEALS

Students who have been found responsible for a violation of the code of conduct may request an appeal on the grounds that (1) information not available at the time of the

hearing is now available and could reasonably be expected to have altered the outcome of the case; (2) University disciplinary procedures were violated in a way that probably adversely affected the outcome of the case; (3) the sanction was unduly harsh. In cases involving sexual misconduct, the victim is granted the right to appeal.

APPEAL OF A CATEGORY II DECISION OR SANCTION

Any respondent student or organization who wishes to appeal a sanction relating to a Category II violation must deliver a letter of request for review of the conduct decision/sanctions within five (5) days after notification of the sanction. The Dean of Students may, at his/her discretion, hear an appeal. The decision of the dean is final. The dean may uphold or modify the sanction or decision; refer the matter back to the Administrative Hearing Officer who initially rendered the decision or sanction to reopen the hearing; or determine that a new hearing should be conducted by a new Administrative Hearing Officer.

APPEAL OF A CATEGORY I DECISION OR SANCTION

Appeal of a Decision:

Any student or organization who is a respondent in the particular case and who wishes to appeal a conduct decision relating to a Category I violation must deliver a letter of request for review of the conduct decision to the Student Conduct Administrator within five (5) class days after notification of the decision. The SCA will usually convene the Committee on Appeals within five (5) class days of receiving the appeal. It is not the role of the Committee on Appeals to rehear the case. Rather, it is the responsibility of the Committee on Appeals to grant an appeal if one or more of the grounds for appeal conditions exist:

Appeal of a Sanction:

Only the sanctions of suspension and expulsion may be appealed. The student or organization found responsible must deliver a letter of request for review of the sanction imposed to the SCA within five (5) class days after notification of the decision. An appeal of a sanction imposed will follow the procedures outlined for conducting an appeal of a Category I conduct decision.

Committee on Appeals

A Committee on Appeals will be constituted to hear each appeal, consisting of four voting members and an additional administrative member who serves as the chair but who votes only in case of a tie. The voting members are trained hearers of conduct cases drawn from the Community Conduct Board pool, who have not participated in the original hearing. Normally the voting members are composed of two students, one faculty member, and one administrative staff member chosen by the Student Conduct Administrator. The administrative chairperson, who convenes the Committee on Appeals and votes only in case of a tie, is selected by the Student Conduct Administrator and normally is a member of the Office of the Deans of Students (but cannot be a person who participated in the original hearing).

While having no voting or deliberative role, the following persons normally provide information during the course of an appeal: 1) the chair of the original hearing board or the Administrative Hearing Officer; 2) the respondent; 3) the adviser to the respondent

(if the respondent so wishes); and 4) the Student Conduct Administrator. Generally any sanction imposed by a Hearing Board will not be in effect while an appeal of the sanction is being considered. But if the case in question involves a violent offense (e.g., an assault), the Dean of Students may allow the suspension to continue on a temporary basis while the appeal process continues. All conditions related to the original hearing remain in effect.

Appeals Committee Procedures

1. The Committee on Appeals will usually meet within five (5) class days of notification by the SCA that a disciplinary decision or sanction has been appealed.
2. The Committee on Appeals hearing will be closed. Invited to attend and to contribute information will be the respondent, an adviser to the respondent (if requested by the respondent), the chair of the original Hearing Board (or his/her designee) or the original Administrative Hearing Officer who rendered the initial decision or sanction, and the Student Conduct Administrator at the original hearing.
3. The appeal hearing will be conducted in accordance with the following procedure:
 - a. The appellant must provide a signed written appeal letter, and he or she must make a verbal statement in support of his/her appeal.
 - b. The chair of the Hearing Board or Administrative Hearing Officer who rendered the initial decision will be provided the opportunity to present a statement in response to the appeal.
 - c. The Student Conduct Administrator may offer comments and respond to questions.
 - d. The Committee on Appeals members are provided the opportunity to question the respondent, the chair of the Hearing Board or Administrative Hearing Officer, and the Student Conduct Administrator.
 - e. The respondent, the chair of the Hearing Board or Administrative Hearing Officer, and the Student Conduct Administrator are provided the opportunity to question one another.
 - f. Re-questioning of participants occurs.
 - g. The Committee on Appeals meets in closed session to reach a decision.
4. Three members of the Committee on Appeals must vote in the affirmative in order for an appeal to be granted. In case of a tie vote, the normally non-voting administrative chair will cast the deciding vote.

Appeals Committee Outcomes

1. Uphold, or modify the sanction of expulsion or suspension only;
2. Refer the matter back to the Hearing Board or Administrative Hearing Officer that or who initially rendered the decision to reopen the hearing; or
3. Determine that a new hearing should be conducted by a new Hearing Board or Administrative Hearing Officer.

Appeal to the Dean of Students

The student or organization who or that has his/her/its appeal denied or modified by the Committee on Appeals may appeal that decision to the Dean of Students within five (5) class days after notification of the outcome of the appeal by the Committee on Appeals. Invited to attend will be the respondent, an adviser to the respondent (if requested by the respondent), the Chair of the Hearing Board or Administrative Officer who rendered the initial decision or sanction, the Student Conduct Administrator who staffed the original hearing, and the Chairperson of the Appeals Board. The Dean of Students may uphold, modify, or refer the matter back to the Hearing Board or Administrative Hearing Officer that or who imposed the initial sanction for review, or constitute a new board to rehear the case. If new information comes to light after the expiration of the appeal period, the Dean of Students may respond to the request for the appeal as noted above.

Note I: The appeal to the Dean of Students normally is conducted in person, with the respondent minimally submitting a written letter of appeal and making a personal statement. However, for the respondent who cannot return to campus for the appeal to the Dean of Students, the appeal can be conducted solely in writing (and the verbal component and personal appearance eliminated). In such circumstance, the respondent would initiate the process by sending his/her appeal letter and any supporting documentation that he/she wanted considered (this could include a letter of support from the respondent's adviser). That respondent would also request in writing a "written appeal only" rather than an in-person appeal. The Dean of Students would render his/her decision and inform the appellant of the decision in writing, after having considered the respondent's information and after having consulted with the chair of the original hearing board or Administrative Hearing Officer, the Student Conduct Administrator, and the Chair of the Appeals Committee. The appellant who requests a written appeal only cannot appeal further due to the inability to provide information in person.

Note II: If the Dean of Students is not able to hear a final appeal, (e.g., due to illness or other business) he/she may ask the Provost to stand in his/her place and render the decision.

Presidential Appeal

The decision of the Dean of Students is normally final in conduct cases. However, when the sanction of expulsion is imposed, a final appeal on that sanction only may be made within five (5) days to the President of the University. That appeal is normally conducted in writing only. However, the respondent may additionally ask the President for a personal appearance, and the President may grant or deny that request. The respondent should send his/her letter with any supporting documentation to the President of the University, and therein the respondent should explain why the sanction is not appropriate to the offense. The President will consider information proffered by the respondent, make appropriate consultation with relevant persons on campus (e.g. to confirm penalties typically applied in similar cases), render a decision, and inform the respondent by letter of his/her decision.

Limitations on Appeals

Bucknell is generous with appeals and allows three levels, beyond the original hearing:

1) the Appeals Committee (for decision and sanction), 2) the Dean of Students (similarly for decision and sanction), and 3) the President (for the sanction of expulsion only). There are no other levels of appeal and one cannot have more than one appeal at any single level.

Appeals heard by the Appeals Committee (from the Community Conduct Board and the Sexual Misconduct Hearing Board), by the Dean of Students, and by the President of the University allow for appeals by the respondent only (and not by the aggrieved party). In addition, the Appeals Board and the Dean of Students can maintain or diminish sanctions on appeal; they do not intensify them.

Frivolous or Irrelevant Appeals

If an appeal is frivolous or plainly fails to meet the established grounds for appeal, (e.g., the appeal should automatically be granted in consideration of the cost of tuition) the Student Conduct Administrator or the Student Conduct Administrator for Sexual Misconduct, in consultation with the Dean of Students, can decline to hear that appeal.

BIAS-RELATED HARASSMENT

Bucknell University prohibits and makes subject to sanction bias-related harassment, which it defines as follows: Physical or verbal conduct by a person or group targeted at an individual's or group's race, color, gender, sexual orientation, gender identity, age, religion, national or ethnic origin, or disability, which conduct, in the view of a reasonable person, has the purpose or effect of creating a significantly intimidating or hostile educational, work, or living environment, significantly interfering with an individual's educational or work performance.

Harassment thus defined is severe, persistent, or pervasive. It generally comprises a repeated and deliberate series of actions, but also may be found in a single grave incident where the impact of the behavior is particularly great and/or clear intent is apparent.

The reasonable person standard considers what a reasonable person's reaction would have been to the alleged harassment under similar circumstances in a similar environment. When assessing the motivation of the alleged harasser (*the respondent*), even when it is not possible to prove that the respondent willfully intended to harass, he/she could still be sanctioned if a reasonable person in his/her situation should have been aware of the possible impact of his/her actions. Other factors to be considered:

- Incidents should be judged on the totality of the circumstances involved.
- The apparent motivation for the act (or acts) and the impact on the targeted person or group are both factors to be considered in defining and resolving issues of bias-related harassment.
- The location of the incident or incidents, whether in a classroom, workplace or residence hall, should also be considered. Other University policies, such as the Sales and Solicitation Policy, imply that a higher standard of privacy may be applied to residence halls or workplaces than to public spaces, such as classrooms. Thus, harassing communications to a student's room are different matters than general statements made in a classroom setting.

- Communications by e-mail, instant messenger, web pages, letter, telephone, graffiti, etc. can constitute bias-related harassment. Some of these also are subject to the University's Appropriate Use Policy for electronic communication.

Acts of harassment also may violate Pennsylvania law (cf. Ethnic Intimidation Act of 1982 and other statutes) or Federal law, and complainants may choose to pursue such charges in addition to any University proceeding.

Honoring the Free Expression of Ideas

This policy is meant neither to proscribe nor to inhibit discussions, in or out of the classroom, of complex, controversial, or sensitive matters, including morality, ethics, sex, sexual orientation, race, ethnicity, religion, age or disability (among others), when, in the judgment of a reasonable person, these matters arise in context and do not create the significantly hostile environment that constitutes harassment. If an action or expression is unpopular or controversial, but does not clearly interfere with the work or study of others, it is not governed by this policy. Even when ideas expressed are contrary to University values, if such expression otherwise complies with University regulations it should not be considered a violation of University policy.

Bucknell's Mission and Values: Why a Policy is Appropriate

Since its earliest days, Bucknell has been committed to inclusiveness and diversity, dating back to the University's first leaders' progressive steps toward co-education and the admission of African-American and international students, years before other prestigious institutions took the same steps.

Today, cultivating an inclusive and diverse community for living, learning, and working has been affirmed as one of Bucknell's pre-eminent objectives. In the 2006 *Plan for Bucknell*, the enhancement of student learning and growth by "diversity in all its forms" is part of the central vision for the University. Equally important, the mission statement driving the plan identifies "appreciation of other cultures and diverse perspectives" as one of the essential outcomes of a Bucknell education. Moreover, one of the plan's carefully selected strategies commits Bucknell to "diversity of all kinds" and to fostering "civil discourse" and "a campus climate that is receptive, welcoming and supportive."

When a student, professor or staff member is actively subjected to others' stereotypes or generalizations about an inherent trait that he or she has – a disabling condition, for example – the climate is no longer "receptive, welcoming and supportive." And the atmosphere of danger and fear that can result may interfere with his or her ability to learn or work. That is, harassment may occur.

The University recognizes the fundamental right of individuals to act and speak on the basis of their values and reason. But it will not extend this right if the words or behavior create a hostile environment that interferes with the rights of others to live, learn, and work (i.e., if they constitute harassment). Further, this policy takes particular exception to harassment based on someone's race, color, gender, sexual orientation, gender identity, age, religion, national or ethnic origin, or disability (i.e., harassment based on certain biases).

This policy defining bias-related harassment and its consequences can only supplement the educational work of the curriculum and co-curriculum in promoting the University's values and goals regarding diversity. Bucknell is preparing its students for leadership in

work and service environments characterized by human diversity, and it is the success of these efforts that will prevent bias-related harassment on campus and later in life. Educational efforts should be the University's first and most systematic effort towards creating civility and tolerance in situations of difference or conflict. But, when the University's standards for conduct are clearly violated, and informal means of mediation do not resolve the conflicts, this policy is intended to provide an orderly procedure whereby serious breaches can be addressed.

Reporting and Advising

Reports of bias-related harassment should be directed to one of the following *first responders*: an Associate Dean who works with students in the College of Arts and Sciences or Engineering, the Associate Dean of Students for Student Conduct Administration, the Executive Director of Employment Services, the Director of Public Safety, or the University Chaplain. These administrators can explain the options available for resolving complaints (below), and they can provide information and referral to local law-enforcement authorities if the person bringing the complaint (*the complainant*) wishes to pursue criminal charges. If the need arises, the University will appoint and train additional first responders.

Students reporting incidents may be most comfortable speaking with a faculty member, administrator, resident assistant, or other such person whom they know, and they are certainly encouraged to do so, although the person contacted should direct the complainant to one of the trained first responders listed above, to ensure that the University's response is prompt, effective, and consistent with this policy. Similarly, staff persons, administrators, or faculty members may wish to speak initially with a mentor, supervisor, department chair, counselor, dean, or Workplace Advisor; any such persons receiving a complaint should consult with one of the first responders above.

In most cases, the complainant(s) will report the incident. However, in certain extreme cases affecting the entire University community (for example, a public cross-burning), a faculty or staff member or administrator may bring the complaint on behalf of the community.

If the complainant wishes to pursue further action after communicating with a first responder, he or she will be referred to an *investigating officer*: either the designated senior administrator in Student Affairs (for alleged student harassers, or student respondents), the designated senior administrator in Academic Affairs (for faculty respondents); or the designated senior administrator in Finance and Administration (for staff and administrative respondents). The investigating officer will inform the Affirmative Action Officer that a complaint has been received; the Affirmative Action Officer will be available for advising all complainants and will maintain appropriate reports of complaints.

The University encourages the reporting of all incidents that are perceived to fall under this policy. The University also prohibits threats or acts of reprisal against anyone who initiates a report or complaint of bias-related harassment in good faith. At the same time, complaints that are found to be knowingly and intentionally untrue could result in disciplinary action against the complainant.

Investigation

The University will promptly investigate and resolve complaints of harassment, with due regard for fairness and the rights of both the complainant and the person accused, as detailed in the appropriate hearing procedures. Investigation and resolution will be undertaken in the most confidential manner possible.

As noted above, initial complaints of bias-related harassment will be investigated by the designated senior officer in Student Affairs, Academic Affairs, or Finance and Administration, depending on who the respondent is. The first responder who received the complaint will assist in the investigation.

For student respondents, the investigative procedures are those described in the Student Conduct System and Code of Conduct. For faculty respondents, investigation will occur in the manner described in the Bucknell Policy and Procedures on Sexual Harassment, a document appended to the *Faculty Handbook*. For administrative and staff respondents, investigation will adhere to the Formal Problem-Solving Procedures contained in the *Staff Handbook*.

After investigation of the matter, the investigating officer will inform the complainant of his/her preliminary determinations and will advise the complainant regarding the options for resolution. The investigating officer also will provide complainants and respondents with the names of experienced faculty members, staff persons, and administrators who would make knowledgeable advisers throughout any ensuing process.

Options for Resolution

Two options are provided for the resolution of bias-related harassment complaints: mediation and formal hearing. The two present different levels of confidentiality, flexibility, and formality. Each also follows general protocols established in the Bucknell Policy and Procedures on Sexual Harassment.

Mediation

If the complainant wishes to resolve the matter informally, the first responder can refer him or her to a trained mediator. This is a faculty or staff member or administrator who can arrange mediation with the respondent, act as a go-between, or set up a meeting or series of meetings. Mediation has proven helpful in the past, especially when the complainant seeks a simple remedy – for example, cessation of the harassing behavior. Mediation promises confidentiality and the presence of a trained mediator to help the complainant and respondent work through misunderstandings or miscommunication. No formal written records of the process are kept, although a written summary of conclusions may be provided to the respondent and complainant if desired. Any written summary may not be used in any later formal hearing. *By pursuing mediation, the complainant does not give up any right to further, more formal action.*

Formal Hearings

If mediation fails to resolve a complaint or is not considered appropriate at the outset by the complainant, a formal hearing may be requested under the Student Code of Conduct and Code of Conduct Systems for student respondents, the Bucknell Policy and Procedures on Sexual Harassment for faculty respondents, or the Formal Problem-Solving Procedures for administrative and staff respondents.

Additional Hearings Information Pertaining to Student Respondents

After investigation, if the Associate Dean for Student Conduct Administration has determined that bias-related harassment occurred as per the definition above, then the incident may be referred to the Community Conduct Board. Parties to such cases will be given the names of faculty and staff members trained to support and advise both respondents and complainants in such proceedings.

Charges may go to a hearing in one of two ways. First, if no other violation of the Student Code of Conduct was involved, a stand-alone charge of bias-related harassment may be brought. Second, if the incident(s) also meets the definition(s) of a Category 1 violation in the Student Code of Conduct (for example, Physical Assault, Freedom of Speech, or Freedom of Movement), then the incident's motivation by bias will be judged by the Community Conduct Board along with that other violation. Then, if the other violation is found to have been substantially motivated by bias or to have had a significant impact on the complainant, that fact will be considered an aggravating factor in determining the sanction for the Category I violation.

Alcohol use in conjunction with an action deemed bias-related shall be considered neither mitigating nor aggravating, unless it is part of a pattern of the respondent's previous alcohol-related violations, in which case it can be considered aggravating.

Hearings for Staff Respondents

Cf. pp. 21-24 of the *Staff Handbook* (Informal Problem-Solving Procedures, Formal Problem-Solving Procedures, Disciplinary Actions, and Separation from Employment).

Hearings for Faculty Respondents

Cf. "Procedure: C. Formal Hearing" of the Bucknell Policy and Procedures on Sexual Harassment. However, rather than the Affirmative Action Officer, a member of the Provost's staff will sit with the hearing panel to assist it in its functions, still without vote.

Procedures for University Response and Reporting

Incidents that are perceived to be bias-related are of great concern to many in the University community. If a major incident, such as a bias-related assault, occurs on campus, the President will initiate Emergency Response procedures as soon as possible and communicate with the campus about the nature of the incident and the University's response.

Incidents may manifest bigotry or intolerance in conflict with the University's mission and aspirations, but not constitute bias-related harassment as formally defined here. Such incidents are not actionable under this policy, though they still may be censured by individuals and groups. The University administration, faculty, student government, and student groups are encouraged to discuss such incidents and speak publicly as they deem appropriate. For example, in November 2000, an advertisement was placed in *The Bucknellian* by an individual from off-campus who denied that the genocide of European Jews during World War II ever happened. Though no formal complaint was filed at that time, the President, student organizations, alumni, parents, and many others spoke out against the ad and what they perceived to be its underlying anti-Semitism.

Alerts

In cases not obviously of immediate and major community-wide effect, the President or his/her designee will determine whether the reported incident presents an imminent danger to the University community. If it does present an imminent danger, the Provost or chief student affairs officer will be urged to alert the campus community via an advisory. In cases where a threat to a group is not judged to be imminent or dangerous, the President or his/her designee may, at his or her discretion, still choose to inform members of the target group or a group's advisor (e.g., the Catholic Chaplain for an incident seeming to target Catholics) of the incident.

In order to protect the confidentiality of both the complainant and the respondent, if no imminent community danger is determined to be present, an incident will not be reported publicly (except for statistical reporting purposes – see below), with the above-stated understanding that all such complaints should be resolved as expeditiously as possible.

If an incident has become public knowledge on campus, the University and its officials may comment publicly on it, provided such comment is deemed necessary to restate the University's mission and values in this area, to clarify policy and procedure, or to quell rumors. At no time will such comment presume the responsibility or lack of responsibility of any respondent. Also, if the complainant or respondent chooses to waive confidentiality by making public statements, the University reserves the right to respond publicly with appropriate information.

Statistical Reports

The University also will produce a public report after the end of each semester listing numbers of bias-related harassment complaints and their resolution, without naming complainants or respondents. These reports will be made available to the community in a timely and accessible manner.

GRIEVANCE PROCEDURES

Any student who believes he or she has been subject to discrimination with respect to equal opportunity, equal pay, opportunity for promotion or otherwise shall be entitled to file a grievance as set forth below. Before filing a grievance, the student is encouraged to speak first with his/her employer, or the administrator or member of the faculty involved.

If the grievance is not resolved at this level, the student is encouraged to bring the matter to the attention of the next administrative level; e.g., the chairperson, dean, or administrative department head. Failing to receive satisfaction, the grievant may use the applicable procedure(s) described below. Any student who has a grievance involving the impermissible use of the factor of race, creed, national origin, sex, age, disability, or other irrelevant factors may present a written complaint within 180 days of the date of the grievance to the Affirmative Action Officer who shall review the matter within 30 days.

Academic-Related Matters

In academically related matters, the Affirmative Action Officer, in consultation with the Dean of the College of Arts and Sciences or the Dean of the College of Engineering, will review the grievance. If it is not resolved by them, an appeal may be taken to a grievance committee. When the grievance includes a charge directed against either the Dean of

the College of Arts and Sciences or the Dean of the College of Engineering, the Dean of Students shall act in his/her place.

Employment Matters

When the grievance concerns employment, the Affirmative Action Officer, in consultation with the Executive Director of Human Resources (or his/her designee), will review the matter. If the matter is not resolved by them, an appeal may be taken to a grievance committee. When the grievance includes a charge against the Executive Director of Human Resources, the Vice President for Finance and Administration shall act in his/her place.

All Other Matters

In matters not related to academics or employment, the Affirmative Action Officer in consultation with the Dean of Students will review the grievance. If the Affirmative Action Officer and the Dean do not resolve the grievance, an appeal may be taken to a grievance committee. When the grievance involves a charge directed against the Dean of Students, the Provost shall act in his/her place.

Grievance Committee

The committee shall consist of:

1. One (1) impartial student who will not be affected by the decision: to be nominated by the aggrieved party.
2. One (1) impartial student who will not be affected by the decision: to be nominated by either the Dean of the College of Arts and Sciences or the Dean of the College of Engineering.
3. A chairperson to be selected by either the Dean of the College of Arts and Sciences or the Dean of the College of Engineering in consultation with members specified in 1 and 2.
4. Two (2) impartial members of the faculty: one the Secretary of the Faculty when no conflict of interest exists, and one to be nominated by the aggrieved party. The committee shall hold a hearing on the complaint and shall examine all relevant documents. The committee shall report its findings to the President.

X. UNIVERSITY POLICIES AND REGULATIONS

Many policies and regulations, which are continually amended, are incorporated as a part of this Handbook. In all events, the descriptions below do not supersede the source documents as they are amended.

ALCOHOL

Although many people do not think of it as such, alcohol is a powerful, mood-altering drug. It is a central nervous system depressant that falls into a class of drugs known as sedative-hypnotics. Like all drugs, alcohol's effects depend upon dosage. With alcohol, dosage is measured in terms of standardized drinks or drink equivalents. A drink is defined as a 12-ounce beer, a five-ounce glass of wine, a standard-sized mixed drink, or

one shot of hard liquor. All these contain approximately the same amount of alcohol. Tables 1 and 2 describe the effects of varying dosages of alcohol.

Impairment

Impairment refers to the deficits in performance, judgment, memory, and motor skills that occur because of alcohol consumption. As noted in Table 2, impairment becomes noticeable at blood-alcohol levels of 0.05%, which can occur when as few as two drinks are consumed in an hour by a 160-pound individual.

The deceptive part about impairment is that, by definition, impaired judgment cannot recognize its own impairment. The individual thinks he or she is functioning well, when actually he or she is not. Later there is an impaired memory of the impaired performance. Impairment can be a group process. If a group of individuals are all drinking heavily, they may reassure one another that they are all functioning well, when in fact each of them has significant mental and behavioral impairment that would be obvious to an outside observer.

Tolerance

Tolerance means that the alcohol (drug) becomes less effective with repeated administration and that higher doses are needed to gain the same prior effect. It is the body's way of adapting to having a foreign substance in the system. People develop a high tolerance to alcohol when they drink a great deal over an extended period of time. While tolerance may seem to some to be a desirable state, it significantly increases the risk of alcoholism, other long-term health problems, and social problems (see Long-Term Health Risks and Other Medical Problems).

In addition, a person with high tolerance may not feel or look intoxicated when consuming large amounts of alcohol, but his or her cognitive and psychomotor skills are nevertheless impaired. For example, a heavy drinker could still be lucid at 0.25%, whereas the average person would barely be able to function. Even so, the heavy drinker would be extremely dangerous if operating a motor vehicle.

If an individual has established such a high tolerance that he or she can be awake, aware, and functional at blood-alcohol levels of 0.25% or greater, this fact by itself usually indicates an alcohol addiction.

Long-Term Health Risks and Other Medical Problems

Other medical problems and long-term effects of excessive alcohol consumption can include elevated blood pressure, increased risk of heart attack, pancreatitis, cancer of the mouth and throat, cancer of the digestive system, and cirrhosis of the liver. In males, chronic heavy usage is associated with testicular atrophy and breast enlargement. Women should be aware that consumption of as little as one drink per day sharply increases the risk of breast cancer. Women who drink while pregnant risk the occurrence of fetal alcohol syndrome (FAS) in their unborn children; fetal alcohol syndrome is associated with birth defects and mental retardation. Another side effect of alcohol consumption is unwanted weight gain. A standard serving of alcohol has between 75-150 calories, depending on the type of drink, and merely adding one glass of wine a day to one's diet can result in a weight gain of 10 pounds in a year.

Table 1: Approximate Blood Alcohol Levels

# of Drinks	BODY WEIGHT IN POUNDS							
	100	120	140	160	180	200	220	240
1	.04%	.03%	.03%	.03%	.02%	.02%	.01%	.01%
2	.08	.05	.05	.05	.05	.03	.03	.03
3	.11	.10	.08	.08	.06	.05	.05	.04
4	.14	.13	.11	.10	.08	.07	.07	.05
5	.18	.15	.14	.13	.10	.09	.08	.08
6	.22	.18	.16	.15	.13	.11	.10	.10
7	.25	.21	.19	.18	.15	.15	.13	.12
8	.29	.25	.21	.20	.18	.16	.15	.14
9	.33	.28	.24	.22	.20	.18	.17	.15
10	.37	.30	.26	.24	.22	.20	.19	.17
11	.39	.33	.29	.27	.23	.22	.20	.19
12	.43	.36	.31	.29	.25	.23	.22	.21
13	.47	.39	.34	.32	.28	.25	.24	.23
14	.50	.42	.37	.35	.30	.28	.26	.25
15	.54	.45	.40	.38	.33	.30	.28	.27

Note: This table assumes that all drinks are consumed in one hour. If drinking takes place over a longer period, subtract .02 from the chart for each additional hour. For example, if a person were drinking over a three-hour period, subtract .04 from the chart reading to correct for the additional two hours.

Table 2: Blood Alcohol Level and Related Effects

Blood Alcohol Level and Predictable Effects on Behavior and Mental State

0.02 – 0.03%	Few obvious effects; possible mild lightheadedness; mild relaxation; slight loosening of inhibitions; slight loss of shyness, intensification of existing mood.
0.05 – 0.06%	Slight sedation; feelings of warmth and relaxation; mild euphoria; loss of shyness; and behavior may become exaggerated; deficits in fine motor skills and increased reaction times begin to appear at this level; there may or may not be recognition of these deficits. Driving is risky. (A commonly used term for this condition is “a little buzzed.”)
0.08 – 0.09%	Feeling of euphoria; motor skills are clearly impaired; mild speech impairment may become noticeable; balance may be affected; sight and hearing acuity are reduced; judgment is impaired and decisions about further drinking are problematic; ability to evaluate or respond to sexual situations is similarly impaired (warning: legally, impaired consent is the same as no consent); recognition of cognitive and motor deficits is lost, and the drinker believes s/he is functioning better than s/he actually is; depression, if present, may become more pronounced. Driving is dangerous; in many states in the U.S. 0.08% is the level at which a driver can be cited for “driving while intoxicated.” (Common terms: “pretty buzzed,” “feeling no pain.”)
0.10 – 0.12%	Euphoria; motor skills are markedly impaired; lack of coordination and balance; memory and judgment are markedly impaired; recognition of impairment is lost; people often forget how many drinks they have had; inhibitions are gone; impotence can occur; emotions are exaggerated; increasing belligerence in some; “play” becomes increasingly louder. Driving is extremely dangerous – at 0.10% and beyond, a driver can be cited for “driving while intoxicated.” (Common term: “faced.”)
0.14 – 0.17%	Major impairment of all mental and physical functions; euphoric (pleasant) feelings are beginning to give way to dysphoric (unpleasant) feelings; difficulties in walking, talking, and standing; severe deficits in judgment and perception; “play” becomes increasing violent; risk of accidental injury to self and others increased; impotence is likely; blackouts (periods of amnesia for all or part of a drinking episode) occur for some at this level; significant loss of control over behavior. (Common term: “hammered.”)
0.20%	Dysphoria predominates; the individual feels confused and dazed; movement requires assistance from others; physical harm to self often goes unnoticed or is ignored; the person has the appearance of a “sloppy drunk;” nausea and vomiting may occur; gag reflex is affected and choking can occur if the individual vomits; blackouts are likely; standing upright is difficult. (Common terms: “blotto,” “trashed.”)
0.25%	Dysphoric and/or numb; all mental, physical, and sensory functions are severely impaired; nausea and vomiting; risk of severe injury from falls and accidents; increased risk of asphyxiation from choking on vomit. (Common terms: “passed out,” “dead drunk.”)
0.30%	Stuporous; little comprehension of the environment; loss of consciousness can occur, difficult to arouse.
0.35%	This is the level of surgical anesthesia; death due to respiratory arrest can occur in a few cases at this level.
0.40%	Comatose; absence of perception; death due to respiratory arrest is more likely.
>0.40%	Deep coma and death due to anesthesia of nerve centers controlling respiration and heartbeat.

Note: The effects on an uninitiated drinker may be somewhat greater than those listed in the chart. Conversely, the effects on a heavy drinker will be modified somewhat by the drinker’s tolerance level.

Available Counseling and Treatment Programs

Individuals seeking assessment and/or treatment of alcohol and other drug concerns should contact the Coordinator of Alcohol and Drug Prevention Programming (CADPP). The Coordinator is a psychologist with expertise in substance abuse issues, holding a joint appointment in Student Health Services and Psychological Services. The Coordinator's office is located in the Ziegler Health Center, Student Health Services. Appointments can be made by calling 570-577-1604 (ext. 71604). The Coordinator provides confidential counseling and consultation regarding alcohol or other drug problems, assistance with how to help friends who may be abusing substances, help coping with family addiction or alcoholism, referral assistance for those seeking inpatient or partial hospitalization treatment services, and information about campus resources and self-help organizations (e.g., AA, ACOA, ALANON, NA and related groups – both on campus and within the neighboring community).

For those who are required to seek treatment, e.g., court mandated treatment, referral can be made for inpatient drug and alcohol treatment off campus. Individuals who do engage in treatment for substance abuse are expected to follow the prescribed aftercare program and can seek assistance with follow-up care through the CADPP.

Bucknell provides and encourages educational and social/recreational programming that promotes a healthy lifestyle and thoughtful choices with regard to alcohol and other drugs. Bucknell is invested in eliminating the inappropriate use of drugs and alcohol. The Coordinator of Alcohol and Drug Prevention Programming/Staff Psychologist works with faculty, staff, administrators and students to coordinate the University's prevention and educational programming in these areas.

In addition, staff and faculty members – and members of their households – who are experiencing difficulties related to drugs and/or alcohol, can use the Employee Assistance Program (EAP) at no charge. The EAP can be accessed 24 hours a day, seven days a week, through the use of a toll-free number (1-800-252-4555). Confidential counselors can help callers develop action plans for addressing their problems.

ALCOHOL POLICY RELATING TO STUDENT ORGANIZATIONS

The legal age in Pennsylvania for the purchase, possession or consumption of alcohol beverages is 21*. Moreover, it is illegal to furnish or serve alcohol beverages to any person under the age of 21. The University's Student Code of Conduct regulations places responsibility for obeying local ordinances and state and federal laws concerning alcohol directly on the individual. Nevertheless, the University works to ensure that individuals understand their responsibility under the law.

Criminal penalties associated with allowing minors to possess or consume alcohol and recent federal and state court decisions concerning civil liability in connection with injuries caused by underage, intoxicated individuals make it clear that the University must (1) control the availability of alcohol and (2) prevent minors from possessing and consuming it on property owned, controlled, or supervised by the University.

*Note: Minor students who break the law pertaining to alcohol on the University campus will normally be charged within the University's conduct system.

Thus, student organizations wishing to sponsor social activities at which alcohol will be available to those of legal age must comply with the following requirements and conditions:

1. A student organization (or class) wishing to hold an activity at which alcohol beverages will be available may not use University funds (i.e., monies from departmental budgets or the BSG allocation to the organization) to purchase or provide by any means such beverages for the event, whether it is held on or off campus.
2. Student organizations may not sell alcohol beverages because these groups are not licensed distributors. Therefore, a student organization wishing to hold an activity at which alcohol beverages will be available cannot charge admission. Such practice constitutes “selling.”
3. The serving and consumption of alcohol beverages is prohibited:
 - a. in the public rooms or similar common areas of University residence halls;
 - b. in non-residential University buildings, and out-of-doors on the campus.**
4. The serving and consumption of alcoholic beverages is permitted in accordance with the following limitations and procedures. It is understood that responsibility for fully meeting these requirements during an activity rests with the sponsors (the membership of the organization):
 - a. A social event with alcohol may last for a maximum of four (4) hours and may be scheduled between 5 p.m. on Friday and 2 a.m. Saturday or from noon on Saturday to 2 a.m. on Sunday.
 - b. The serving of alcohol beverages must conclude by 1 a.m. if the activity is held in a University residence hall, and by 2 a.m. if held in the Elaine Langone Center or in a fraternity house (regardless of ownership).
 - c. Possession of, or serving of alcohol from a common source including but not limited to kegs, punchbowls, beer balls, party balls at an event sponsored by any student organization is prohibited at all times. The use of hard and grain alcohol is prohibited.
 - d. University funds (i.e., monies from departmental budgets, student activity fee allocations, or BSG allocations) may not be used at any time to purchase, or provide by any means, alcoholic beverages for a social event sponsored by a student organization. Alcoholic beverages may not be sold by students and/or student organizations.

**Note: It also is a violation of University alcohol policy for an individual (regardless of age) to be in possession of an open container of an alcohol beverage out-of-doors.

- e. Neither direct nor implied reference of any kind to the intended availability of alcoholic beverages may be made in any publicity for the activity.
- f. Sufficient quantities of non-alcohol beverages must be prominently and abundantly available. Sufficient snack foods also must be provided. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.

- g. Alcoholic beverages must be dispensed in a segregated area. Only those 21 years of age or older may be admitted to the segregated area. Alcoholic beverages may be removed from the segregated area and consumed elsewhere in the facility only if the individual is wearing a valid wristband. Signs must be clearly evident stating the requirements pertaining to alcohol service and consumption.
 - h. The quantity of alcohol present at an event must be limited to a “reasonable amount” for the number of persons of legal age expected to be present. A “reasonable amount” of alcohol is that quantity which will be sufficient to serve each of those of legal age the equivalent of one 12-oz. glass of beer or one 5-oz. glass of wine or one 1-oz. mixed drink during each hour of the event, not to exceed six hours or six drinks in one sitting.
 - i. Alcoholic beverages may only be dispensed by those individuals who have successfully completed the TIPS training program available through the Office of the Deans of Students. An approved bartender must be 21 years of age or older. He/ she may be an undergraduate student and could be a member of the organization sponsoring the social activity.
 - j. Approved security monitors must be utilized to monitor the segregated area where alcohol is dispensed. Their function is to guarantee that those entering the segregated area are wearing a valid wristband that affirms they are of legal age. Security monitors must be of Junior (class) rank or higher and may be a member of the organization sponsoring the social activity.
 - k. In order to gain admission to a social event with alcohol, the student must present appropriate identification at the time of entrance. The required identification for a non-21-year-old Bucknell undergraduate is the valid Bucknell ID card. Twenty-one-year-old Bucknell students wishing to consume alcohol must present a valid Bucknell ID card and a valid driver’s license or other approved photo ID card to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a valid driver’s license, photo passport, or valid military ID which verifies identity and legal age) in order to gain entrance into a social event and/ or to receive a valid wristband for admission into the segregated area for alcohol service.
 - l. Intoxicated persons must not be served alcohol. Those arriving in an intoxicated condition, even if of legal age, must be denied entrance. Underage persons in possession of alcohol, or found to be consuming it (or who are intoxicated), as well as the student organization that permitted the violation (if applicable) will be cited for violation of the Student Code of Conduct or appropriate criminal statute.
5. In order to promote safety and reduce the risk of injury to spectators which might result from irresponsible conduct, alcohol beverages are not permitted at or in conjunction with athletic or other events in or at the Kenneth Langone Athletics and Recreation Center, Christy Mathewson-Memorial Stadium, or any of the University’s other playing venues. With regard to the KLARC and stadium, security personnel are instructed to deny admission to any activity to anyone possessing alcoholic beverages, to require the person to leave if already in attendance, or to impound the alcoholic beverage until the completion of the activity. The prohibition of alcoholic beverages at athletic activities includes intercollegiate, intramural, and club sports activities.

6. The consumption of alcoholic beverages is not permitted at any activity at the Brown Conference Center (Cowan) or in the Rooke Chapel Meditation Room. Questions related to the Alcohol Policy Relating to Students and Student Organizations should be addressed to the Office of the Dean of Students.

University-Sponsored Events

Bucknell, on occasion, and in order to educate about one practical alternative to irresponsible use of alcohol and/or binge drinking will sponsor or authorize events (such as a Wine Tasting Event led by an alumnus vintner) which allow for the moderate and legal consumption of alcohol by Bucknellians who are at least 21 years old. These events feature the use of wristbands, which allows for the consumption of a limited amount of beer or wine (usually three glasses per evening), and there is no charge for the alcohol served.

Such events, if they feature student participation, must be proposed through the Dean of Students Office and expressly authorized by the Dean of Students and President's Staff.

Residence Halls

1. As noted above, alcoholic beverages may not be present in common areas of residence halls, except during registered events approved by the Office of Residential Education and Fraternity and Sorority Affairs and Office of the Deans of Students. A separate area for service, approved bartenders, entry-exit security, I.D. checks, wristbands and related requirements as above will apply.
2. Those under legal age are not permitted to have alcohol in private areas of residence halls at any time. If an individual's room door is closed, privacy considerations dictate that it must not be opened unless an RA or member of the Dean of Students' staff or Department of Public Safety staff has reasonable cause to suspect behavior in violation of the law or inimical to safety or good order.
3. Those of legal age are not permitted to possess or consume alcohol in a room where the residents of the room are underage.

Athletic Events

Students and student organizations are prohibited from sponsoring an activity (tailgate, reception, etc.) with alcohol in conjunction with an athletic event.

ANIMALS ON CAMPUS AND IN CAMPUS BUILDINGS

Except for service dogs, animals owned by faculty and staff living in University rental housing units, and those animals specifically approved for the educational purposes of the University, the presence of animals in University buildings (residence halls, special interest houses, classroom and office buildings, University owned fraternities, public buildings, etc) is prohibited. Dogs and other animals are permitted on campus roads, walks and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean-up after the animal.

A Public Safety Officer will respond to reports of animals loose on campus or in buildings. The officer will remind the animal owner (if available) of the University policy and request compliance. If there are reports in the future involving the same animal, and the

municipal ordinances are violated, Public Safety will contact the Union County Animal Control Officer and request that the animal be removed. If the presence of the animal does not violate municipal ordinances, a University fine of \$100 will be levied for the second and each subsequent violation of this policy.

The University, through Facilities, will monitor the feral cat situation on campus. A non-University group has been permitted to assume responsibilities for these animals in an attempt to provide a safer environment.

The complete Revised Policy on Animals on Campus and in Buildings is available through *myBucknell* at the Forms and Policies link at the upper left. It is under the Policy tab in the Campus Wide section. A complete copy is also available from the Office of Human Resources.

APPROPRIATE USE POLICY

Please see the current revision of the Appropriate Use Policy online at <http://my.bucknell.edu/x56227.html>. Students are responsible for abiding by the AUP and should occasionally refer to this site to take note of any updates.

BICYCLES

All bicycles stored on campus must be registered with the Department of Public Safety through the National Bike Registry Program, www.nationalbikeregistry.com. All bicycles should be locked in designated bicycle racks located throughout campus. Since bicycles are popular items of theft, owners are urged to engrave their bicycles at the Department of Public Safety and secure them with strong locking devices. All bicycles must be removed from the bicycle racks 10 days after the last day of classes at the end of the year. Any bicycles left past this period are subject to removal by the University.

Bicycles are a popular mode of transportation on campus and everyone is encouraged to use bicycles for transportation on campus – they are quick, easy to park (no hunting for parking spaces) and environmentally friendly.

If you bring a bicycle to campus and store it at campus bike racks or campus facilities, it must be registered with Department of Public Safety. If your bicycle does not bear a serial number, the Department of Public Safety will engrave it with a National Bike Registry ID number, if you wish. Registration also enables Public Safety officers to locate missing or stolen bicycles through the police and return them to their owners. The Borough of Lewisburg requires that all residents of Lewisburg who ride, operate, use, or rent bicycles in the Borough, or on any public streets, alleys, public places, etc., register their bicycles with the Lewisburg Police Department.

- Bicycles must be parked in the designated bicycle racks on campus. If they are parked elsewhere, they may be removed by a Public Safety officer for safety reasons. Do not lock bicycles to trees, signposts, lampposts, railings, or places where they may be an obstruction.
- Any bicycles found abandoned (locked in an improper location, left in a bicycle rack after the end of the academic year) will be removed and placed in a Department of Public Safety storage area for 90 days. The Department will attempt to locate the owners of lost, abandoned, or confiscated bicycles. After 90 days, Public Safety will

dispose of such bicycles by donating them to a charitable institution that distributes bicycles to needy families.

- The Department of Public Safety and the University assume no responsibility or liability for bicycles abandoned, left in improper locations, or not claimed after 90 days.

BUCKNELL NAME AND SEAL

1. Bucknell University does not authorize the use of its name or logo for activities other than those conducted by the University itself, or its affiliates. Thus, other use of the name “Bucknell University” or “Bucknell Bison” in the titles or publications or organizations, in a letterhead or advertisement, etc., implying or tending to imply some connection with the University, is prohibited except with the written permission of the University, under such restrictions or qualifications as it may impose. While the University does not license the use of its name on commercial products, it does not object to such use on “collegiate” merchandise (t-shirts, sweat suits, pennants, etc.) which do not reflect unfavorably on Bucknell’s image. It prefers that reproductions of the seal should not be so utilized. Use of the University Bison logo on commercial products is subject to prior approval of the Department of Athletics and Recreation or the General Counsel.
2. The Bucknell seal is to be used only for official University purposes. It is the property of the University. It is to be used only to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation.
3. Printed reproductions of the seal may be used on official publications or stationery with the approval of the Office of Communications.
4. The University name, seal, or logo should not be used on unofficial stationery, if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.
5. The name, seal, logo, or pictures of the University shall not be used in any advertisement that sponsors a commercial product or service, except on the recommendation of the Office of Communications with the approval of the President’s Staff.

CELL PHONES

Because of the University’s need to contact students in case of emergency, every student is required to register their cell phone number through BANNER WEB. This information is then stored for use as part of the University’s Emergency Notification System (ENS) which uses alerting methods that include both text messages and phone calls.

CONTRACTING WITH OUTSIDE AGENCIES, GROUPS AND ORGANIZATIONS

1. No student may request, make, or sign a contract or agreement that binds the University to any action or commits any University funds. This includes Student Activities funds

allocated to student organizations by the Bucknell Student Government. Students may investigate the availability of speakers, entertainers, etc. and they may also discuss prices with the individual or agency, but may not request a contract. However, when an agreement is to be executed, the students involved must obtain a signature from the Associate Dean of Students in the Office of Campus Activities and Programs.

2. If the contracting organization is a fraternity or sorority, the signature must be provided by the Assistant Dean for Fraternity/Sorority Affairs.
3. Any agreement in excess of \$5,000 must also have the approval of the Dean of Students or the Vice President for Finance and Administration.
4. When considering a contract with an outside group or when discussing contractual arrangements, students and advisers should be aware of several things:
 - A contract may be any agreement – written or conveyed verbally by telephone or in person.
 - Any license or contract with a local, state or federal agency must be approved by the General Counsel.
 - No deposits should be paid in advance.
 - All payments should be made by University check; cash or personal funds cannot be used.
 - Checks being made out to the performers must include the performer's social security number and home address on the check request. Checks made out to the agent must include the agent's federal identification number and address on the check request as required by the federal government.
 - Bucknell's tax identification number is normally required.
 - 1099 and W-9 information is required.
 - Events involving the use or furnishing of alcohol are not permitted.
 - Events involving activities for which Bucknell does not have insurance coverage are not permitted unless adequate coverage is provided by the outside organization. Such activities may include, but are not limited to, those involving physical risk, such as bungee cord jumping, use of trampolines, Velcro walls, moon walks, and those activities utilizing aircraft or water craft. Questions involving the insurance aspects of a particular event should be directed to the University General Counsel or the Vice President for Finance and Administration.

The Office of Campus Activities and Programs administers the entertainment contracts for its own organizations and is available to assist student organizations, advisers, and others. The Vice President for Finance and Administration and the University General Counsel are also available to answer questions and assist in any way that would be helpful.

DRUGS

Bucknell University is an academic community which believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly detrimental to the individual's welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the University community must be within the limits of federal and state laws.

Students are reminded of their responsibility to be aware of and to obey those federal and Commonwealth statutes that prohibit the use of various drugs. The University's Department of Public Safety and other external law enforcement agencies are responsible for the enforcement of federal and state drug laws, and are charged with the legal responsibility to carry out their duties on the campus. The University cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use, or supply prohibited drugs within the academic community risk action by the appropriate authorities and consequent penalty.

In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual's psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/physical health problems will be advised to seek professional assistance and may be required to withdraw from the University.

Students who actively promote, supply, or sell illegal drugs thereby engage in behavior that may infringe on the rights of others, endanger the well-being or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of University disciplinary action as defined in this Handbook, including permanent expulsion. The Department of Public Safety will be summoned by a member of the University staff who encounters the possession, use, distribution or sale of a drug by a student on the campus.

It should be noted that Commonwealth of Pennsylvania legislation contains a provision adding a minimum penalty of one year confinement for persons delivering or intending to deliver controlled substances (drugs) to minors. The act adds an additional penalty of two years confinement for persons convicted of such an offense committed "within one thousand feet of a college or university."

Drug-Free Community

The Drug-Free Schools and Communities Act Amendments (P.L. 101-226) to the Higher Education Act of 1965 require that, as a condition of receiving funds or any other form of financial assistance under any Federal program after October 1, 1990, all institutions of higher learning must certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This information is provided to all members of the Bucknell community in compliance with that law.

Federal regulations require that this information includes a description of: (1) the standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Bucknell property or as part of any of its activities; (2) the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol; (3) the health risks associated with the use of illicit drugs and the abuse of alcohol; (4) the drug and alcohol counseling, treatment, rehabilitation, and re-entry programs available to Bucknell employees and students, and (5) the University sanctions for violation of the standards of conduct.

Standards of Conduct Related to Drugs

In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990,

the following behavior is prohibited: the unlawful possession, use, or distribution of drugs by students and employees on University property or as part of any University activity.

Sanctions

Bucknell University supports Act No. 64 (effective June 13, 1972) from the PA Crimes Code that states that individuals are in violation of the law if they manufacture, use, sell, deliver, possess, and/or transfer controlled substances. Any student, employee and/or visitor in violation of any part of this Act is subject to prosecution through the Department of Public Safety.

All members of the student body, the faculty, and the administrative and support staffs should be aware that the University through the appropriate mechanism will impose penalties for violation of the standard of conduct related to drugs. The maximum sanctions that will be imposed will be expulsion for students, and dismissal for employees, along with a referral to external authorities for prosecution.

The Office of Financial Aid is compelled by the federal government to ensure that students who qualify for Pell Grants certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the grant. A similar statement is also required of University faculty and staff who submit research proposals to federal agencies. Individuals who do not make such certification, and those who violate its terms will lose federal funds.

Controlled substances are defined as follows:

Schedule I – Drugs that have a high potential for abuse and no medical use in the U.S., such as LSD, heroin, mescaline, quaaludes, and marijuana. Schedule I drugs may not be dispensed, possessed or used legally under any circumstances. These are all contraband.

Schedule II – Drugs having a high potential for abuse, but which are used medically and cause moderate dependency. Schedule II drugs may be used in an emergency when prescribed by a physician.

Schedule III – Drugs with less potential for abuse than those in Schedules I and II. These drugs are used as medicine and are said to cause moderate dependency.

Schedule IV – Drugs with less potential for abuse than those in Schedules I, II, and III, which are also used medically and are said to cause limited dependency.

Schedule V – Drugs with a potential for abuse which are also used medically.

Schedule III, IV and V drugs may be dispensed on a written or oral order and may be refilled a maximum of five times within six months of issue.

The penalties for the manufacture, delivery, possession with intent to manufacture or deliver any controlled substance by an unlicensed person are as follows:

Schedule I and II (defined as narcotic drugs) – Felony: up to 15 years and/or \$250,000 fine;

Schedule I, II, or III (drugs other than narcotics) – Felony: up to five years and/or \$15,000 fine;

Schedule IV – Felony: three years and/or \$10,000 fine;

Schedule V drugs – Misdemeanor: 1 year and/or \$5,000 fine.

Possession of a small amount of marijuana has a distinct penalty, if less than 30 grams (8 grams of hashish) Misdemeanor: up to 30 days and/or \$500 fine. Table 3 summarizes the Pennsylvania and Bucknell sanctions related to the preceding alcohol and drug offenses.

Other Depressant Drugs

Like alcohol, barbiturates, tranquilizers, and methaqualone are also considered depressant drugs. The health risks associated with their uses are:

Barbiturates (blues/blue heaven, amytal; yellow jackets, nembital; rainbows/reds and blues, tuinal; redbuds/red devils, seconal): slowed heart rate and breathing, lowered blood pressure, slowed reactions, confusion, weakened emotional control, distortion of reality, reduced awareness, intoxication;

Tranquilizers (valium; librium; ativan; tranzene): slowed heart rate and breathing, lowered blood pressure, relaxation, drowsiness, confusion, loss of coordination, intoxication, changes in personality;

Methaqualone (quaaludes): slowed heart rate and breathing, lowered blood pressure, sleepiness, feeling of well being, loss of coordination, dizziness, impaired perception, confusion, and hangover.

In addition, the abuse of depressants can lead to physical and psychological dependence with long term use. Driving under the influence of depressants can cause accidents due to slowed reactions, and confusion. Other serious accidents can happen because the user is not in full control.

Overdoses can cause coma, respiratory arrest, convulsions, and even death. Depressants taken in combination (such as alcohol plus barbiturates) are very dangerous. They can cause coma and death. Withdrawal can be dangerous and may require medical attention.

Stimulants

Stimulants speed up the central nervous system. Amphetamines, such as speed (Benedrine and Dexedrine), are stimulant drugs that will cause: increased heart rate and blood pressure, loss of appetite, and increased activity levels; a feeling of alertness, self-confidence followed by depression; hallucinations, paranoia, and temporary mental derangements as a result of heavy doses.

Some hazards of abuse are: 1) the user can go beyond physical limits and suffer harmful exhaustion; 2) tolerance and psychological dependence can develop; withdrawal from the drug can result in suicidal depression; 3) continued high doses can cause physical dependence, heart problems, infections, malnutrition, and death.

Cocaine, another stimulant drug, may cause a number of effects including: quickened pulse and circulation, sharpened reactions, restlessness; feelings of well-being, alertness, overconfidence, confusion, anxiety, depression; paranoia, nervous exhaustion, and hallucinations as a result of heavy doses.

Some hazards of abuse are: 1) physical and psychological dependence; 2) the destruction of nasal tissues from snorting the drug; 3) lesions in lungs caused by smoking the drug; 4) convulsions, respiratory paralysis, cardiac arrest, and death from overdose.

Other commonly abused stimulants include dextroamphetamine and methamphetamine, adderall, and ritalin. The effects and hazards to health are similar to amphetamines. Other legal and widely used stimulants are nicotine in tobacco and caffeine that is found in coffee, tea, cola, and other beverages.

Hallucinogens

Hallucinogens (or psychedelics) are substances capable of distorting perceptions, sensations, self-awareness, and emotions. LSD and PCP are examples of these hallucinogenic drugs.

The effects of using LSD – also known as acid or Lysergic Acid Diethylamide – include increased heartbeat, blood pressure, blood sugar; irregular breathing, euphoria, loss of ability to separate fact and fantasy, distortion of senses, hallucinations, paranoia, panic, and violence. Some hazards of abuse include: 1) the quick development of tolerance; 2) increased risk of birth defects in user’s children; 3) the recurrence of effects (“flashbacks”) days or weeks later, even without further use of LSD; 4) death due to accident or suicide.

The effects of PCP – also known as angel dust or phencyclidine – are unpredictable but may include brief euphoria, distorted perceptions, depression, hallucinations, confusion, drowsiness, depersonalization, loss of coordination, and irrational behavior. Some hazards of abuse include: 1) tolerance develops quickly; 2) overdose can cause psychosis, convulsions, coma, death; 3) abuse can result in murder, suicide, or accidents. Other hallucinogens include DMT, MDA, STP, MMDA, psilocybin, and the so-called “designer” drugs like Ecstasy. Their effects are similar to those of LSD.

Narcotics

Narcotics (opiates) are drugs that relieve pain and induce sleep. Some examples of narcotics are heroin, morphine, opium, codeine, meperidine, and methadone. The effects of narcotics use include shallow breathing; a reduction of appetite, thirst and sex drive; drowsiness; brief euphoria; lethargy; heaviness of limbs; apathy; loss of ability to concentrate; and loss of judgment and self control. Some hazards of abuse include tolerance and physical and psychological dependence. Withdrawal is very painful. Overdose can cause coma, convulsions, respiratory arrest, and death. Risks from long-term use include malnutrition, infection, and hepatitis. Sharing of needles increases the risk of contracting HIV/AIDS.

Cannabis

The different forms of cannabis are marijuana, hashish, and hashish oil. The active psychoactive ingredient in marijuana is delta-9-tetrahydrocannabinol or THC. Users of marijuana experience an increase in heart and pulse rate, reddening of the eyes and dryness in the mouth, lowered body temperature, stimulated appetite, loss of coordination, brief sense of well being, intoxication, possible confusion, distortion of reality, impaired short-term memory, restlessness, and hallucinations.

Other hazards of abuse are depression, panic, varying degrees of tolerance and psychological and physical dependence. Overdose may cause paranoia, a psychosis like state. The effects of long-term use are still being studied. Long-term heavy use is associated with chronic lung disease and possibly lung cancer.

Performance-Enhancing Drugs

The use of performance-enhancing drugs (anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances.

Bucknell's Department of Athletics and Recreation states emphatically that the use of drugs has no place here, and that anyone using them will not be permitted to represent the University in intercollegiate athletic competition. When an athlete is found to be using these drugs, that individual will be immediately referred to Office of the Deans of Students.

The Abuse of Prescription and Over-the-Counter Drugs

Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

FINANCE OFFICE CREDIT AND REFUND POLICIES

Tuition and room fees will be credited to students' accounts who give written notification of withdrawal from the University, subject to the conditions which follow. The date of receipt of the written notice by the Office of the Registrar will be considered the official date of withdrawal. No credit of tuition or room fees will be made after the midpoint of the term or semester. No refund will be made if academic credit is earned. Prior to the midpoint of the term or semester, tuition and room fees will be credited as follows: The student fees will be credited, in full, in the case of voluntary withdrawal prior to the first day of classes. No portion of the fees will be credited after classes begin.

Suspension or Expulsion for Discipline Reasons

For students suspended or dismissed for disciplinary reasons, the University will not issue credit for tuition or room fees.

Active Duty Withdrawal

Students who must withdraw because they are called to active duty and who receive no academic credit for the semester will receive a full tuition refund. If academic credit is awarded, the refund will be prorated according to the amount of that academic credit. The student fees will also be credited in full, and room fees will be credited based on the number of unused days.

Board charges are credited on the basis of the unused portion of a board contract for all withdrawals, suspensions, and dismissals. The current student identification card must be submitted to the dining service before any credit can be granted. Board charge credits are subject to a forfeit fee not to exceed \$50.

For Off-Campus or Summer Programs

There will be no credit for the cost of personal services, travel expenses, supplies, or services furnished by outside contractors, which have been used prior to withdrawal or for which no credit is available to the University.

For students other than full-time undergraduate students, the “100% Credit” period will extend through the end of the last day of the formal drop/add period.

Protection for Health-Related Withdrawals

Bucknell is pleased to offer a way to help families protect their substantial financial investment in a college education. The Tuition Refund Plan is an optional private insurance plan through A.W.G. Dewar, Inc., that assures subscribers who withdraw for illness or accident a refund throughout the semester, even if Bucknell’s own refund policy has expired. For costs, benefit levels, further information, or an application form, please contact John Strain at Dewar, 4 Batterymarch Park, Quincy, MA 02169-7468, 617-774-1555. Bucknell encourages students and their parents to investigate tuition insurance and to weigh carefully the cost and benefits in making a decision. Refunds: Credit balances appearing on student billing accounts will be refunded in accordance with the following guidelines:

1. Refunds will be issued when a credit balance actually exists on the student’s billing account.
2. If the total Title IV, HEA program funds credited to your account exceeds the amount of tuition, room and board, you may authorize Bucknell University in writing or electronically to pay other current charges that were incurred at Bucknell for educationally related activities. These charges may include books, supplies, telephone toll charges, etc., which were incurred either before or within 14 days of the credit balance occurring.
3. If the credit balance is a result of excess payments, the credit balance will be refunded to the student or another individual upon the student’s written request
4. If a refund is not requested, the credit balance will remain on the account to help offset future charges.

Leave-of-Absence

The credit and refund policies covering voluntary withdrawal will apply to leave-of-absence.

Note: Special credit and refund guidelines exist for first-time students receiving financial assistance under Title IV of the Higher Education Act of 1965, as amended. This refund policy is printed in its entirety in the University Catalog. Questions concerning these guidelines should be directed to the Office of Financial Aid at 570-577-1331 or e-mail fnaid@bucknell.edu.

HEALTH INSURANCE REQUIREMENT

Bucknell requires that all students enrolled for one or more courses, whether on campus or in University-approved off-campus programs, either be covered by sufficient medical insurance protection or purchase the University-sponsored health insurance plan. Students are required to submit verification of the sufficiency of their own insurance coverage annually by a specified date in late summer in order to complete registration/enrollment for the fall semester, or they must purchase the University-sponsored plan, which covers enrollees from August 15 through the following August 15. Dependent coverage is also available under this plan.

The single exception is that all international students and Bucknell-sponsored international dependents must purchase the University-approved health insurance plan, regardless of any other coverage they may have.

Details of the policies and claim forms for those enrolled can be obtained from Hulse Associates, 717-766-7621, the University's insurance administrator, at 5 E. Main St., Mechanicsburg, PA 17055. In addition, information regarding insurance coverage is mailed to families of students each summer.

HEALTH WITHDRAWAL, REQUIRED

Bucknell University endeavors, insofar as possible, to provide a safe and orderly environment in which all students are able to pursue their academic and social development. In so doing, it reserves the right to require a health withdrawal of any student whose physical or psychological disorder is, in the judgment of the University's physicians, psychologists, or psychiatrists, incompatible with minimal standards of academic performance and/or social adjustment. Policy statements outlining the conditions warranting involuntary health withdrawals, and specifying the procedures to be followed, are available from the Dean of Students, the Student Health Service, and Psychological Services. The student will be given the opportunity to elect voluntary withdrawal, may appeal an involuntary withdrawal, or may request an independent professional review in accordance with stated procedures.

Students and Prevention of Suicide, Serious Self-Harm and Harm to Others

The Pledge of Student Responsibility notes that it is the duty of each student to protect and promote the health and safety of himself/herself and of others in the Bucknell community. Therefore, acts that deliberately put into serious jeopardy the health and/or life of the individual or members of the Bucknell community (suicide attempts, suicide threats, destructive self-mutilation, inability to care for self, alcohol and other drug abuse, physical assaults, threats of harm to others, etc.) contradict a fundamental standard of the Bucknell community.

The student who engages in such activities may be required, by the Dean of Students or his/her specified representative, to seek appropriate consultations (shorter- and/or longer-term) with mental health and/or medical experts. Additionally, students in such circumstance may have to adhere to relevant restrictions while they remain on campus: for example, they might need to refrain from consuming substances that intensify problems; or they may have to relocate into more supportive housing on campus. And in certain cases, students may be required to take some time away from Bucknell in order to focus on the issues at hand.

The student referred to a mental health expert and/or physician on a mandatory basis is required to sign a release of information so that his/her general circumstances can be discussed with the Dean of Students. The release does not require that the therapist and/or physician discuss all the details or background of the case, but it must allow the therapist/physician to share information on four elements: 1) that the student has been seen; 2) the general nature of the problem; 3) that a course of treatment has been set and is either on-going or completed; and 4) whether, in the professional opinion(s) of the therapist and/or physician, the student is fit or unfit to return to studies and represents (or does not represent) a continuing threat to himself/herself or others.

A student who refuses to comply with a mandatory referral, and/or who refuses to sign limited releases (noted above) will have his/her case assessed on the behavioral circumstances, by the Dean of Students. In dealing with suicide, serious self-harm and harm to others, the Dean of Students must consider both the welfare of the individual and the wider Bucknell community. Therefore, if dangerous behavior seriously affects other persons in a residence hall, fraternity or sorority, class, or other places on campus and its environs, that is relevant.

If a student is under the age of 21, or dependent on his/her family, in situations characterized by suicide or serious self-harm the Dean of Students, or his/her representative, reserves the right to consult with the parents or guardians of the individual in danger.

Finally, students who observe or hear another student engage in, or threaten to engage in, suicide or serious self-harm have a moral obligation to seek assistance for that troubled individual. They might confidentially contact the Office of Psychological Services, Student Health, Deans of Students, Chaplains, or Housing and Residential Life. In doing so, they do not cause problems for the troubled individual; rather they help him or her obtain timely assistance, and they may even save a life.

IMMUNIZATIONS, REQUIRED

The following immunizations are required for admission into Bucknell University:

- Tetanus/Diphtheria/Pertussis (TDAP): Within the last ten (10) years.
- Measles, Mumps/Rubella (MMR). Two doses required: the first dose given after 12 months of age and the second dose at least one month after the first dose. Having had the diseases diagnosed is not sufficient. Blood tests showing immunity will also be acceptable as proof of immunity in lieu of a second vaccine.
- Polio: OPV (or IPV) basic series dates and last booster date (administered at least one year following completion of basic series) are required.
- Hepatitis B: The first of three injections must have been given prior to enrollment at Bucknell. The series must be completed within one (1) year. There must be four (4) weeks between doses 1 and 2 and eight (8) weeks between doses 2 and 3. Overall there must be at least four (4) months between doses 1 and 3. Written documentation from a health-care provider must be submitted to the Student Health Service.
- Meningitis: Pennsylvania law requires that every student who resides in University housing must become informed regarding the risks and benefits of both meningitis and meningitis vaccine. Every student then is mandated to provide to the Student Health Service official proof of having received the vaccine (which the University strongly recommends) or a signed statement that you understand the nature of the disease, the risks and benefits of the vaccine, but that you have chosen not to receive the vaccination.
- Chicken Pox (Varicella): Requirement is history of having the disease; two (2) doses of vaccine (the second dose at least 12 weeks after first dose if administered between ages 1-12 years or at least 4 weeks after first dose if administered at age 13 years or older); or blood test showing immunity (must provide lab report).
- Mantoux Tuberculin Skin Test: Refer to Tuberculosis Screening Policy that follows.

TUBERCULOSIS SCREENING POLICY

In order to enroll in classes, all students (undergraduate, graduate, and non-degree) are required to present documentation of the results of a Mantoux tuberculin skin test (administered within one (1) year prior to matriculation and regardless of prior BCG vaccination), or submit to a test at the Student Health Service.

- A tine of monovac test is not acceptable.
- If the test is positive, a chest x-ray (taken within one year of matriculation) and proof of either INH treatment or a negative Quantiferon Gold blood test are required.
- A reaction of 5-14mm or greater should be evaluated based on the CDC's recommendations.

IMMUNIZATIONS, RECOMMENDED

- Meningitis
- HPV vaccine

For general information, visit the Student Health Service website at www.bucknell.edu/healthservices.

PARKING, DRIVING ON CAMPUS AND TRAFFIC REGULATIONS

Bucknell University welcomes you the motorist, on campus. Students who drive vehicles on campus will be responsible for proper registration, use and operation of their vehicles in accordance with the traffic/parking regulations set forth by Bucknell University and Pennsylvania state law. The University recognizes the use of motor vehicles as a convenience and it is not obligated to provide unlimited parking for all vehicles entering campus. It will, however, attempt to provide reasonable parking spaces for properly registered vehicles within the sites available. The Department of Public Safety has developed a website www.bucknell.edu/publicsafety (also offered in print format) for the use of vehicles on campus, containing all traffic rules and regulations, as well as the campus parking map. The objective of these regulations are: to define parking areas and provide for their most effective use; limit all parking to within designated areas in order to control the smooth flow of traffic; and to provide access to all roadways and parking lots by emergency vehicles at all times. To accomplish these objectives, cooperation of all motorists on campus is expected.

General Rules and Regulations *The University reserves the right to amend these regulations at any time in the future.*

****ALL RULES ARE IN EFFECT AT ALL TIMES WHETHER OR NOT CLASSES ARE IN SESSION****

- Given that they are first and foremost, Bucknell students, the dependent children of Bucknell faculty and staff members who are enrolled at Bucknell are required to purchase student parking decals and abide by the parking rules for students.
- All students and their campus visitors are required to obtain, review and adhere to the campus parking rules and regulations.
- All parking spaces on University property are permit parking only.

- Bucknell University does not guarantee parking will be available. All legal parking areas are posted. If an area is not posted or lined for parking you may not park there, this includes parking in and around Fraternity houses.
- Responsibility of finding a legal parking space lies with the vehicle operator. A lack of a space where one would like to park is not a valid excuse for violating any parking regulation.
- By bringing a vehicle on campus, the operator is agreeing to comply with the regulations of Bucknell University. Every vehicle must be registered with the Parking Division of Bucknell University's Department of Public Safety. The vehicle must **properly** display a decal or temporary permit issued by the Parking Division. Request permits online at www.bucknell.edu/parking.
*** Parking decals or visitor permits that **are not** displayed properly **are not** considered valid and will be ticketed.*
- Students are eligible to receive a parking permit when they are in their sophomore, junior or senior year providing there are no restricting sanctions from the Office of the Deans or the Department of Motor Vehicles.
- Permit holders are responsible for all violations and fines incurred by a vehicle registered to them regardless of who operates the vehicle.
- Guests to campus who wish to park on University Properties may obtain permission from the Parking Division of Public Safety. Hosts are responsible for notifying their guests of the parking rules and regulations to ensure their compliance. A three-day pass will be given.
- Permits are for the registered vehicle only. It is not permissible for students to transfer permits from one vehicle to another. Change of license plate must be reported to Public Safety parking office immediately. New vehicles brought to campus must be registered immediately. Permits are not to be sold. An individual may not register a vehicle for another individual.
- If you are intending to have a vehicle on campus for a short period of time you may purchase a temporary permit online for \$5. Temporary pass at no cost is only given for three days. Students may not renew and must register as temp.
- Street legal 2-wheeled transports, such as motorcycles, motor scooters, motorized bicycles, mopeds or Segways must comply with all parking and traffic regulations. Two-wheeled transport parking is available.
- The Department of Public Safety must be notified of all **disabled** motor vehicles immediately, 24 hours a day at, 570-577-3333. Portable battery chargers are available for sign out at Public Safety with proper Bucknell ID.
- The maximum speed on campus roads is **15 miles per hour**. Parking lot speed is **5 miles per hour**.
- Vehicles **must** yield to pedestrians. Failure to yield will result in a fine and/or loss of privileges on campus.
- All vehicles must be parked within the two designated white lines provided. Only authorized handicap or service vehicles may park within the designated blue or green lines. You may not park and activate your four-ways to make a space where there are no designated lines.

- Students and employees are not permitted to park in visitor parking, whether or not the vehicle is registered.
- 15 minutes zones are monitored and tickets issued to violators. *** All ticketers use a chalk timer and photographic evidence log for violation tracking*
- Lost or stolen decals must be reported immediately or you may be responsible for any tickets accrued for that decal.

Ticketing and Ticket Appeals

- The Bucknell University Parking Appeals Committee convenes once each month and consists of one faculty member, one staff member, and one student member. The Parking Appeals Committee remains anonymous to the campus community just as the appealing individual remains anonymous to the Parking Appeals Committee. No member of Public Safety holds a position on the Parking Appeals Committee.
- All tickets must be appealed online at www.bucknell.edu/parking.
- Only registered vehicles are eligible for appeal.
- Ticket appeals will be accepted online **only**, no later than 10 calendar days after the ticket is issued. Appeals received later than 10 calendar days will not be accepted for review.
- Habitual offenders, those with five or more paid or unpaid tickets, will be placed on an immobilization report, booted, charged a boot fee of \$75, have their parking privileges revoked and will be required to meet with the Parking Management Coordinator before having their privileges reinstated. You will be placed in restricted parking for two weeks without use of vehicle, after which time, should you violate again, you will be towed at your expense and lose vehicle privileges for the remainder of the academic year or the first semester of the following year.
- Bucknell University does not issue permanent handicapped parking permits, and will **only honor** State-issued handicap placards and plates. Please indicate on application, where provided, if you have a current State HP placard or plate.
- If throughout the academic year you become medically in need of a State HP placard or plate please apply online at www.dmv.org. You will be given a temporary placard from the Parking Division for 10 days only. This will allow you to park in student, staff, 15 min or visitor, not the Blue state mandated spaces. If you are in possession of a State HP placard or plate you will be allowed to park in any valid HP space, if these are occupied you will be permitted to park in staff, student, 15 minute or visitor parking areas.
- Vehicles subject to towing at the owner's/operator's expense include but are not limited to:
 - Those posing a danger to campus property and/or any individual.
 - Those that have been abandoned or unidentified.
 - Those that interfere with emergency personnel in the performance of their duties.
 - Those habitual offenders who have demonstrated a lack of concern and/or respect for Bucknell University officers and policies.

Violations and Fines Vehicle operators apprehended operating a motor vehicle while under the influence of alcohol, in an unsafe manner or involved in major violations of

University traffic regulations may have their parking and driving privileges suspended for one year or longer.

All violations accrued by any driver operating a motor vehicle will be charged to the registrant of that vehicle. Fines for successive violations increase according to a prescribed schedule.

Disciplinary actions imposed by the Department of Public Safety as a result of parking violations are not able to be appealed.

First-Year Students

Bucknell's long-standing policy is that first-year students are not permitted to bring or possess motor vehicles on the campus or in the Lewisburg area while the University is in session; this restriction applies to any vehicle regardless of its type, ownership, or registration. However, a first year student is permitted to drive a vehicle registered to an upper-class student.

This regulation of first-year students possessing a vehicle is in effect seven (7) days a week when the University is in session; no warnings are given. Because the reasons for this policy have proven to be sound and the need to administer it equitably is compelling, the University actively and carefully monitors its enforcement. Accordingly, the Department of Public Safety checks vehicles on campus and in the Lewisburg area daily.

Any student found in violation of this regulation (even for a very brief time) is fined \$50 by the Department of Public Safety for illegal possession of a motor vehicle and automatically **loses his or her** parking/operating privileges for the first semester of his or her second year. In addition, upon receipt of the notice of violation the student has seven (7) days to permanently remove the vehicle from the Lewisburg area; failure to comply with the notice, or any further violation of the policy, will result in the transfer of the case from a violation of parking regulations to a violation of the Student Code of Conduct, which leads to serious consequences.

Exceptions

Exceptions to the policy are granted according to a set of strict guidelines established by the University Parking Committee – and normally only for brief periods of time. All requests for exceptions must be submitted via e-mail **by the student** (not parents) **to Lewis “Chip” Marrara, Assistant Dean of Students, in writing with necessary and appropriate documentation attached, at least five (5) days in advance** of bringing a vehicle to Lewisburg. His e-mail is: lmarrara@bucknell.edu

Exception During Fall Break, Thanksgiving Break, Winter Interim and Spring Break

First year students are permitted to possess a vehicle on campus during these break periods, but the vehicle must be registered with the Department of Public Safety. To temporarily register the vehicle, you must present a valid driver's license, proof of insurance, and the vehicle's registration card.

Please note that the guidelines do not provide for exceptions that are matters of convenience to the student or his or her family. They do not, for example, permit exceptions for travel to volunteer activities in the Lewisburg area or for field work related

to academic courses. This includes the periods between Thanksgiving recess and the end of the fall semester and between spring break and the end of the spring semester.

In all cases in which an exception is granted, the terms and conditions under which the student may bring the vehicle to Lewisburg will be specified in an e-mail to the student. The Dean will refer requests related to short-term medical and regular handicapped-access permits to the University Medical Director for recommendation. The decision of the Dean is final. A student who violates any conditions or whose possession of a vehicle exceeds the approved period will be subject to the same penalties as above.

Under no circumstances, then, should a first-year student bring a vehicle to Lewisburg. Any student who applies for an exception **after** bringing a vehicle to Lewisburg (i.e. without prior permission from the Dean) will be fined the same \$50 and lose second-year privileges regardless of the reasons for bringing the vehicle and irrespective of whether the exception is eventually granted. Moreover, if the request for exception is denied, the student must remove the vehicle from the Lewisburg area within seven days. Failure to do so will result in a “failure to comply” charge in the Student Conduct System.

Emergencies

In cases of severe emergency only, requests may be directed to the Dean on call through the Office of Public Safety, 24 hours a day, seven days a week at 570-577-3333. For example, should you miss a ride back to campus and it is impossible for a family member or friend to bring you back, a call must be made to Public Safety indicating you will be bringing a vehicle to campus. In such cases, if permission is given, the vehicle must be returned home the next weekend.

Visitors

Because students will be held accountable for its presence, it is necessary for parents, siblings, and friends who bring a vehicle to campus or Lewisburg, even for a short period of time (and whether the vehicle is “on campus” or not), to obtain a visitor pass. Three-day visitor passes are available free of charge from the Department of Public Safety at 570-577-3333 and the Switchboard in the Elaine Langone Center. The guest, not the student host, must be present to obtain the pass and the actual vehicle registration must be provided.

Fraternity Members and Residents

All vehicles parked on University-owned or University-supervised/controlled property must be properly registered with the University.

All Other Students

Students who bring a vehicle to Bucknell, whether living on or off campus or in fraternity houses, must register the vehicle immediately upon bringing it to Lewisburg. Students are issued parking decals and must park in designated student parking lots or spaces (see parking map or campus signs). There is a nominal parking registration fee for full and part-time students. Students may not park in employee or visitor parking areas Monday through Friday 7 a.m. to at least 5 p.m. unless designated otherwise. Copies of the parking map are available in print format online at www.bucknell.edu/publicsafety and at the Department of Public Safety Office on Snake Road.

Employees

Employees are issued parking decals and may park in any designated staff parking area (see parking map or campus signs). Employees may not park in student parking areas Monday through Friday, 7 a.m. - 5 p.m. unless designated otherwise, and may not park in “visitors only parking” at any time. There are no reserved parking spaces for personal vehicles on campus. Staff spaces are filled on a first-come, first-served basis each day.

Medical, Disabled and Handicapped Access

A student seeking a short-term special/medical permit should consult with the Director of the Student Health Service, who may authorize the Department of Public Safety to grant a temporary permit. This permit **does not** give the holder permission to park in a designated Handicap space, staff, student, 15 minute or visitor spaces.

A request for a disabled parking permit must be accompanied by documentation from a medical doctor, validated by the Student Health Service, and directed to the Department of Public Safety.

Handicapped parking placard/permits may only be obtained through application to www.dmv.state.pa.us

The Department of Public Safety cannot issue HP permits.

Visitor Parking

Because students, regardless of class year, will be held accountable for its presence, it is necessary for parents, siblings, and friends who bring a vehicle to campus or Lewisburg, even for a short period of time (and whether the vehicle is “on campus” or not), to obtain a visitor pass. Three-day visitor passes are available free of charge from the Department of Public Safety (24 hours a day), and the Switchboard in the Elaine Langone Center. The guest, not the student host, must be present to obtain the pass, and the actual vehicle registration must be provided.

Visitors to the University for less than 72 hours may themselves, or have the office they are visiting, telephone their vehicle information to the Department of Public Safety office, 570-577-3333.

Loading and Unloading

Any persons desiring to park their vehicles close to a building, outside authorized parking areas, for the purpose of loading or unloading items, must contact the Department of Public Safety for permission and instructions.

Disabled Vehicles

The Department of Public Safety must be notified immediately of a disabled vehicle on campus. Disabled vehicles must be removed from campus within 24 hours or they may be subject to towing. Disabled vehicles parked illegally will be subject to the appropriate violations and penalties.

PLANNING AND CONDUCTING ACTIVITIES BY STUDENT ORGANIZATIONS

Special University Events

A proposal for an activity to be held during New Student Orientation, Homecoming, Family Weekend, Admissions Day, Commencement Weekend, or Reunion Weekend must be submitted to the Events Management Office first and approved by the University committee or office responsible for planning the weekend prior to the printing of the official program for the weekend.

Capacity of Facility

The sponsoring student organization must ascertain the maximum capacity of the facility scheduled for its activity. The student(s) in charge of the activity must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.

Residence Hall Approval

An activity planned to occur in or near a University residence hall must have the approval of the Office of Residential Education and Fraternity and Sorority Affairs. It must be registered with the co-curricular Scheduling Assistant in the Events Management Office by completing a “Request for University Space” form five (5) class days in advance of the scheduled date of the activity. If alcoholic beverages are to be available (Friday and Saturday only), a “Social Event Registration Form” must be completed and given to the Director of Residential Education, 306 ELC, five class days in advance of the activity.

Non-Residential Facility/Outdoor Approval

An activity (except University-sponsored athletic events) planned to occur in a non-residential University building must have the approval of the department responsible for the building or property and the approval of the Dean of Students, and must be registered with the Co-curricular Scheduling Assistant in the Events Management Office, by completing a “Request for University Space” form five (5) class days in advance of the scheduled date of the activity. Outdoor events must have the approval of the Dean of Students. If alcoholic beverages are to be available (Friday and Saturday only), a “Social Event Registration Form” must also be completed and submitted for approval to the Office of the Deans of Students, 211 ELC by noon on the Wednesday preceding the weekend of the activity.

Forrest Brown Conference Center (Cowan)

An activity to be held on the grounds or in the lodge of the Forrest Brown Conference Center (FBCC) at Cowan must be registered with the Co-curricular Scheduling Assistant in the Events Management Office by completing an “Application for Use” form for the Conference Center ten (10) class days in advance of the scheduled date of the activity. Alcoholic beverages are not permitted anywhere at the FBCC.

Larison Hall, Terrace Room or Hunt Formal

Social events in Larison Dining Hall, the Terrace Room, or Hunt Formal Living Room must meet the following requirements and must attach documentation to the “Social Event Registration Form” (i.e., contract for service from the professional security officers) that these requirements have been met:

1. A professional security officer must be employed by the sponsoring organization to monitor the event. This officer's responsibility is to assist the organization in the distribution of wristbands by checking ID cards at the door, preventing anyone who appears to be under the influence or intoxicated from entering the party area; if a BYOB event, ensuring those who bring alcohol to the event are of age and that the alcohol is delivered to the segregated area; if a non-alcohol event, preventing anyone from entering the party area with alcohol; monitoring the hallway adjoining the party area to ensure alcohol consumption remains in the party area, and maintaining crowd control; and,
2. The sponsoring organization must employ a second professional security officer with the responsibility for monitoring the segregated area to ensure only those with valid wristbands are admitted to the segregated area, assisting the officers of the sponsoring organization in crowd control, and removing participants who ignore or violate the requirements for sponsoring an event with alcohol.
3. A member of the sponsoring organization must be assigned to each security officer to assist that officer in performing his/her duties.

Fraternity or Sorority Registration

All activities held, whether located in a privately owned fraternity house, an area of a University-owned fraternity house assigned to a fraternity, a sorority suite, University building, or an off-campus formal event at which alcohol beverages are to be available, must be registered with the Residential Education and Office of Fraternity/Sorority Affairs, 306 Elaine Langone Center, by Wednesday at noon preceding the weekend of the activity by completing a "Social Event Registration Form."

Scheduling Conditions When Classes are in Session

1. Scheduling Events and Activities

"University-sponsored functions" are the responsibility of the University as an institution. "Registered functions" are planned by and are the responsibility of a component of the University, such as a student organization, an academic department, or an individual. Events of an all-campus nature should be registered by the end of the second week of the semester in which they will occur. This includes lectures, movies, concerts, picnics, etc. Organizations planning activities that require the signing of a contractual agreement must have registered the activity with the Co-curricular Scheduling Assistant in the Events Management Office prior to the signing of the contract. Events, activities, or meetings which are not of an all-campus nature or do not require the signing of a contractual agreement should be registered at least five (5) class days prior to the date of the scheduled activity. Event sponsors are encouraged to try to schedule in a manner so that events of similar interest and appeal will not be brought into conflict with one another.

2. Registration

- a. All meetings or other events sponsored by any group affiliated with the University and held on campus must be registered with the Co-curricular Scheduling Assistant in the Events Management Office by completing a "Request for University Space" form five (5) class days in advance of the scheduled date of the activity. With adequate advance notice, these events then may be included in the weekly Campus

Calendar for added publicity. The individual signing the “Request for University Space” form is responsible for the proper planning and supervision of the event.

- b. A social event held in a University-owned facility must be registered by completing a space Reservation Form from the Events Management Office (Elaine Langone Center) as noted above. In addition, a Social Event Registration Form (SERF) must be completed and submitted to secure the approval of the appropriate Dean. The SERF must be delivered to the Office of the Deans of Students by noon on Wednesday preceding the date of the event.

3. Sunday through Thursday

Activities for students sponsored by recognized student organizations or campus departments may be scheduled between 5 p.m. (noon on Sunday) and midnight if they are open to the entire student body and are to occur in or on Larison Dining Hall, Hunt Formal Living Room, the Elaine Langone Center, University auditoriums, the Kenneth Langone Athletics and Recreation Center, Smith-Vedder-Larison Quad, or Bucknell West fields, and will not include alcoholic beverages. Events scheduled for Smith-Vedder-Larison Quad, Bucknell West fields, Larison Dining Hall, and Hunt Formal Living Room that will include live or recorded music may not be scheduled beyond 10 p.m. out of consideration for nearby residents. Inquiries regarding exceptions may be directed to the Dean of Students. The activity may be publicized in residence halls and in the Elaine Langone Center using posters not to exceed 11" x 22".

4. Friday and Saturday

- a. All meetings or other events sponsored by any group affiliated with the University and held on campus in a University-owned facility may be scheduled in accordance with the availability of the facility.
- b. Social events held in a fraternity facility may be scheduled only between 5 p.m. on Friday and 2 a.m. on Saturday, and between noon on Saturday and 2 a.m. on Sunday. Bands and other forms of music must end by 2 a.m. The party area must be vacated by 2:30 a.m. Events requiring registration include closed functions with members/ alumni only and those with invited guests including, but are not limited to dates, friends, parents/relatives, and non-affiliated students.
- c. Social events held in the Elaine Langone Center may be scheduled only between 5 p.m. on Friday and 2 a.m. on Saturday, and between noon on Saturday and 2 a.m. on Sunday. Bands and all other forms of music must end by 2 a.m. The party area must be vacated by 2:30 a.m. Events requiring registration include functions with invited guests.
- d. Social events held in a University residence hall may be scheduled only between 5 p.m. on Friday and 1 a.m. on Saturday, and between noon on Saturday and 1 a.m. on Sunday. Bands and all other forms of music must end by 1 a.m. The party area must be vacated by 2 a.m.
- e. A social event may last for a maximum of four (4) hours.
- f. Activities occurring outdoors without musical entertainment or relating to indoor musical entertainment activities must conclude by 1 a.m.

- g. Activities to be held outdoors and involving musical entertainment may take place on the Academic Quad, McDonnell Amphitheatre, Grove, KLARC Field, Smith-Vedder-Larison Quad, Roberts/Trax/Kress Quad, Bucknell West fields, or on fraternity-owned property, or on University-owned property designated as part of the fraternity, or on University-owned property designated as part of the University-owned fraternity, and must conclude by 10 p.m.
- h. All members of the organization sponsoring the activity are responsible for controlling the safety and security of the event and the facility. To that end, Public Safety will do an inspection of your facility prior to the beginning of any event to ensure all Life and Fire Safety requirements have been met. Failure to meet Public Safety for inspection or failure of any part of the inspection are grounds for revocation of event approval. Should an incident occur, the student organization sponsoring the activity should immediately notify the Department of Public Safety, provide identification and other information to assist Public Safety officers, and file appropriate charges according to the University's Student Code of Conduct or appropriate criminal statute. If one or more of these conditions is not met, the organization will be held responsible.

5. Admission

In order to gain admission to a social event, the student must present appropriate identification at the time of entrance. The required identification for a non-21-year-old Bucknell undergraduate is the valid Bucknell ID card. Twenty-one-year-old Bucknell students wishing to consume alcohol must present a valid Bucknell ID card and a valid driver's license or other approved photo ID card to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a valid driver's license, photo passport, or valid military ID which verifies identity and legal age) in order to gain entrance into a social event and/or to receive a valid wristband for admission into the segregated area for alcohol service.

Although several members of the staff of the Office of the Deans of Students are available in the Offices of Campus Activities and Programs and Housing and Residential Life to advise in the planning of an activity, for further information or interpretation of this policy, see the Dean of Students, 211 Elaine Langone Center.

Scheduling Conditions When Classes Are Not In Session

Except for a few official activities sponsored by the University, such as New Student Orientation, athletic events, and Commencement, no activities for students may be scheduled when classes are not in session. Staff and facilities are limited during these periods and residence halls are not open to students without special permission. Therefore:

1. No student group or organization may sponsor, conduct, or participate in an event or program on or off campus after midnight on the last day of classes or at any time during the Reading and Examination periods.
2. A student organization may petition to hold a registered event on campus immediately following Commencement; the event must be registered according to prescribed procedures and must conclude by 5 p.m.

3. Requests for exceptions to this scheduling policy during interim periods should be addressed to the Dean of Students, who may make exceptions only when limited numbers of students are involved and compelling reasons exist.

RECOGNITION OF STUDENT ORGANIZATIONS

Only those student groups that have achieved the status of a recognized student organization are eligible to use University facilities and equipment, have their events included in the campus calendar, and receive financial support from the student activities fee budget. (Exception is made when a group is holding an interest meeting to form an organization.) Recognition of new student organizations is the responsibility of the Bucknell Student Government (BSG). Students seeking club recognition should contact the appropriate BSG vice president.

University Adviser Requirement

Student organizations are required by the BSG to have an adviser, who can be a member either of the faculty or professional staff. Likewise, the Council on Greek Life requires that sororities and fraternities also have advisers. The University has adopted and makes available a statement concerning the role of individuals who serve as advisers to student organizations. Copies of the Student Organization Adviser Policy Statement and Adviser Handbook may be obtained from the Office of Campus Activities and Programs located in the Elaine Langone Center or in the CAP Center's Public Space.

Participation in Co-Curricular Activities

Because co-curricular activities are funded primarily by undergraduate fees, it is important that Bucknell undergraduates be given priority to participate in these activities. Specifically, such opportunities should not be extended to non-undergraduates at the University if this denies the benefit of the experience to a qualified undergraduate. This applies to all student organizations and other undergraduate activities, including athletic programs, funded either by the Bucknell Student Government or by the University.

Participation in such activities and programs on the part of non-undergraduates is not permissible unless all undergraduate interests have been satisfied or unless such participation is necessary or desirable for educational, artistic, or other equally compelling reasons. An undergraduate's right to participate should be pre-empted only in unusual situations.

RECYCLING

Bucknell University operates its own recycling program for materials generated on the campus and is in communication and cooperation with Lewisburg Borough and East Buffalo Township, the two political subdivisions in which it is located. At the present time, the University program collects and recycles cardboard, newsprint, office paper, computer paper, magazines, books, plastic, glass, aluminum, and various other metals. In addition, landscape trimmings and leaves are composted and used for mulch and soil conditioning. For any recycling program to be successful, it must have support of its constituency, that is, the faculty, staff, and students. Recycling is governed by local ordinances and all students must comply with the community regulations.

RELEASE OF STUDENT INFORMATION

Federal law (the Family Educational Rights and Privacy Act of 1974, as amended) limits the information that the University can make available to third parties, including parents, unless your written consent has been given on forms available in the Office of the Registrar and the Office of the Dean of Students.

The University's policy statement on the release of student information is as follows:

1. Bucknell communicates with the student directly and releases information about a student to others, including parents, only with the student's consent.
2. The University transmits bills and academic status reports (grade reports and official letters concerning academic standing) as directed in advance by the student.
3. The release by University personnel of other information, including communications to parents from academic deans, individual faculty members, the student's faculty adviser, and staff members of the Office of the Deans of Students, requires the consent of the student prior to each release.
4. Exceptions to the above, as permitted by the Family Educational Rights and Privacy Act of 1974, are:
 - a. Directory information.
 - b. Release of information in an emergency where such information is necessary for the protection of health or safety.
 - c. Release of information to Bucknell staff members who have a legitimate educational need for the information.
 - d. In connection with financial aid for which the student has applied.
 - e. Under court order or subpoena.
 - f. Release of information to parents of a "dependent" student in those instances where notice of "dependency" status has been provided in writing in advance to the Registrar's Office. Such notice is effective for one academic year and must be renewed annually. For the purpose of the Act, a student is a "dependent" (as defined in section 152 of the Internal Revenue Code of 1954) if over half of the support of the student is received from the parent. The Registrar's Office will furnish a copy of the notification to the student together with a written statement indicating that "dependency" status authorizes the University to release academic status reports to parents and to communicate with parents directly about financial matters, conduct, and student life issues without the student's consent.
 - g. When the University believes it appropriate in its sole discretion, the University will release to a student's parent or legal guardian information regarding that student's violation of any federal, state or local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if (a) the student is under the age of 21 and (b) the University determines that the student has committed a disciplinary violation with respect to that use or possession. Note: the Office of the Deans of Students reserves the right to notify parents/guardians of a

violation of the alcohol policy when a second infraction has occurred or four points have been assigned.

RESIDENCY REQUIREMENT

Bucknell requires all undergraduate students to live on campus in a University-owned facility or University-related fraternity house unless they receive formal approval to reside off campus or commute from home (with a parent or guardian in residence with him/her, a non-traditional-age student may live in his/her home or privately owned rental unit). A student must be enrolled in a minimum of two full credit courses to be eligible to live in a University-owned or supervised facility.

Upper-class men and women (junior and senior standing) selected to reside in their fraternity or sorority chapter house or suite or those placed on their chapter's alternate lists will not be approved to live off campus.

Applying to Live Off Campus

Upper-class students interested in living off campus are required to complete an application online to live off campus. Although the Office of Housing Services attempts to notify students of this requirement through a series of letters, announcements, and posters, it remains the student's responsibility to file annually an application to live off campus. Upon receipt of an application to live off campus, Housing Services conducts a review of the applicant's on- and off-campus conduct records. If the applicant has been sanctioned for misconduct, he or she may be required to appear before the Off-Campus Living Review Board – composed of faculty, administrative, student, and community representatives – which determines whether or not approval is granted. Only those students who have demonstrated acceptable community conduct may be approved. Permission to live off campus may be denied for the following reason:

- Alcohol policy infraction points of eight or more
- Driving under the influence of drugs or alcohol
- Incidents of violence where actions are not deemed in “self defense”
- Verbal or physical assault of a University or government official
- Distribution of controlled/illegal substance not for personal use
- More than one incident of controlled substance

Since approval to live off campus is never guaranteed, students are warned against signing a lease for an off-campus accommodation until they receive approval in writing from the Office of Housing Services. The number of students approved to live off campus varies annually due to fluctuation with enrollment projections.

Arranging Accommodations

Once approval has been granted, the responsibility for arranging accommodations rests entirely with the student. That is, the student locates the rental property, negotiates with his or her landlord, and signs a lease. Because of legal and property rights limitations, the University cannot be involved in inspecting non-University-owned facilities located off campus, and therefore cannot ascertain whether such facilities are safe, sanitary, and in compliance with local ordinances; nor does it provide residential life services for those

living off campus. Bucknell, therefore, neither approves facilities nor directly supervises students' lives off campus.

Off-Campus Conduct

In general, a student's behavior off campus is subject to the sanctions of local authorities, but may also be subject to campus disciplinary procedures. Students living off campus who are cited by the local authorities for disorderly conduct, excessive noise, underage drinking, providing alcohol to minors, etc., may be required to return to campus if their misconduct is judged serious enough by the Off-Campus Living Review Board to warrant forfeiting the privilege of living off campus. In the event of an incident which causes the student to appear before the Off-Campus Living Review Board, the student's entire conduct record will be reviewed in the course of the Board's consideration. Should it be determined that a student must return to campus, he or she must move into a University-owned facility or University-related fraternity by the last day of the calendar month in which the decision is made.

If the University learns that there has been an allegation or instance of misconduct off campus involving a student (which includes a citation, arrest, or conviction), the student can be requested by the University to turn over a copy of information or documents received from public authorities relating to the alleged misconduct. The University can also request that the student consent to disclosure of information by public officials or offices directly to the University to the full extent of the law. Failure to provide such information or a signed consent, in a timely fashion, will result in immediate termination of off-campus living privileges.

Incidents sometimes occur at an off-campus residence, which result in a citation being issued to an individual because that individual was the lessee present at the time, or accepts responsibility for the incident. Students residing off campus should understand that in the event of any disturbance at an off-campus residence for which police are involved and a citation issued, ALL signatories to a lease may be held equally accountable for an incident occurring at their residence, whether they actually receive the citation or not, and all signatories may be called before the Off-Campus Living Review Board. Therefore, if a decision is made, because of automatic sanction or by the Off-Campus Living Review Board, to require an offender to return to campus housing, ALL occupants of the house may be subject to the same requirement.

ROOM INSPECTIONS

Periodic inspections are made by members of the Facilities or Housing Services or Residential Education staffs to determine the need for repairs, redecorating or to evaluate the general condition, safety, and maintenance of the room. Unless otherwise specified in the residence hall contract, notifications of such inspections must be given 24 hours in advance. If, during an inspection, University property not assigned to the room or violations of the Student Code of Conduct are found, appropriate conduct procedures may be initiated.

To ensure that all furnishings remain in the space throughout the year, a member of the University staff will inspect this space during fall break, winter break, spring break, and at departure. The resident will be billed the current replacement value of those items damaged or broken.

A University official who, while performing his/her duties, observes in plain view in a student room misplaced University property, contraband, or prohibited items, reserves the right to remove and confiscate the item.

A University official will conduct an inspection each semester to that ensure rooms meet fire and safety requirements to protect the well-being of the community.

ROOM SEARCH

In the event of an emergency, or if there is reasonable cause to believe that a violation of University policy or state or federal law is occurring or has occurred or exigent circumstances exist, Bucknell reserves the right, exercised through Department of Public Safety officers or other duly authorized University officials, to enter any University-owned or University-supervised residence unit, room or area to conduct a “plain view search” of the room or space, including the refrigerator, or to take appropriate action in response to an emergency whether or not the occupant(s) is present. A full search of a residence unit, room or area may be authorized by the Dean of Students or his/her designated representative when there is a reason to believe that there is contraband or ongoing illegal activity or a violation of University regulations, policy or procedures in that unit, room or area, or there exists a danger to the building or the safety of its occupants.

Note: The search of a room by law enforcement officials under the authority of a duly issued search warrant must be permitted by the University whether the occupant(s) is present or not. Whenever possible, the University will have one of its staff members present during the search.

SALES AND PROMOTIONS

The University only permits promotions, contests, and sales for and by students and other members of the University community upon compliance with the policies described below. All campus sales (defined as sales to or by members of the campus community on University grounds or arising from their affiliation with the University), or purchases of goods with University funds for distribution on campus, must be approved by the Events Management Office (219 Elaine Langone Center; 570-577-3393). Such activities are subject to approval by the office and are restricted to specific public areas. Door-to-door promotions or sales are prohibited. Outside vendors or agencies will not be authorized to sell goods or services on campus or solicit funds unless sponsored by a recognized student organization with appropriate approvals, if applicable.

1. Sales and promotions may be conducted on campus by recognized student organizations in order to:
 - a. Raise money for a philanthropic or charitable project, and/or
 - b. Raise money for operating expenses; and/or
 - c. Complete course requirements, and/or
 - d. Promote goods, services, or causes if they do not violate other provisions of the *Student Handbook*.

2. Sales and promotions must be registered with and approved by the Events Management Office at least one week prior to the event.
3. Generally, sales and/or promotions may be conducted only behind the assigned table in the Elaine Langone Center mall or in such other place as designated or approved by the Events Management Office. Door-to-door sales or promotions are prohibited.
4. If a sale or promotion is conducted to raise money or collect goods or materials for a philanthropic or charitable project, the recipient organization must be listed on the "Sales and/or Promotions Application." Following the activity, the amount of money raised or volume of goods or materials received must be reported on the form on file with the Events Management Office.
5. If a sale or promotion activity is conducted to raise money for an organization's operating expenses, the amount raised must be reported to the Events Management Office and indicated in the organization's Bucknell Student Government budget request for the following year.
6. If the activity is a sale, especially one taking place in the Elaine Langone Center Mall, indication of the sponsoring organization must be present throughout the duration of the activity.
7. For-profit enterprises by individual students, groups of students or University employees are prohibited except by express, written agreement of the Director of Events Management.
8. Fliers, posters, pamphlets, magazines, or other publications shall only be permitted to remain in University public spaces if the sponsoring organization is noted and the sale of such goods and services, which have been approved, if applicable, directly benefits the sponsoring organization. Unless specifically approved by the Events Management Office, all such flyers and other written materials shall be limited to those sponsored by University activities or groups. Non-complying publications or posters are subject to removal and will be retained for three days pending registration of sponsorship.
9. Any exceptions to the above must be requested in writing from the Director of Events Management.
10. The following products will not be approved except by special exception:
 - a. products that could be used to injure or kill;
 - b. products that could present a high-liability exposure;
 - c. alcohol-related products;
 - d. tobacco-related products;
 - e. sexually suggestive products;
 - f. food products;
 - g. beverage products;
 - h. products that are inimical to the mission or the image of the University.

11. Trademark Items: Items bearing any of the Bucknell University trademarks may not be manufactured, sold or distributed without the express written consent of the Office of General Counsel or a designee of that office. The trademarks of Bucknell University include “Bucknell,” “Bucknell University,” “Bucknell Bison,” and the several configurations of the Bison. In addition, the use of the University Seal is confined to official University purposes. The decision of the General Counsel or his designee shall be final with regard to such approvals and requests. In addition:
 - a. The University name, seal, or logo should not be used on unofficial stationery if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.
 - b. All uses of the University name, seal, or logo must follow Bucknell’s visual identity and style guidelines, which are available on the University website.
 - c. The Bucknell seal is the copyrighted property of the University. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel.
 - d. Reproductions of the seal can be used on University publications or stationery, but these uses of the seal must be approved by the Office of Communications.
12. If an applicant or organization believes they have been inappropriately denied an allowance to sell or produce a item, not bearing a trademark, the applicant or organization may appeal the decision of the Director of Events Management to a panel consisting of
 - a. designee of the Office of Dean of Students;
 - b. designee of the Events Management Office;
 - c. designee of the Department of Athletics;
 - d. student appointed to the panel by the Bucknell Student Government.
 - e. The panel so selected shall meet as promptly as possible, but no later than 10 days after the appeal is filed with the Office of the Director of Events Management. A majority decision shall be necessary to reverse the decision of the Director of Events Management.

Table in ELC Mall:

- Tables must be clearly marked identifying the sponsoring organization during sale
- Maximum of three days for sale
- One 4’ table and two chairs will be provided (8’ table provided upon request)
- Maximum limit of two 8’ tables, which are provided in a specified location, not to be relocated
- University reserves right to immediate cancellation if procedures are not properly followed.

SEXUAL HARASSMENT

Bucknell University is committed to maintaining an academic environment in which members of its community can pursue their academic and professional activities in furtherance of teaching, learning, and research. This environment cannot occur unless each member is accepted as a discrete individual and is treated civilly, without regard to his or her sex or sexual orientation or any other factor irrelevant to participation in the life of the University. The University is committed to providing such an environment, free from all forms of harassment and illegal discrimination, including sexual harassment.

Sexual harassment compromises the integrity of the University, its tradition of academic freedom and learning, and the trust placed in its members. Bucknell will work to eliminate sexual harassment on campus and it is the University's intention to take all necessary actions to prevent, correct, and, where appropriate, discipline sexual harassment. Sexual harassment, whether between people of different sexes or the same sex, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in an academic program;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting that individual, including, for example, grades, pay, promotions and transfers; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile or offensive working or educational environment and has no legitimate relationship to the subject matter of a course or academic research.

Because Bucknell as an academic community committed to both the elimination of sexual harassment and the free and open exchange of ideas, this policy is intended to foster an environment permitting full participation by all of its members, while not inhibiting the robust and wide-open pursuit of ideas and freedom of speech. Nonetheless, members of the community should understand that a standard of respect, civility and tolerance should shape our interactions, regardless of whether particular conduct constitutes "sexual harassment" or not. Certain types of behavior may be inappropriate even though not illegal; speech can be offensive even though allowed.

Sexual harassment may take many forms. Some are overt and unambiguous, while others may be more subtle and indirect. Direct forms of sexual harassment include sexual advances accompanied by an offer of reward or a threat of reprisal. Such behavior constitutes serious misconduct, and a single incident establishes grounds for disciplinary action. Other forms of sexual harassment may include sexual advances, physical or verbal, or other conduct of a sexual nature that the harasser knows is unwanted. Sexual harassment between peers is also prohibited by this policy.

The University encourages the reporting of all perceived incidents of sexual harassment. Complainants are assured that their reports will be handled with discretion and in a manner intended to preserve their privacy as much as possible, subject to the University's obligation to respond promptly and effectively to all instances of sexual harassment. The University also prohibits threats or acts of reprisal against anyone who initiates a report or complaint of sexual harassment in good faith.

Procedure

Without feeling constrained by specific definitions, individuals who believe that they have experienced sexual harassment in their educational or work environment should discuss the problem and options for resolution with a dean, supervisor, Executive Director of Human Resources, Director of the Women's Resource Center, one of the University Chaplains, or the Affirmative Action Officer.

For example, one option the individual could pursue would be to ask one of these persons to assist in speaking to the individual complained about in an informal way. In many instances, informing the person whose behavior is objectionable about the particular conduct and why it is unwelcome effectively stops the behavior and aids in educating the person about the University's policy and its application.

If such informal consultation does not resolve the matter, or if the individual complaining prefers, he or she may make use of any of the following three internal avenues for resolution. (Of course, an individual is also free at any time to file a complaint with a governmental agency with jurisdiction over the alleged misconduct.) While there is no strict time limit for bringing an internal charge of sexual harassment forward, it is expected that the aggrieved person will bring such a charge as soon as possible and, ordinarily, within one year of the conduct. The University has an obligation to take prompt and effective action in response to sexual harassment, and therefore the University reserves the right to investigate and take action independently in particularly serious matters, regardless of the private wishes of the parties. The University may also take appropriate action pending the outcome of any of these processes to protect any of the parties or witnesses, to preserve evidence or to protect the safety, security and other interests of the University and the University community more broadly.

Mediation

The aggrieved person, or the respondent after he or she receives notice of the aggrieved person's complaint, may request a mediated resolution between the aggrieved person and the respondent. Participation of both the aggrieved person and the respondent is voluntary. The goal of the mediation procedure is to provide a forum where the aggrieved person and the respondent can, with the aid of a third party, come to a mutually agreed upon resolution. If such a mutually agreed upon resolution is not reached, the parties may decide to use one of the other avenues for resolution below. (At the same time, if the parties are pursuing one of the other avenues for resolution, they may also opt at any time to seek mediation to resolve the matter.) The mediator will be a dean, the Executive Director of Human Resources, one of the University Chaplains, the Affirmative Action Officer or any other member of the faculty or administrative/professional staff agreed to by the parties. If the University and the parties agree, an external mediator may also be used. The mediator, in consultation with the parties, will establish the timetable for seeking resolution and the process to be followed. The mediator will report any resolution of the matter to the Affirmative Action Officer.

Informal Investigation and Resolution

The aggrieved person may also request that an informal investigation be performed under the direction of the Affirmative Action Officer or Executive Director of Human Resources. (If either of these individuals is not able to perform such an investigation for whatever reason or if the President decides that additional resources or expertise are

needed for a particular investigation, the President may designate another individual or other individuals to perform or aid in such an investigation.) The purpose of the informal investigation is for the University to attempt to learn the facts surrounding the complaint as promptly and effectively as is reasonable under the circumstances, and, utilizing those findings and conclusions, to take action that the University believes appropriate.

Ordinarily, after a preliminary discussion between the complainant and the investigator, the complainant will be requested to put his or her complaint in writing and to supply all material or evidence he or she may have in support of his or her complaint. A summary of the complaint will be shared with the respondent, who ordinarily will also be asked to respond in writing with all material and evidence to support his or her position. A summary of the response will be shared with the complainant, who will have an opportunity to provide a reply, again ordinarily in writing. The investigator may interview the parties or other witnesses as part of the investigation. Since there is no one way to do an investigation, the investigator may vary or add to this process as he or she sees fit in order to achieve an outcome that he or she believes is reasonably prompt, fair and effective.

After the investigation is concluded, the investigator will advise the complainant and respondent of the investigator's conclusions. If the investigator believes that disciplinary or remedial action should be taken as a result of the investigation, he or she will report the results of the investigation and the proposed action to the Provost (for faculty), to the Vice President for Finance and Administration (for administrative, professional or support staff) and/or to the Dean of Students (for students). The particular Vice President or Dean of Students will decide upon the appropriate sanction or action in light of the investigator's findings and conclusions. (For instance, in lieu of acting unilaterally, the Dean of Students may refer the matter to a formal disciplinary hearing under the student disciplinary process.) The decision of the Vice President or Dean of Students shall be final, except that decisions to terminate employment or suspend or expel a student may be reviewed by the President. Either the complainant or the respondent may opt for a formal hearing, as provided below, but such a request for a hearing must be made prior to the final action of the Vice President or Dean of Students.

Formal Hearing

Either the complainant or the respondent may seek resolution through a formal hearing process. If the respondent is a student, the hearing process to be followed will be either that for Sexual Misconduct Adjudication or that for Student Code of Conduct violations, depending upon whether the conduct alleged may also constitute sexual misconduct within the meaning of the sexual misconduct policy. If the respondent is a non-faculty employee, the Office of Human Resources will utilize its employee hearing protocol.

If the respondent is a faculty member, the President and Chair of the Faculty shall confer and discuss which faculty members might be appointed to serve on a hearing panel. After such discussion, the President shall designate three faculty members and one alternate to constitute a hearing panel. The Affirmative Action Officer shall sit with the panel to assist it in its functions, but will not vote. The panel shall be provided with the complainant's written complaint and attachments, the respondent's written response and attachments, the complainant's written reply (if any) and attachments, and any other documents or materials submitted by the parties or by the investigator under (B) above if an informal investigation occurred in whole or part. The panel shall interview the complainant,

the respondent, and any other witnesses with knowledge about the matter whom it believes will aid it in coming to a decision on the complaint (including, if it wishes, the investigator), and shall also review relevant documents. Ordinarily, both the complainant and the respondent shall be allowed to be present when the panel is interviewing witnesses, and each may propose questions to the panel to be asked of witnesses (including each other), in the panel's discretion. The complainant and respondent may also be accompanied by an adviser selected from the University community, provided, however, that the adviser shall not be an attorney. The proceedings will be kept confidential. The panel shall be free to supplement this process as it believes appropriate in order to assist it in determining the facts reasonably promptly, fairly and effectively.

The hearing panel shall determine the facts surrounding the complaint, including whether there is merit to the complaint, and forward its findings and recommendations to the President for review and action. The President, after reviewing the record before the panel and the panel's report and recommendations, may accept, reject, add to or modify the panel's recommended action and sanctions, if any.

Should the President conclude that termination of the faculty member's appointment may be an appropriate sanction under the circumstances found by the panel, the process provided in Section III (M) of the Faculty Handbook shall be followed, but without the need for an informal inquiry by the Faculty Council. The Faculty Hearing Committee shall proceed under Section III (M) of the Faculty Handbook, but ordinarily it will not rehear or reopen the factual determinations made by the panel, but shall consider whether, in light of the facts found by the panel, it would recommend termination as an appropriate sanction. The Faculty Hearing Committee will submit its report and recommendation to the President, who shall make the final determination according to the University's bylaws.

For any questions concerning this policy and the procedures, please contact the Affirmative Action Officer, the Executive Director of Human Resources, the Dean of Students, or the Director of the Women's Resource Center.

SMOKING POLICY

Smoking is prohibited in all University buildings (including non-University-owned fraternity houses). This policy is meant to promote the health and safety of all members of the campus community.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All faculty, staff, and students share the responsibility of adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor.

STUDENT FILES

Student files are maintained in the Dean of Students' Office from the time of a student's first enrollment until five (5) years after graduation or departure from the University. Included in these records are behavioral incidents; student work history; appointments to committees, boards, task forces, etc.; honors; the Summary Data Form the student completes during senior year; and other materials. It is on the basis of these records that the Deans of Students complete various kinds of recommendations and references.

Information is not generally released to third parties without the student's permission. There are two main areas of exception: parents will be notified when a student is involved in an initial alcohol violation that is relatively serious or any second alcohol infraction; and information is shared with legal authorities upon receipt of a court order. Students should understand that infractions contained in a student's record may be reported without interpretation.

STUDENT MEDIA ORGANIZATIONS

The following policy with respect to student media organizations has been adopted:

1. Bucknell supports the stated purposes of recognized student media organizations:
 - a. To provide a means for the distribution of news and opinion concerning campus events and other matters of public interest to students primarily, and to other members of the University community;
 - b. To provide a means for the responsible expression of student journalistic, literary, and broadcasting interest and talent.
2. Although the University holds the copyright to the names and the product of student publications and the license to the student radio station (in trust for the student body), and although the University must insist that student editors and managers meet their responsibilities to the student body, Bucknell affirms that recognized student media organizations shall be free of editorial control on the part of the University.
 - a. Recognized student media organizations shall not be subject to censorship or advance approval of copy.
 - b. Student editors and managers shall be free to develop their own policies concerning editorial commentary and news coverage, in accordance with generally accepted principles of responsible journalistic practice, without violation of libel or copyright laws, and on the basis of sound and responsible financial practice.
 - c. The standards to be employed in the evaluation of a student medium and its staff shall be developed by the governing board of the individual media organizations. Boards of student editors/managers are independent, self-perpetuating, democratically selected bodies on which membership is open to any qualified member of the student body without improper discrimination, prejudice, or unreasonable restriction.
 - d. Editors and managers of recognized student media organizations shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or commitment.
 - e. The agency responsible for the appointment of editors and managers, the organization's student governing board, shall be the agency responsible for their removal. Editors and managers may be subject to removal by the governing board only for proper and stated causes and by prescribed procedures.
3. It should be clearly understood from the foregoing that student media organizations are not operated or controlled by the University, that student editors/managers are not

employees or agents of the University, and that the actions of student editors/managers are not the acts of the University.

4. Consistent with Item #3, each student publication and any “opinion” program broadcast by the radio station should contain or make a disclaimer stating explicitly that “The opinions here expressed are not necessarily those of the University, its faculty or staff, or the student body.”

TRADEMARK ITEMS

Items bearing any of the Bucknell University trademarks may not be manufactured, sold or distributed without the express written consent of the Office of General Counsel or a designee of that office. The trademarks of Bucknell University include “Bucknell,” “Bucknell University,” “Bucknell Bison,” and the several configurations of the Bison. In addition, the use of the University Seal is confined to official University purposes. The decision of the General Counsel or his designee shall be final with regard to such approvals and requests. In addition:

- a. The University name, seal, or logo should not be used on unofficial stationery if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.
- b. All uses of the University name, seal, or logo must follow Bucknell’s visual identity and style guidelines, which are available on the University website.
- c. The Bucknell seal is the copyrighted property of the University. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel.
- d. Reproductions of the seal can be used on University publications or stationery, but these uses of the seal must be approved by the Office of Communications.

If an applicant or organization believes they have been inappropriately denied an allowance to sell or produce an item, not bearing a trademark, the applicant or organization may appeal the decision of the Director of Reservations, Information and Conference Services to a panel consisting of:

- a. A designee of the Office of Dean of Students;
 - b. A designee of the Office of Reservations, Information and Conference Services;
 - c. A designee of the Department of Athletics;
 - d. A student appointed to the panel by the Bucknell Student Government.
- e. The panel so selected shall meet as promptly as possible, but no later than 10 days after the appeal is filed with the director of the Events Management Office. A majority decision shall be necessary to reverse the decision of the director of the Events Management Office.

UNIVERSITY VEHICLES

University vehicles are available only for official University business and not for personal use. University business is defined as that business necessary to facilitate the operation of the University and its programs, which includes transportation in support of academic affairs and administrative process, transportation in support of participation in athletic competition, and that which is used in the group activity of BSG-recognized organizations which is consistent with the organization's chartered purpose.

Any recognized student organization can rent a University vehicle for official (not personal) use at Transportation Services in ELC 265 by completing a reservation form in advance, obtaining proper signatures. Plan ahead – the mini-buses and mini-vans are very popular.

- Trips by student groups will be approved by the adviser of the organization, whose signature is required, and a travel plan filed in advance, to Transportation Services. Student organizations traveling a distance of 200 miles or greater, or for a period longer than two nights, must have additional approval of the Vice President for Finance and Administration. Generally speaking, lengthy class trips or a vacation-break project at a great distance from the campus will be subject to careful consideration.
- Since there rarely are sufficient vehicles to meet all requests, priority of use will be given first to academic and administrative departments for activities related directly to the instructional program or to the business of the University; second to University-sponsored functions (including those sponsored by the Department of Athletics) as contrasted with the student organization functions; third, student campus activities involving sizable groups of students; and fourth, student activities involving small numbers of students or an individual student.
- A student driver must possess a valid United States driver's license for at least two years prior to the request. must complete an annual driver history questionnaire, and must have successfully completed the Bucknell Driver Safety Program before driving any University vehicle. The program includes all classroom testing, and on-the-road testing when applicable. It also includes behind-the-wheel testing for mini-buses when applicable.
- Because of insurance requirements, only those people officially affiliated with the University and traveling on University business are permitted to be transported in University vehicles. (Family members traveling with a staff member on University business are considered to have an official relationship to the University for this purpose).
- On the day of travel, the driver must supply a complete passenger list to Transportation Services.
- The driver is responsible for picking up the key from Transportation Services during regular office hours, 8:30 a.m. - noon and 1 - 4:30 p.m., Monday-Friday. A key must be dropped off and paperwork completed within two hours of the vehicle's return to campus. Key return is to be made to the University Switchboard (4:30 p.m. - midnight) or Transportation Services during regular office hours.

- If for any reason the vehicle is not needed, or transportation is needed for fewer people than expected, call Transportation Services (570-577-3785). It could make a difference for another group.
- No vehicle may be scheduled for student use for any reason after 8 p.m. on the last day of classes or at any time during the Reading and Examination periods.

Bus Service may also be made with Transportation Services, ELC 265. If your group wants to plan a trip (to NYC or Baltimore, for example) or you need buses for your formal, contact the office several weeks in advance.

The full “Transportation Services Policy” is available in written form at Transportation Services, second floor, Elaine Langone Center.

VIDEO LICENSE

The Office of Activities and Campus Events with support from the Bucknell Student Government purchases a Public Performance Video License that permits the use of videotapes for feature movie showings on campus and complies with the U.S. Copyright Law (Public Law 94-553). This law prohibits the use of videotapes rented or purchased from local stores or catalogues to be shown publicly. Purchased videotapes can be shown publicly if the purchase price included coverage under the Copyright Law.

If a videotape is marked “Public Domain” it can also be shown publicly.

Films shown at Bucknell in “common space” areas (e.g., lounges, suite living rooms, auditoriums, any University rooms) are considered “public viewing” areas and require films ordered via the video license.

Films need to be ordered at least two weeks in advance through the Office of Campus Activities and Programs, ELC 47. Please stop by the Office of Campus Activities and Programs to complete the Student Organization Film Request Form. Each student organization is permitted two free films per semester. Additional film rentals are \$200 each plus shipping costs which will be charged to the student organization. For a list of available films check www.swank.com. If you would like to request a film that is not listed on Swank.com you will need to locate the film company that carries the license for said film and you will be responsible for the fee associated with renting such film.

In the event of an emergency, please contact:

Bucknell Public Safety (24 hrs)
570-577-1111

570-577-3333 (non-emergency)

For personal emergencies, please contact Public Safety
and request to speak with the Dean on Call.

If you or someone you know has had an unwanted sexual experience, please call:

The Advocates for Survivors of Sexual Assault
570-850-6115 (24 hrs)

Please note: Only female advocates can be reached at this number.
You may request to speak with a male advocate by calling this number
or by contacting Public Safety.

www.bucknell.edu/SexualAssault

ADDITIONAL ON-CAMPUS RESOURCES

Psychological Services (24 hrs) 570-577-1604

Student Health Services 570-577-1401

Office of the Dean of Students 570-577-1601

OFF-CAMPUS RESOURCES

Local police or ambulance (24 hrs) 911

Susquehanna Valley Women in Transition (24 hrs)
SVWIT - Local Rape Crisis Center 570-523-6482

Evangelical Community Hospital
Emergency Room (24 hrs) 570-522-2640

Community health and safety are everyone's responsibility.

Bucknell
UNIVERSITY

Lewisburg, Pennsylvania 17837

www.bucknell.edu