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This Student Handbook is an official publication of the Office of the Deans of Students and consists of two sections: a Calendar and a Documents book. Nothing in either section of 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, 217 Marts Hall (x71561) 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.

I. ACADEMIC POLICIES AND REGULATIONS

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.

CLASS ATTENDANCE

Conflicts Between Regularly Scheduled Classes and Other Activities

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 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. 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 advisors, so that students may know their options and the ramifications of their choices.

Policy:

Responsibilities about class attendance

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 courses." (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, and
 - 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.
5. Missed Classes for Medically-Related Reasons:
Each professor has his or her own attendance policy, and if it's not printed on your syllabus, you should ask about it. It's 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 three 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 don't require you to miss class. If you want to give your professors permission to call SHS and verify that you were seen, you need to sign a form at SHS that will be kept in your file for one week. You will need to fill out a new form every time with the names of your current professors.

If you miss an exam or other significant academic exercise for health reasons, you should notify

your professor that you are ill and go to Student Health Services for treatment. If the doctor agrees you are too sick to take the exam, s/he will call the appropriate Dean's Office and they will send a memo to your instructors.

Routine illnesses (headache, cold, sore throat, nausea, cystitis, etc.) may not be sufficient to excuse a student from an exam. This is at the discretion of the faculty member, who (with your permission, as detailed above) can call SHS to verify that you were seen. Please note that the deans will not be able to provide medical excuses to your professors unless we are notified by a doctor.

If you need to leave campus for treatment, please call the appropriate Dean's Office (Engineering or Arts and Sciences) to let us know when you are leaving and how long you will be gone. We 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 the appropriate Dean's Office as soon as possible so we can alert your professors.

Deans Garrett and Midkiff, Arts and Sciences
Dean Marosi, Engineering
Dr. Stechschulte, Student Health Service

Note: Medical excuses or notes, which provide deliberately false information, if done at the behest, or with the cooperation, of the involved student, constitute a form of academic dishonesty and violate the Bucknell Conduct and Honor Codes.

Responsibilities about non-class activities

1. Extracurricular advisors 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.

General responsibilities

1. 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.
2. Both faculty and advisors of extracurricular activities are encouraged to be as flexible as possible in addressing attendance requirements.

Students and faculty may seek advice in these matters from their College Dean.

ACADEMIC RESPONSIBILITY

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.

Solitary and Cooperative Learning

Learning may be accomplished in a number of ways, including study alone or as a result of discussion with peers. While each approach to learning — be it solitary or cooperative — may produce some benefits, each is not always appropriate. Some instructors may suggest or require collaboration in meeting the objectives of certain assignments or projects; similarly, some instructors may provide for peer critique and assessment. When students study or work together, acknowledgment of fellow students as sources of ideas or language in the presentation of assigned work is expected. On the other hand, other instructors may feel that the objectives of a course and/or assignment require the understanding and integration of material that is best pursued in a solitary way. Some instructors may object to collaboration or cooperation in any form.

The instructor for each course will select the mode of learning to be followed in that course, or in a particular assignment, and will expect students to follow such prescriptions carefully. If an instructor does not explain his or her expectations for individual assignments and for the class as a whole, students have the responsibility to seek the necessary clarification from the instructor. In the absence of an explanation to the contrary, it is to be assumed that students will work alone. In the case of writing assignments, students are encouraged to use the Writing Center unless otherwise directed by the instructor.

Appropriate Practices in Cooperative Learning

As noted previously, the academic community assumes that each student will be responsible for his or her own work. When the primary mode of learning is solitary, there are usually few problems and students are expected to cite all sources from which they received information and ideas. However, peer editing or criticism, group discussion, and common projects present complications that make it more difficult to acknowledge sources of ideas and words. The University requires each student to follow rigorously the practice listed below:

1. Any quotation or paraphrase of material from printed or computerized sources will be acknowledged in the form appropriate to the field. Students should request models of correct style and documentation from their instructors.
2. Work written or programmed in common should be acknowledged as follows:
 - a. One person writes it all up, giving appropriate credit to his or her partners; they review and initial the result.
 - b. Several students write the paper or program together; all sign it, perhaps giving sectional credit.
3. The student writing an individual paper or program that has benefited from peer discussion or critique, in or out of the class, will acknowledge such aid in an appended paragraph. The more exact the crediting can be, the better.

Academic Irresponsibility

This term is used to designate a wide range of academic conduct that violates trust, honor, and integrity. It includes cheating, fabrication, plagiarism, misuse of computing facilities, and general misconduct that precludes one's work or that of another from being judged fairly.

CHEATING is to deceive by presenting material on an exam or assignment as known when it is not known.

Examples:

- To copy from another student during an exam, on homework, lab, or computer assignment.
- To allow another student to copy from you on an exam, homework, lab, or computer assignment.
- To use any illegitimate source of information, notes, or formula sheets during an exam.
- To have someone take a test for you or to take a test for someone else.

FABRICATION is to deceive by falsifying information or inventing data.

Examples:

- To invent or falsify research data.
- To use data in a laboratory report or paper collected by other students on problems similar or identical to one's own.
- To cite information or material from sources not used.
- To cite books, periodicals, and other sources in a bibliography which were not used.

PLAGIARISM is the act of using another person's ideas or expressions in your writing without acknowledging the source. It "... is to give the impression that you have written or thought something that you have in fact borrowed from another." (See the MLA Handbook for Writers of Research Papers, Theses, and Dissertations [New York: Modern Language Association, 1988], p. 21.)

Examples:

- To use a specific idea, detail, or illustration drawn from a particular source without reference in a footnote and bibliography.
- To use general background for an assignment from a book, article, or other source that is not acknowledged.
- To submit another student's paper, project, or homework as one's own.
- To paraphrase without footnotes.
- To use even a brief phrase exactly quoted from a source without putting it in quotation marks or indenting it and citing it.
- To use material from residence or fraternity files and turn it in as one's own work. It is clear that some students who are found guilty of plagiarism simply do not understand what information must be cited. It is important that in rewriting you demonstrate your own synthesis of ideas and fully credit your original source.

Paraphrasing causes students the most difficulty. When you change words in a sentence, but the idea remains the same, you must cite your source.

ACADEMIC MISCONDUCT is behavior that precludes one's work or that of another from being judged fairly.

Examples:

- To take an exam in one section of a course and then to discuss the nature and content of that exam with students who have yet to take the exam.
- To submit the same assignment to fulfill requirements in two courses without the written permission of both instructors.
- To help with or edit another student's assignment, (including papers, projects, computer programs, homework, etc.) in ways that go beyond the instructor's expectations or beyond the student's statement of sources.
- To collaborate with another student in the planning or writing of a theme, project, or computer program without the knowledge and permission of the instructor.
- To steal and use or give away an unadministered exam.
- To steal an administered exam so that the grades cannot be recorded.
- To alter or change a grade either before or after it has been recorded.

MISUSE OF COMPUTING FACILITIES "violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, trade secret, and copyright violations..." (Educom/ADAPSO code)

Examples:

- To read or copy computer files or programs without the owner's explicit permission, and with or

- without the owner's knowledge to submit this work as one's own.
- To use another person's computer logic.

As a Student What Can You Do To Avoid Difficulties?

1. Understand and follow the appropriate practices in cooperative learning. Know what your professor expects in regard to working with other students on class material and homework assignments. Do not share your work with others.
2. If you have any questions about the need for or appropriateness of a citation, consult your professor or a recognized handbook.
3. Realize that within each discipline there may be a specific approach to the citation of sources. Seek the advice of your professor.
4. Always save your work to your private space on the Bucknell Network on your hard drive, never in your public space. Anyone can access work that is put in your public space and can misappropriate it without your knowledge.

THE BUCKNELL ACADEMIC HONOR CODE

In March of 2005, after two years of discussion, Bucknell adopted an Academic Honor Code, which was approved by the faculty and the Bucknell Student Government (BSG).

In 2003, the Faculty Advisory Committee on Teaching (FACT) reviewed several prominent national studies on cheating in higher education, learning that students from college campuses where there is a visible honor code tend to exhibit fewer acts of academic dishonesty.

Committee members felt that an honor code would raise awareness of student academic responsibility and conduct at Bucknell. They also hoped to quell any possible rise in academic dishonesty.

FACT sent the text of the proposed honor code to the Committee on Instruction for its endorsement and to BSG for student endorsement before being presented at a faculty meeting, where it was approved in a unanimous faculty vote. The code reads:

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 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.

Faculty and administrators agree that academic responsibility is covered by the current code of student conduct but believe there needs to be a visible set of beliefs on how students ought to act.

While other colleges and universities have a code that requires students to turn in others for committing academic dishonesty, Bucknell's code is different because it is not a set of rules and regulations; those rules already exist in the Student Handbook. The new code is a statement of beliefs on how students and the university ought to conduct themselves in academic endeavors.

A board of review already exists at Bucknell to handle instances of academic dishonesty. Since the new code is a statement of beliefs, it does not change the way in which academic dishonesty is dealt with at the university. However, entering first-year students will be required to sign a separate agreement of academic responsibility and understanding of the consequences.

THE SYSTEM OF GRADING

The performance of a student in each course is evaluated on the grade report by the use of the following symbols:

A	Superior achievement
A-	
B+	
B	High pass
B-	
C+	
C	Pass
C-	
D	Low pass
P	Passing work; no grade assigned
F	Failing work
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 paragraph below.)
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. (See paragraph below.)

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 ninth week of the semester. 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.

Grade Point Average

A student's grade point average (GPA) is computed by dividing the number of quality points earned by the number of course credits attempted. Note that a grade of F or Z is included in the GPA.

Grade	Quality Points
A	4.0
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F or Z	0.00

Evaluation is an inseparable aspect of teaching, and grades are issued primarily for educational purposes. Since grades are elements of the instructional process, it is assumed that only the instructor of each class is qualified to evaluate the progress and achievement of students. Although careful consideration is given to each grade by the instructor prior to the submission of grades to the Registrar, occasionally errors occur in the transmission of grades. When these occur, they may be corrected upon recommendation of the instructor and approval of the academic dean of the college in which the course is given. Students who have questions about their grades, or the basis upon which their grades were determined, should consult first with the instructor concerned, and should these questions remain, with the appropriate department chair or with the academic dean. The academic dean may, in unusual circumstances, seek the advice of an academic advisory committee, an ad hoc group of faculty and administrators. Concerns about instruction and the classroom in a particular course may be raised in the same fashion as matters related to evaluation.

FINAL EXAMINATIONS

The University Faculty has 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. The dates for final examinations are given in the University calendar. In no case may a final examination, including a take-home final examination, be administered or fall due in advance of the time appointed for the final examination.
2. A student may be excused from a final exam only in a case of serious illness or other grave emergency. Such excuses can only be authorized by the dean of the student's college. In such cases, make-up exams will be given at such time as the instructor appoints.
3. Students are expected to lodge a complaint with the dean of the appropriate college should their instructor violate any of these regulations.
4. Copies of University policy regarding the last week of classes and the final examination period will be distributed to students and faculty members along with the schedule of final examination times.

RESEARCH AND CONSULTATION

Faculty members and students whose research or consultation results in a saleable product are expected to take appropriate action to record ownership of such intellectual property whether it is a copyright, a patent, software, or a trade secret. If such products result from effort for which the individual was compensated, or which required substantial use of University equipment or services, ownership of the intellectual property will be shared between the University and the individual in accordance with the University's stated policy on such matters. It is important for faculty members to obtain the written agreement of student assistants relative to the ownership of such intellectual property prior to the participation of students in the development of such intellectual property.

II. CODES OF CONDUCT AND JUDICIAL SYSTEMS

PLEDGE OF STUDENT RESPONSIBILITY

Bucknell's educational program stresses the preparation of its students for the exercise of high responsibility in all phases of society ... Because our society presents continuing challenges to values, students are encouraged to cultivate respect for other individuals and cultures, enhancing in the course of this pursuit their own moral sensitivity, personal creativity, and emotional stability. At the same time, Bucknell's residential character provides a matrix within which institutional programs and practices that exemplify compassion, civility, and a sense of justice form an aspect of the educational experience.

Mission Statement, Bucknell University Catalogue

Bucknell University accordingly 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 Dean 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 me 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, respect the work of others, and 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 a member 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. I acknowledge that breaking my word and failing to keep faith with this statement can lead to sanctions, which can end at separation from Bucknell University.

A. STUDENT JUDICIAL SYSTEM AND CODE OF CONDUCT

I. CONDUCT EXPECTATIONS

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 diversity 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.

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.

II. OVERVIEW OF THE STUDENT JUDICIAL SYSTEM

The University's student judicial system is organized and administered so as 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 judicial system and Codes of Conduct are in effect during the academic year and summer. The Judicial Administrator, who oversees the student judicial system, receives charges, determines their viability and the appropriate body or individual for adjudication, and assures that the matter is handled fairly and expeditiously.

Alleged individual and group violations of a more serious nature (Category I below) are normally referred by the Judicial Administrator to a Hearing Board for adjudication. (Category I offenses may be adjudicated by the Judicial 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 Judicial Administrator, be referred to a Hearing Board. Fraternity or sorority group violations (Category II) are sometimes heard by the Interfraternity Judicial Board or by the Panhellenic Judicial Board though they may be handled administratively or referred to a Hearing Board, at the discretion of the Judicial Administrator. Alleged incidents of sexual assault are adjudicated by a Hearing Board for Sexual Assault.

Decisions of a Hearing Board may be appealed to the Appeals Committee on two grounds:

- 1) If new evidence or information that could have had a material effect on the outcome of the case becomes available after the initial hearing or
- 2) If there was a substantial procedural error, or one or more of the rights of the respondent or the aggrieved party as outlined were significantly abridged in the hearing process, and if such could have had a material effect on the outcome of the case.

In addition, sanctions that rise to the level of a suspension or expulsion may be appealed to the Appeals Committee. In such an appeal, the respondent would need to show that the level of the sanction was inconsistent with the level of the offense.

While the foregoing describes the general judicial provisions, it should be noted that there are very serious situations in which immediate administrative action may be taken by the University or the

Dean of Students without following the procedures described herein. Such cases generally fall under three circumstances:

- 1) Those in which the health and physical safety of a student or students in the Bucknell community is put in serious jeopardy.
- 2) Those in which a student has committed a serious offense (greater than a summary infraction) that violates local, state, or federal laws.
- 3) Those in which the use or sale of illegal drugs is involved.

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 required leave, on suspension) with the University are considered “students” for this purpose.

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

III. STUDENT CODE OF CONDUCT

A: Category I Violations

Alleged violations of the regulations listed below are under the jurisdiction of the Community Judicial 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 judicial system or with another system rests with the Judicial 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 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 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

- 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. Uses obscene language toward, makes an obscene gesture at, runs away from, and/or threatens a university official 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 Hearing Board, Appeals Committee, Sexual Assault Hearing Board, 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 JUDICIAL ADMINISTRATOR.** If a student receives a written request from the Judicial 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 judicial 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 Judicial 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 and intended to cause an explosion.
 - 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 University Department of Public Safety.
 2. Nothing herein shall prohibit the storage and use of military training devices by the ROTC on the authorized University firing range 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. For example, 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.
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.** Any action taken or situation created, on campus in property owned or controlled by the University or off campus, by members or pledges of any recognized student organization, including athletic teams, that has the potential for causing or actually resulting in mental or physical discomfort, harm or injury; which willfully removes or destroys 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; which results in harassment, ridicule, or embarrassment to an individual or group of individuals; or reflects unfavorably upon the student organization or team in the eyes of the community.

NOTE: *Such actions and situations include, but are not limited to: causing excessive fatigue or physical or psychological shock; requiring participation in public stunts, pranks, or jokes, or in morally degrading or humiliating games or activities; subjecting a person to total or partial nudity; wearing or carrying of an obscene or physically burdensome article by the person; participation by the person in boxing matches, calisthenics, or other physical activities; transportation and abandonment of the person; confining the person to unreasonably small, or unventilated, or unsanitary or unlighted areas; sleep deprivation; mandating sessions or activities (including the forced or coerced consumption of alcohol or other drugs) which interfere with or jeopardize good health and academic endeavors.*

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 ASSAULT.** Sexual assault 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 assault 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 (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, attempted rape, 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, or voyeurism.

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

NOTE: *Use of alcohol and/or drugs by a respondent and/or the aggrieved party is not an excuse for violation of the sexual assault conduct standard. A person who is quite intoxicated may have his or her judgment seriously impaired and thus might not be able to give informed consent to sexual activity. In addition, a person who is quite intoxicated or under the influence of drugs may not be capable of discerning and confirming consent to sexual activity, even if that person does not intend to proceed in bad faith. And if both parties are intoxicated and engage in sexual activity, without being able to give informed consent, both parties may contravene Bucknell's conduct policy. Thus if one or both parties to sexual activity has been drinking (and especially if drinking heavily), or if one or both parties has been using drugs, the chances of violating the requirement of informed consent, intentionally or unintentionally, may increase and increase greatly. It also should be underlined that silence, previous sexual contact relationships, and/or the current relationship between the parties may not be taken as an indication of consent.*

B. 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 Judicial Administrator said violations, due to the nature of their seriousness, should come under the jurisdiction of the Community Judicial Board.

Normally, alleged group violations under this category involving a fraternity or sorority will be heard, respectively, by the IFC and Panhellenic Judicial Boards. The decision or sanction made by the IFC or Panhellenic Judicial Board may be appealed by either the aggrieved party or respondent party to the Community Judicial 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:
- Causes a minor and transitory disruption of a public event.
 - Constitutes threatening or abusive behavior.
 - Makes unreasonable noise.
 - 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-80's, 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 and/or 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 judicial 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 for use at a designated target range.

Definitions:

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.

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.

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.

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.

Note the following items—which apply to the use and misuse of alcohol—that can lead to the assignment of one or more penalty points under Bucknell's Uniform Code on Alcohol or the Modified Points System.

- a. Underage student present in a location where the alcohol policy is violated who has a negative portable breathalyzer or PBT (less than .02) following a voluntary test: zero (0)

points. (For both philosophical and logistical reasons, Bucknell does not test blood for alcohol, but if legal authorities or the involved individual, in a timely manner, provide negative test results for consideration, Bucknell will make use of B.A.C. or blood-alcohol content analysis.)

- b. Incidental possession of alcohol by an underage student in a public, indoor area (e.g., holding a drink for a friend of age who is identified) with negative PBT/BAC: zero (0) points.
- c. Underage student present in a location where the alcohol policy is violated who does not take a PBT or provide BAC results, but who exhibits no sign of drinking under age: one (1) point.
- d. Presence of empty alcohol containers or alcohol paraphernalia in a room occupied by an underage student or students: one (1) point.
- e. Underage student who has consumed alcohol and who seeks assistance for another under Partial Amnesty I: one (1) point.
- f. A one-time opportunity (Partial Amnesty I) for a student who engages in drinking practices or activities that seriously threaten one's health and life, who seeks help for self, or who has a friend (who is not a university official) who seeks help for him/her: one (1) point.
- g. A one-time opportunity for a student who uses a Safe Ride (Partial Amnesty II) after consuming alcohol. If intoxicated, this Partial Amnesty applies regardless of age, even if the student has previously received regular Partial Amnesty I: one (1) point.
- h. Underage consumption or possession of beer, wine, or another alcohol beverage with an alcohol content of less than 16%, or a PBT/BAC of .02 to .109 or PBT/BAC not determined: two (2) points.
- 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, or possession of an open container in public off campus: two (2) points.
- j. Consumption of alcohol by an underage student who is subject to hazing pressures or activities: two (2) points. (If the individual is physically compelled to drink, and pursues campus conduct remedies, no points or sanctions attach to the student who consumed.)
- k. Providing beer, wine or another alcohol beverage with an alcohol content of less than 16% to an underage person: three (3) points.
- l. Possession of a large common source of beer or wine (keg or barrel), regardless of age: four (4) points.
- m. Underage consumption or possession of hard alcohol, that is, a beverage with an alcohol content of 16% or higher: four (4) points.
- n. Medium-level intoxication for an underage student, that is, a BAC or PBT of .11 to .139: four (4) points.
- o. Elevated-level intoxication for a student of age, that is, a BAC or PBT of .14 to .169: five (5) points.
- p. Attempt to purchase alcohol using false I.D., or using false I.D. to attempt to gain access to an alcohol establishment: five (5) points.
- q. Elevated-level intoxication for an underage student, that is, a BAC or PBT of .14 to .169: five (5) points.
- r. Providing hard alcohol (alcohol content of 16% or more) to an underage person: five (5) points.
- s. Heavy intoxication regardless of age, that is, a BAC or PBT of .17 to .239: six (6) points.
- t. Driving with alcohol in one's system, for an underage student, that is, a BAC or PBT of .02 to .079: seven (7) points.
- u. Driving Under the Influence, regardless of age, that is, a BAC or PBT of .08 or higher while operating a vehicle: 10 points and required leave.
- v. Dangerous Intoxication, regardless of age, that is, a BAC or PBT of .24 or higher (10 points and required leave).
- w. Drinking accompanied by violence regardless of age (fighting, forced entry, etc.) that results in physical injury (10 points and required leave).
- x. Refusal to take the Field Sobriety Test, or refusal to take a Portable Breathalyzer Test after

failing the Field Sobriety Tests (10 points and required leave).

- y. Accumulation of ten or more points in violation of the Alcohol Policy through September 15 of the senior year (required leave).
- z. 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 (screaming and cursing in public), disorderly conduct, damaging the property of others, interfering with a college official in performance of his/her duty, etc.

NOTE ALSO THE FOLLOWING:

- Offenses are cumulative over an individual's enrollment at the University and apply to incidents on and off campus.
 - 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.
 - If a student living off campus commits a violation and the student is a senior, the offense will be referred to the Off-Campus Living Review Board to determine whether the student will remain off campus; non-seniors must return to campus within one month of a determination of responsibility.
 - 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 (hence five to eleven points), 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.
 - The student who receives a single 10-point violation for an offense in which there is no injury to student or property (e.g., a case of dangerous intoxication in which, despite the high potential for harm, no one or thing is actually harmed, or a case of DUI that ends without material or personal injury), if the student has no prior alcohol violations and no concomitant offenses, that student can seek a reduction from 10 to 9 points for that single offense from a clemency board convened by the Dean of Students. That clemency board will be composed of one faculty member, one staff member, and one student convened by the Dean of Students who is also a member of the board (or his/her delegate if the Dean of Students cannot be present). The student, staff, and faculty members will be drawn from students trained for judicial hearings. Three affirmative votes (from the four clemency board members) are needed to grant a reduction from 10 to 9 points. Prior to the clemency hearing, the petitioning student will submit to the Dean of Students Office a letter in which he or she explains all the reasons why the reduction should be granted. The decision of this board shall be regarded as final.
 - 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 freshman, sophomore and senior years.
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.
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 Judicial Board. Note: both individuals and the group may be held responsible.
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 11:00 pm 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 Housing and Residential Life 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, and fire escapes.*
- 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 and Residential Life's "Loft Regulations and Agreement."*

- ee. Painting one's room or hallway without authorization.
- ff. Possessing any drug paraphernalia.*
- 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 PA 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, while performing his/her duties, who 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 CJB 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 in this Student Handbook Documents 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.**

IV. PROCEDURE FOR FILING A CHARGE

Judicial Administrator (JA)

This University official, appointed by the Dean of Students, is responsible for implementing the University's student judicial procedures. The JA 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, collects statements from witnesses and the respondent and aggrieved party, 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.

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 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.

Requirement of personal appearance

The aggrieved party in a hearing, which is set forth under the Bucknell Student Code of Conduct (Community Judicial Board, Sexual Assault Hearing Board, 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 J.A. (or equivalent officer) to allow for a slight delay. The J.A. (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 J.A., 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 J.A. 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 Public Safety), both or all of the aggrieved parties should be present. However, the Judicial Administrator may decide to continue the case, provided at least one of the aggrieved parties is present if, in the considered opinion of the J.A., 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 Code of Conduct.

Requirement of personal appearance

A respondent in a hearing, which is set forth under the Bucknell Student Code of Conduct (Community Judicial Board, Sexual Assault Hearing Board, 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 J.A. of the Community Judicial Board (or equivalent administrative officer for other bodies) to allow for slight delay. The J.A. 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 J.A., provided the respondent submits appropriate documentation in a speedy fashion. If the respondent simply does not appear, the hearing may be conducted in absentia. And 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.

The Filing Of A Charge(s)

Any member of the University community may file a complaint that a student or group has violated the Code of Conduct. The specific charge or charges must be filed in writing with the JA. The aggrieved party has the right to file charges individually or jointly with another representative of the University (for example, the Department of Public Safety), or to have a University representative file charges. If a University representative files on behalf of the student who has been victimized, the student does not forfeit any of the rights, including the right to be present for the entire hearing. A signed statement from the victim or aggrieved party must accompany the charge and indicate the basis for making the charge. This statement of the charge minimally must address 4 points: 1) the nature of the offense, 2) the identity of the respondent if known; 3) the place where the offense occurred if known; 4) the time and date of the offense if known. The victim is encouraged to provide additional relevant details, or a written narrative statement of the event or events, but is not required to do so. A victim or aggrieved party who does not file the charge for an alleged violation will be considered a witness at the hearing; he/she does not forfeit any rights, including the right to be present for the entire hearing; and he/she will be entitled to notification regarding the outcome of the hearing. However, he/she cannot ask questions of the respondent or witnesses at the hearing. A victim who jointly files a charge with a University

representative is permitted to question participants.

The respondent is to sign a statement in response to the charge(s) indicating whether he/she is responsible or not responsible. If the respondent refuses to sign a statement in response, the hearing board or administrative hearer will be informed that there was a non-response, and that that non-response is to be considered the equivalent of a statement of not responsible. The respondent is encouraged to provide additional relevant details, or a written narrative statement, but is not required to do so.

Temporary Suspension

If, upon receipt of the charge(s), the JA 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, the JA 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.

Review Of The Charge

Upon receipt of the charge(s), the JA will determine whether or not there is sufficient information for a case to go to a hearing, following whatever investigation the JA determines is necessary. The JA may conduct the investigation or delegate the responsibility for conducting the investigation to the Department of Public Safety or another staff member.

Jurisdiction

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

1. Community Judicial Board (CJB) Adjudication

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

2. Administrative Adjudication

The aggrieved party or respondent may request in writing to the Judicial Administrator that the Category I charge(s) be heard administratively. If circumstances dictate and the Judicial 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 Judicial Administrator may hear the charge(s) administratively.

Alleged Category II violations of the 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 JA may, at his/her sole discretion, remit the charge to a Hearing Board.

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

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

4. Conflict Resolution

An aggrieved party may request, provided the respondent and the JA 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 JA, 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 JA 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 JA 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 JA and the outcome will be part of the students' individual files.

V. PARTICIPANTS' RIGHTS

The judicial 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 Code of Conduct.

Joint Charges/University Charges

The aggrieved party has the right to file charges individually or jointly with another representative of the University (for example, the Department of Public Safety), or to have a University representative file charges. If a University representative files on behalf of the student who allegedly has been victimized, the student does not forfeit any of the rights outlined here, including the right to be present for the entire hearing.

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 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 JA 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 twenty (20) class days of the written notification of charges unless a delay is requested in writing to the JA by the respondent or the aggrieved party. The JA 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 Judicial 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. of the hearer). Such a challenge(s), with a fully developed rationale, must be made in writing to the JA within forty-eight (48) hours of the student's notification of the charges. The decision of the JA will be final.

Assistance Of An Advisor

Both the respondent and the aggrieved party have the right to be assisted by an advisor of their choice from within the University community (that is a person drawn from the ranks of current students, current faculty, current administrative staff, or current support staff members) during the hearing. The function of such an advisor shall be to help the respondent or aggrieved party

prepare for the hearing and clarify the process. The advisor may accompany the respondent or aggrieved party to interviews with the JA or investigator. The advisor 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 advisors to either the respondent or aggrieved parties.

Decline To Answer Questions

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. Thus 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 J.A. 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.

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 Judicial 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 J.A. (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 Judicial Administrator to write and send an email or conventional letter which summons the student witness(es) to appear. Or the Judicial 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 J.A. about the individuals whom they wish to call. The J.A. 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 J.A. and attend, it is the duty of each witness to cooperate and appear, especially if summoned by a letter from the Judicial 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. And 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 Judicial 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 J.A. (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 J.A. 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.

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.

Notification Of Dropped Charges

The respondent and the aggrieved party have the right to be notified in writing if it is determined that charges are to be dropped, and they 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 JA if the Dean is not available) that a temporary suspension be considered if the other party believes her or his 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 in force 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 JA. 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 judicial process unless prior notification is given by both students. There are three possible exceptions: 1) if a second or serious alcohol transgression or four 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, advisor, and/or alumni corporation 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.

VI. PROCEDURE FOR ADJUDICATING ALLEGED CATEGORY II VIOLATIONS

Presentation Of Charge(s)

The JA 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 JA 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, advisor, 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 JA 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.

Determination Of Jurisdiction

Upon meeting, the JA 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) by signing an "Acceptance of Responsibility Waiver" form. If the respondent assumes responsibility, the Administrative Hearing Officer will normally determine and apply the appropriate sanction; alternatively, the JA 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 Judicial Administrator who will normally assign it to an Administrative Hearing Officer; alternatively, the JA may assign the charge to a Hearing Board or may hear the case himself/herself.
3. The respondent may request that the JA 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 previously outlined.
4. An alleged violation involving a fraternity or sorority will be forwarded to the appropriate Judicial Board after the JA determines there is sufficient evidence for a hearing to occur.

VII. 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 JA will request, in writing, a meeting with the individual or organization charged. The JA will include a copy of the charge(s) for the alleged violation(s) with reports and statements attached upon which the charge(s) is made. In the case of a student organization, the national headquarters, advisor, and/or alumni corporation will receive a copy of these materials. A respondent charged with a Category I violation(s) who fails to meet with the JA 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.

Determination Of Jurisdiction

The JA 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 JA 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 Hearing Board.
3. The respondent may request that the JA 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 Judicial Administrator 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 Judicial Administrator may then agree, if these criteria are met, to hear the charge(s) administratively.
5. In consultation with the Dean of Students the JA 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 in the determination of the case. If the respondent agrees to do this, his/her case will be adjudicated subsequent to the adjudication of the case at hand.

Acceptance Of Responsibility

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 J.A. 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 JA 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 twenty (20) 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 JA; if the JA 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 forty-eight (48) hours after the date of the hearing has been set. Such challenge must be made in writing to the JA, 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. of the hearer). The decision of the JA 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 Judicial 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, Housing and Residential Life Information Report, and statements from any witnesses.

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 and copies of their statements, if submitted. 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 JA 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 JA 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 assault, a list of advisors for both the aggrieved party and respondent.

Summary Of Information, Material And Opportunity

At the conclusion of this meeting, the JA will reaffirm in writing the above information, material, and opportunity to challenge for possible bias or conflict of interest a member(s) of the CJB 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, information reports, the name(s) of witnesses, written statements that have been submitted, 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 a violation(s).

VIII. THE COMMUNITY JUDICIAL BOARD

Composition Of The Board And Hearing Boards

The Community Judicial Board is composed of 24 students, 20 faculty members, and 10 administrators. From the Board membership, the Judicial Administrator constitutes Hearing Boards to hear cases. Each Hearing Board is normally composed of four students, two faculty members, and one administrator to hear a specific case. Discretion in such appointments will rest with the JA.

Student Eligibility

A student who has two or fewer 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 Judicial Board.

Selection Of Community Judicial Board Members

Student members of the Community Judicial Board will be selected by the Bucknell Student Government through its usual selection procedures during the spring semester. Student members, insofar as possible, should be representative of the four 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 Judicial Administrator for faculty and administrators. A member selected to fill a vacancy will serve until the next regular, annual selection process.

If the Community Judicial Board is referred a case during the summer or winter interim, the Judicial Administrator 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 Judicial Board member will be for two 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 Judicial Board members will be required to complete a training program, normally held in January and directed by the JA, prior to participating in a hearing.

Quorum

In order for a hearing to occur, at least five of the seven members of a Hearing Board, including three students and two non-students, must be present. If a quorum cannot be achieved by a board from its membership prior to the hearing, the JA 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 to preside during the hearing each time a hearing board is convened. 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 Judicial Administrator

The Judicial Administrator or his/her designee will be present during the hearing. The Judicial Administrator'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.

Procedures For Conducting A Hearing

The following are meant to be general guidelines for conducting Community Judicial Board hearings. The Hearing Board, however, after consulting with the Judicial Administrator, 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 Judicial Administrator 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, Office of Public Safety, parties with jointly filed charges).

1. **Introduction.** After the Judicial Administrator ("JA") 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. **Witnesses.** 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 JA. 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.
5. **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, 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.
6. **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.
7. **Rebuttal.** The aggrieved party may briefly recall a limited number of witnesses after the respondent completes 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.
8. **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 JA 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.
9. **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.
10. **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.

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 JA 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.

IX. SANCTIONS

It is the responsibility of the Hearing Board, Administrative Hearing Officer, Interfraternity Council Judicial Board, or Panhellenic Association Judicial 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 Judicial 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.

Uniform Sanctions

It is the policy of the University to apply the following sanction(s) to a student acknowledging responsibility or found responsible for a first offense violation of the following provisions of the Student Code of Conduct without regard to circumstance, character, previous conduct record, motivation, contribution, academic achievement, University Service, or class standing:

UNIFORM SANCTIONS FOR VIOLATING THE UNIVERSITY ALCOHOL POLICY APPLICATIONS:

- Individual alcohol offenses are cumulative during one's enrollment and apply to incidents on and off campus.
- The sanction applied is based upon total points accumulated rather than the provision violated except in the case of an individual who has accumulated ten (10) or more points. An individual who has accumulated a minimum of 10 points receives a sanction associated with the specific violation as well as the required leave.
- For certain violations that occur concomitantly with an alcohol offense, including but not limited to lying, public urination or defecation, verbal abuse or use of profanity, damaging property, the AHO may, at a minimum, apply a sanction at one point greater than if it were an alcohol violation by itself.
- Forgiveness – 1 POINT OFFENSE. This applies to an individual, whose first and only offense is being present in a location where the alcohol policy is violated or possessing an empty alcohol

- container(s) in his/her room. (Point Value 1 - Warning) If that individual is not involved in a similar or more serious violation during the balance of the semester in which the violation occurred plus one semester, he/she will have the incident and point deleted from his/her record.
- SENIOR YEAR REVIEW - An individual who has accumulated five or fewer points through September 15 of his/her senior year will have these point(s) deleted from his/her record.
- PARTIAL AMNESTY I – A one-time opportunity for a student who engages in drinking practices or activities that seriously threaten one's health and life who voluntarily seeks help for self or a friend, and who cooperates with the Dean of Students Office, will be sanctioned AT A POINT VALUE OF 1.
- PARTIAL AMNESTY II—A one-time opportunity for a student who has been drinking under age or who is of age but who is intoxicated to use Safe Ride and incur the maximum of one point (provided said Safe Ride user does not abuse the driver or other passengers). This is designed to try to prevent D.U.I. cases.
- ONE POINT REDUCTION FOR NON-ADMINISTRATION OF A REQUESTED FST (Field Sobriety Test): If a student found to be intoxicated on the basis of a Portable Breathalyzer Test, prior to the PBT, had requested but was not administered a Field Sobriety Test (e.g., due to poor weather conditions, a plenitude of persons involved in one incident, or a contemporaneous emergency call to the testing Public Safety Officer), the involved student(s) will be given a one-point reduction in the total number of points assigned to him or her for intoxication (regardless of the specific reasons for the non-use of the FST).
- If a junior and an applicant to live off campus or if currently living off campus, the incident will be referred to the Off Campus Living Review Board to determine eligibility*.
- A student who has completed a required leave and who is charged with a subsequent violation after returning will have his/her case heard by the Community Judicial Board. (The standard sanction is one full year of suspension.)
- A student who has incurred a required leave and a suspension and then is required to leave school again for alcohol abuse is not normally readmissible to Bucknell University.

For violating the University's alcohol policy, depending on the nature of the offense there is a range of penalties which include: a warning, a fine ranging from \$25 to \$350, disciplinary probation, notification of parent(s) or guardian(s), participation in a program on alcohol and other drugs, preparation of a paper related to the offense, loss of off-campus living privilege, loss of on campus lottery pick, loss of campus parking and driving privileges, twenty (20) hours of University Service performed at the end of the academic year, and/or required leave of absence. Points are cumulative over an individual's enrollment at the University and apply to incidents on and off campus.

A violation of the alcohol policy in conjunction with one or more other Category II violations may, at a minimum, be sanctioned at one point greater than if the alcohol violation occurred by itself. If violation is committed by a student living off campus and the student is a senior, the offense will be referred to the Off-Campus Living Review Board to determine whether the student will remain off campus; non-seniors must return to campus within one month of a determination of responsibility.

For a group violating the University's alcohol policy, depending on the number of offenses during an academic year, sanctions are as follows: a fine ranging from \$100 to \$500, social probation (no social activities) from two months to one year, suspension of all activities for one year, and suspension of the organization for three years; offenses are cumulative each year.

UNIFORM SANCTIONS FOR VIOLATING THE UNIVERSITY ALCOHOL POLICY

Item	Point Value or Points Accumulated	Violation	Fine	Required Programs	Loss of Off-Campus Living Privilege	Loss of Parking For	Loss of Housing Priority For	Paper	Parent Notification	University Service	Point(s) Forgiven
A	0	Underage student present in a location where the alcohol policy is violated who has a negative PBT following a voluntary test.	0	No	No	No	No	No	No	No	NA
B	0	Incidental possession of alcohol by an underage student in a public, indoor area (e.g., holding a drink for a friend of age who is identified) with negative PBT.	0	No	No	No	No	No	No	No	NA
C	1	Underage student present in a location where the alcohol policy is violated who does not take a PBT, but who exhibits no sign of DUA.	Warning	No	No	No	No	No	No	No	After 2 semesters
D	1	Presence of empty alcohol containers or alcohol paraphernalia in a room occupied by an underage student(s).	\$25	No	No	No	No	No	No	No	After 2 semesters
E	1	Underage student who has consumed alcohol who seeks assistance for another	Warning	Referral to Drug & Alcohol Counselor	No	No	No	No	No	No	On Sept. 15 of the Senior Year
F	1	A one time opportunity for an underage 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.	\$25	Referral to D & A Counselor & Div. Class	No	No	No	No	Yes	No	On Sept. 15 of the Senior Year

G	1	A one time opportunity for an underage student who uses a Safe Ride after consuming alcohol, if intoxicated, Partial Amnesty applies regardless of age even if the student has previously received regular Partial Amnesty.	Warning	Referral to D & A Counselor	No	No	No	No	No, provided there is no hospitalization	No	On Sept. 15 of the Senior Year
H	2	Underage consumption or possession of beer, wine, or another alcohol beverage with an alcohol content of less than 16%, BAC or PBT of .02 to .109 or BAC not determined. (and no evidence of intoxication).	\$50	Referral to D & A Counselor	No	No	No	No	Yes	No	On Sept. 15 of the Senior Year
I	2	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.	\$50	Referral to D & A Counselor	No	No	No	No	Yes	No	On Sept. 15 of the Senior Year
J	2	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 attach to the student who consumed.)	\$50	Referral to D & A Counselor	No	No	No	No	No	No	On Sept. 15 of the Senior Year
K	3	Providing beer, wine or another alcohol beverage with an alcohol content of less than 16% to an underage person.	\$100	Referral to D & A Counselor	Yes, if Fr. or So.	No	No	No	Yes	No	On Sept. 15 of the Senior Year
L	4	Possession of a large common source of beer or wine (keg or barrel), regardless of age.	\$150	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	2 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
M	4	Underage consumption or possession of hard alcohol , (16% or more alcohol content).	\$150	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	2 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year

N	4	Medium-level intoxication for an underage student. BAC or PBT of .11 to .139.	\$150	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	2 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
O	4	Elevated-level intoxication for a student of age. BAC or PBT of .14 to .169	\$150	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	2 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
P	5	Attempt to purchase alcohol using false I.D. or using false I.D. to attempt to gain access to an alcohol establishment.	\$200	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	3 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
Q	5	Elevated-level intoxication for an underage student. BAC or PBT of .14 to .169	\$200	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	3 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
R	5	Providing hard alcohol (alcohol content of 16% or more) to an underage person.	\$200	Referral to D & A Counselor & Div. Class	Yes, if Fr. Or So; Others refer to OCLRB	3 semesters	Next Room Selection	No	Yes	No	On Sept. 15 of the Senior Year
S	6	Heavy intoxication regardless of age. BAC or PBT of .17 to .239	\$250	Referral to D & A Counselor & Div. Class	Yes regardless of year	4 semesters	Next Room Selection	Yes	Yes	10 hours at end of the academic year	None
T	7	Driving with alcohol in system for an underage student. BAC or PBT of .02 to .079	\$300	Referral to D & A Counselor & Div. Class	Yes regardless of year	Yes regardless of year	Next Room Selection	Yes	Yes	10 hours at end of the academic year	None
	8		\$350	Referral to D & A Counselor & Div. Class	Yes regardless of year	4 semesters	Next Room Selection	Yes	Yes	10 hours at end of the academic year	None

	9		\$350	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	Yes	Yes	10 hours at end of the academic year	None
U	10	Driving Under the Influence, regardless of age. BAC or PBT of .08 or higher	Required Leave	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	No	Yes	No	None
V	10	Dangerous Intoxication, regardless of age BAC or PBT of .24 or higher.	Required Leave	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	No	Yes	No	None
W	10	Drinking accompanied by violence regardless of age (fighting, forced entry, etc.) that results in physical injury.	Required Leave	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	No	Yes	No	None
X	10	Refusal to take the Field Sobriety Test or refusal to take a Portable Breathalyzer Test after failing the Field Sobriety Tests.	Required Leave	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	No	Yes	No	None
	10	Accumulation of ten or more points in violation of the Alcohol Policy through September 15 of the senior year.	Required Leave	Referral to D & A Counselor & Div. Class	Yes regardless of year	Remainder of Enrollment	Next Room Selection	No	Yes	No	None

- A student 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 (hence five to eleven points), 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
- 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 (screaming and cursing in public), disorderly conduct, damaging the property of others, interfering with a college official in performance of his/her duty, etc.
- The student who receives a single 10-point violation for an offense in which there is no injury to student or property (e.g., a case of dangerous intoxication in which, despite the high potential for harm, no one or thing is actually harmed, or a case of DUI that ends without material or student injury), if the student has no prior alcohol violations and no concomitant offenses, that student can seek a reduction from 10 to 9 points for that single offense from a clemency board convened by the Dean of Students. That clemency board will be composed of one faculty member, one staff member, and one student convened by the Dean of Students who is also a member of the board for his/her delegate if the Dean of Students cannot be present). The student, staff, and faculty members will be drawn from students trained for judicial hearings. Three affirmative votes from the four clemency board members) are needed to grant a reduction from 10 to 9 points. Prior to the clemency hearing, the petitioning student will submit to the Dean of Students Office a letter in which he or she explains all the reasons why the reduction should be granted. The decision of this board shall be regarded as final.
- 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 freshman, sophomore and senior years.
- An underage student who requests a Field Sobriety Test but is given one prior to the Portable Breathalyzer Test being administered, is afforded a one (1) point reduction in the violation if he/she tests positive for alcohol consumption.

BUCKNELL'S STANDARDS AND SANCTIONS RELATED TO ILLEGAL DRUGS

While alcohol, for the most part, is a licit substance (legal problems arise with respect to underage use, abuse, public intoxication, serving minors, driving under the influence, the distribution of certain high potency alcohol products, or unlicensed sale), the same cannot be said for illegal drugs. The following statements clarify Bucknell's positions in this area:

- a. Bucknell students are not to use, possess, and/or distribute illegal drugs on or off campus.
- b. Bucknell students are not to countenance the use, possession, or distribution of illegal drugs by other students or guests on campus. If a student knows of someone who contravenes this requirement, that student is to inform promptly the Department of Public Safety or the Deans of Students' Office.
- c. This ban applies to all illegal drugs, including but not limited to depressants, stimulants, narcotics, hallucinogens, cannabis, performance-enhancing drugs, party drugs, and date-rape drugs.
- d. Students who contravene this policy violate Bucknell's conduct code (committing a Category I offense). While there is no precisely quantified and graded system for drug infractions, the following sanctions can be expected:
 - For the personal use of small amounts of marijuana: a fine of \$350 (the fine money is principally used to support alcohol and drug education) and probation (with suspension to occur if another violation takes place).
 - For the possession of a large amount of marijuana, distribution, or sale: the expected sanction would range from suspension to permanent expulsion.
 - For the personal use of small amounts of other illegal drugs (such as cocaine, LSD, or opiates): the expected sanction would range from suspension to permanent expulsion.
 - For the possession of a large amount of other drugs (such as cocaine, LSD or opiates), distribution or sale: the expected sanction would be permanent expulsion.
- e. Students who contravene this policy also violate municipal and state laws, and their cases are invariably and promptly referred to the appropriate legal authorities for disposition. The legal penalties are those prescribed by law, and can include monetary fines, physical incarceration, and/or loss of federal financial aid.
- f. It should be underlined that the internal university procedure does not substitute for the external legal proceedings, and vice versa. One is an informal conduct inquiry that responds to a transgression of the standards of a private educational community; the other is a formal legal proceeding that deals with the violation of public statutes of law.
- g. In the cases that involve more than the personal use of marijuana, the President of this University or his/her delegate may suspend the involved student until the legal matter has been resolved.

OTHER UNIFORM SANCTIONS:

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.

Smoking in a residence unit, 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.

Possession or 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 of a handgun or long gun (rifle, etc.): suspension for a period (a minimum of one semester) or expulsion.

Possession of a Projectile Impelling Device: ten (10) hours of university service performed at the end of the academic year and loss of lottery in next room selection.

For the **Harboring of Animals, including birds:** loss of lottery in next room selection.

For **Possession of an Illegal Appliance:** a letter of censure, and immediate removal of appliance from room by staff member.

For **Violating Quiet Hours:** a letter of censure.

For **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.

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.

Apology

The individual or organization is required to write a letter of apology, which must be approved by the Judicial 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.

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.

Mandatory Stipulated Dialogue

The Community Judicial 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 Judicial 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.

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.

Fines

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 Judicial Administrator may impose a fine of not more than \$500 (plus restitution) in exceptional circumstances.

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.

Change Of Residence

The individual is reassigned to a different room, floor, residence hall or area.

Required Service Or Participation

With the approval of the Judicial 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 JA is responsible for monitoring compliance.

Required Leave

A student who, after a determination of responsibility, has accumulated ten or more points for violating the University Alcohol Policy, is required to take a leave for a minimum of one regular academic semester. The J.A., 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 reentry.

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 readmissible the University.

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.

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.

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.

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.

Permanent 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.

X. APPEALS

Appeal Of A Sanction Imposed

With Regard to a Category I 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 JA 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 judicial decision.

With Regard to a Category II Sanction:

An appeal may be filed by a respondent student or organization in the particular case, if the sanction is inconsistent with those generally imposed for similar cases. Any respondent student or organization who or that wishes to appeal a sanction relating to a Category II violation must deliver a letter of appeal to the Dean of Students within five (5) class days after notification of the sanction. Therein the appellant should provide at least three relevant cases in which the sanctions

were substantially different from the sanction applied in his/her case. The Dean of Students may, at his or her discretion, hear an appeal. Should the Dean hear an appeal, his or her decision is final.

Appeal Of A Judicial Decision

With Regard to a Category I Decision:

Any student or organization who is a respondent in the particular case and who wishes to appeal a judicial decision relating to a Category I violation must deliver a letter of request for review of the decision to the Judicial Administrator within five (5) class days after notification of the decision. The JA 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 following conditions exist:

- 1) New evidence or information that would be material to the outcome of the case becomes available after the initial hearing.
- 2) There was a substantial procedural error, or one or more of the rights of the respondent or the aggrieved party as outlined were significantly abridged in the hearing process, and it had a material effect on the outcome of the case.

With Regard to a Category II Decision:

Any student or organization who is a respondent in the case and who wishes to appeal a judicial decision relating to a Category II violation must deliver a letter of request for review of the judicial decision to the Dean of Students within five (5) class days after notification of the decision. In that letter, the appellant should explain new information or serious procedural error. The Dean of Students may, at his or her discretion, hear an appeal. Should the Dean hear an appeal, his or her decision 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.

Clemency Board

With Regard to a First Offense Ten (10) Point Alcohol Violation

A student determined responsible by an Administrative Hearing officer or who acknowledges responsibility for one of the following ten (10) point violations of the Alcohol Policy,

- Driving Under the Influence regardless of age, BAC or PBT of .08 or higher.
- Dangerous Intoxication regardless of age, BAC or PBT of .24 or higher, may seek a reduction from 10 to 9 points before a Clemency Board for that violation if all of the following conditions are established:

1. The incident involved no injury to a person or property.
2. The incident did not include a concomitant violation of the Student Code of Conduct.
3. The student has had no prior violations of the University Alcohol Policy.

Note: A ten (10) point violation involves a Required Leave from the University for one semester.

The Dean of Students and one (or his/her delegate if the Dean of Students cannot be present) will convene the board after receiving a written petition from the student in which he or she explains all reasons why a reduction should be granted. The Clemency Board will be composed of the Dean of Students, one faculty member, one staff member, and one student drawn from the Community Judicial Board membership.

Three affirmative votes (from the four clemency board members) are needed to grant a reduction from 10 to 9 points.

The decision of the Clemency Board shall be regarded as final.

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 Judicial 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 Judicial Administrator. The administrative chairperson, who convenes the Committee on Appeals and votes only in case of a tie, is selected by the Judicial 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 advisor to the respondent (if the respondent so wishes); and 4) the Judicial 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 For Category I Decision

1. The Committee on Appeals will usually meet within five (5) class days of notification by the JA 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 advisor 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 Judicial 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 Judicial 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 Judicial Administrator.
 - e. The respondent, the chair of the Hearing Board or Administrative Hearing Officer, and the Judicial 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 advisor 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 Judicial 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 advisor). 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 Judicial 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 Vice President for Student Affairs 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 Judicial Board and the Sexual Assault 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 Judicial Administrator or the Judicial Administrator on Sexual Assault, in consultation with the Dean of Students, can decline to hear that appeal.

XI. REMOVAL OF A MEMBER OF THE COMMUNITY JUDICIAL BOARD

The Dean of Students may remove a member of the Community Judicial Board for violating the "Statement of Expectations for Community Judicial Board Members".

XII. 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 Judicial Administrator for disposition.

XIII. COMMUNITY NOTIFICATION OF THE RESULTS OF A HEARING

The result of a judicial matter will be made public to the University community by the Judicial 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 judicial outcomes will be publicized at least once a semester by the JA.

Note: If the respondent, or a 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.

XIV. OFF-CAMPUS CONDUCT

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 \$1000 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) by the Court, whereby the incident is removed from legal record after a period of time, is considered to have assumed responsibility by the University, thereby requiring University judicial action and sanction.

XV. IMMUNITY

A student may make a confidential request to the Dean of Students or his/her designee 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 concludes 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.

XVI. EXTERNAL CHARGES

Alleged student or group misconduct on campus generally is subject only to review and corrective action within the student judicial system. However, some infractions of the 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 assault; 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.

XVII. SUMMER AND WINTER INTERIM

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

XVIII. MAINTENANCE AND USE OF JUDICIAL RECORDS

Records of judicial 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 judicial proceedings involving

student organizations and athletic teams are maintained by the Judicial Administrator. Information from such records is included in judicial outcome summaries that are issued periodically.

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

Requests for judicial 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.

XIX. PRESIDENTIAL AUTHORITY

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

B. Sexual Assault Adjudication

I. CONDUCT STANDARD

Sexual assault 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, mental incapacitation, or physical helplessness.

Consent is best conveyed when it is done on the basis of prior verbal communication between the involved parties. Presumed non-verbal cues can be very inaccurate and problematic; to avoid problems, parties should communicate clearly their wishes and limits prior to engaging in any sexual activity.

In its most severe form, sexual assault 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:

- a. **Level One:** 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).
- b. **Level Two:** Any actual or attempted non-consensual or forcible sexual touching, including but not limited to, attempted rape, 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.
- c. **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, obscene phone calls, stalking, indecent exposure, or voyeurism.

NOTE: *Use of alcohol and/or drugs by a respondent and/or the aggrieved party is not an excuse for violation of the sexual assault conduct standard. A person who is quite intoxicated may have his or her judgment seriously impaired and thus might not be able to give informed consent to sexual activity. In addition, a person who is quite intoxicated, or under the influence*

of drugs, may not be capable of discerning and confirming consent to sexual activity, even if that person does not intend to proceed in bad faith. And if both parties are intoxicated and engage in sexual activity, without being able to give informed consent, both parties may contravene Bucknell's conduct policy. Thus if one or both parties to sexual activity has been drinking (and especially if drinking heavily), or if one or both parties has been using drugs, the chances of violating the requirement of informed consent, intentionally or unintentionally, may increase and increase greatly. It also should be underlined that silence, previous sexual contact, and/or the current relationship between the parties may not be taken as indication of consent

II. SUPPORT SERVICES FOR VICTIMS (SURVIVORS)

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 assault 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. These include but are not limited to:

Sexual Assault Survivor Advocates

Drawn from a pool of staff persons trained in sexual assault 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 advisors in hearings on sexual assault, 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 safe, confidential 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 counseling may be arranged to assist those recovering from recent or past sexual abuse. Additionally, a peer support group for women students who are survivors of sexual assault may be available during the regular semester.

Academic Deans

If, in the aftermath of a sexual assault, 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 assault. It should be noted that clergy are generally accorded high degrees of confidentiality, but court orders on occasion can still limit confidentiality.

III. LEGAL AND QUASI-LEGAL RESOURCES FOR VICTIMS (SURVIVORS)

Local police and the District Attorney

Students who have been criminally victimized in a sexual manner are encouraged to consult with the local police (Lewisburg or East Buffalo) or the District Attorney for Union County. Both the police and the D.A. will speak with a potential complainant in sexual assault matters without requiring that individual to proceed if it is against her or his will in the end.

Local Attorneys

The Dean of Students Office can provide a list of attorneys if a victim/survivor wishes to pursue civil litigation as a response to sexual misconduct.

Public Safety

A victim/survivor may choose to report the incident to the Office of Public Safety in order to have an official record of what happened; 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 assault cases take a statement from the victim/survivor. Public Safety is required by law to contact local police when they have knowledge that a crime has occurred. Thus, a copy of a victim's statement will probably be given to the police, and Public Safety may ask a local police officer to be part of the interview process. This, however, does not mean a victim/survivor has to proceed with criminal charges.

Hearing Advisor

If a victim/survivor brings charges before the Hearing Board on Sexual Assault, she/he may wish to use the services of a hearing advisor. The hearing advisor 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 hearing advisor:

- The aggrieved party is not obligated to accept the counsel offered by the advisor; the advisor offers advice and nothing more.
- The advisor 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 hearing advisor may not speak aloud, but he/she may confer quietly or by means of written notes with the aggrieved party.
- The advisor may be any person drawn from the current Bucknell student body, faculty, administrative staff, or support staff, provided that person is not a practicing lawyer or in possession of a law degree.
- Parents and alumni may not serve as hearing advisors.
- The hearing advisor is ethically obligated to inform the HBSA if the aggrieved party has provided information that contradicts the charge(s) made. The hearing advisor 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.

IV. ADJUDICATORY OPTIONS FOR VICTIMS (SURVIVORS)

The aggrieved party may meet with the Judicial Administrator for Sexual Assault (JASA), who will explain to that individual the internal adjudicatory option and remind about two external courses of action that the aggrieved party may elect to pursue to help resolve the alleged sexual assault. The adjudicatory options for victims are described below:

- 1) **University Judicial Charges: The Judicial Hearing**
The Hearing Board on Sexual Assault (HBSA), a body drawn from the membership of the Community Judicial Board, and which thus has representation from students, faculty and staff, is responsible for adjudicating all charges of sexual assault 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.
- 2) **External Criminal Charges: Criminal Justice Proceedings**
The aggrieved party may choose to meet with the District Attorney or his/her designee 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, but Bucknell does encourage victims to consult fully about legal options. Should a victim choose to meet with the District Attorney, he/she may request that a University Sexual Assault Survivor Advocate or other University official accompany him/her. The District Attorney will generally refrain from pursuing charges of sexual assault if the aggrieved party does not wish to proceed, so one almost invariably can have a consultation without committing to any course of action.
- 3) **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.

V. SERVICES FOR THE RESPONDENT

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

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 assault 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 assault.
- 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 HBSA.
- The Consultant can confer with the respondent both before and after the HBSA hearing, but he/she does not attend the actual hearing.

Hearing Advisor

The respondent may bring to the HBSA hearing a hearing advisor. This person is an informal counselor with whom the respondent has chosen to share information and ask for assistance. The respondent is not obligated to accept the counsel offered by the advisor; the advisor offers advice

and nothing more. The advisor may provide an opening and/or closing statement in place of, but not in addition to, the respondent. During the balance of the hearing, the hearing advisor may not speak aloud, but he/she may confer quietly or by means of written notes with the respondent. The advisor may be any person drawn from the current Bucknell student body, faculty, administrative staff, or support staff, provided that that person is not a practicing lawyer or in possession of a law degree. Parents and alumni may not serve as hearing advisors. The hearing advisor is ethically obligated to inform the HBSA if the respondent has made an admission of responsibility. The hearing advisor should also keep in mind that, in subsequent criminal or civil court hearings, he/she might be legally obligated to share any information obtained.

Psychological Services

A person accused of sexual assault 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 HBSA, except in cases in which there is an imminent threat to life. Courts of law normally accord high degrees of confidentiality to psychologists who obtain information in the course of therapeutic sessions, but court orders, on occasion, can still limit confidentiality.

Academic Deans

If, in the aftermath of an accusation of sexual misconduct, or due to a hearing that is related to sexual assault, 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).

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.

VI. ADJUDICATION PROCEDURES

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

Judicial Administrator for Sexual Assault (JASA)

The University official responsible for implementing the University's sexual assault procedures, the JASA oversees the adjudication procedures in collaboration with other University officials. The JASA meets with the respondent and aggrieved party, collects statements from the respondent, aggrieved party and witnesses; is present at the hearing; advises the HBSA 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 HBSA. The JASA shall be appointed by the Dean of Students.

Filing the Statement of the Charge

The aggrieved party has the right to file a statement of the charge(s) individually or jointly with another representative of the University or to have a University representative file charges. To initiate charges on his/her own, or with the University official, 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 assault (rape, indecent touching, etc.)
- The date and approximate time of the offense, if known.
- The place where the offense took place, if known.

The aggrieved party, after having filed the statement of the charge, will be invited to submit a narrative statement, in which he/she provides pertinent detail on the events that led up to the offense in question. This narrative statement should not include extraneous information, such as irrelevant comments about the respondent's sexual history. If the aggrieved party decides not to submit a narrative statement, he or she must submit to the JASA a letter saying that he/she declines to provide that narrative.

The JASA will share the Statement of the Charge and the narrative statement (if provided) with the respondent.

If a University representative files charges on behalf of the student who has been victimized, the student does not forfeit any of the rights that he or she is otherwise accorded, including the right to be present during the entire hearing, the right to an advisor, the right to sit with the University representative and his/her advisor at the hearing, and the right to respond to questions from the respondent and Hearing Board on Sexual Assault.

Review of the Charge

Upon receipt of the Statement of the Charge(s), which may or may not be accompanied by a narrative statement of the aggrieved party, the JASA will determine whether or not there is sufficient information for a case to go to a hearing. If there is insufficient information on which to proceed, after considering both written and verbally supplied information, the JASA, in consultation with the Dean of Students, may decline to forward the allegation. The JASA also may advise the Department of Public Safety concerning this process and the substantiality of the charge.

If the JASA determines that there is sufficient information to go forward, then the JASA will call in the respondent who will submit a written and signed Statement of Response. In the Statement of Response, the respondent will answer whether he/she rejects or accepts responsibility.

If the respondent refuses to submit a signed Statement of Response, the hearing officers 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. In that statement, he/she should not include extraneous information, such as irrelevant comments about the aggrieved party's sexual history.

The JASA will share the Statement of Response and the narrative statement (if provided) with the aggrieved party.

VII. THE HEARING BOARD FOR SEXUAL ASSAULT (HBSA)

Jurisdiction

The HBSA will adjudicate an alleged violation of the Conduct Standard on Sexual Assault. Moreover, any other violation of the Student Code of Conduct that occurred during the alleged sexual assault will be adjudicated concurrently by the HBSA when it is hearing the charge of sexual assault.

Composition of the Board

The Judicial Administrator for Sexual Assault (JASA) constitutes Hearing Boards for Sexual Assault, usually two in number, to hear cases. A new board is appointed annually by the Dean of Students and is drawn from the eligible members of the Community Judicial Board. Each board is composed of two students (one male and one female, each of whom has no more than two alcohol points, no Category I infractions, and a maximum of one Category II offense on his/her individual record); 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

sex). If any member of the HBSA 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 by the JASA from eligible members of the Community Judicial Board.

Mandatory Training

Training is required before HBSA members may hear a sexual assault case. This training should include, among other topics, presentations on how Bucknell adjudicates sexual assault cases (including same-sex assault), dynamics of acquaintance rape scenarios, variable survivor reactions, myths and facts about sexual assault that apply to both men and women, sensitivity to sexual orientation factors, and appropriate standards of proof.

Term of Office

The term of office for each Hearing Board on Sexual Assault member will be for two (2) years, except when student members are elected with less time remaining before they graduate.

Quorum

At least four (4) of the five (5) members of the HBSA must be present for a hearing to be held.

Chair

One member of the each HBSA will be designated annually by the Dean of Students to serve as chair.

Timeliness of Hearing

A hearing will normally occur within ten (10) 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 Judicial Administrator's denial of a request for a delay in the hearing.

Present Evidence

The respondent, the aggrieved party, and the HBSA 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 JASA 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.

Procedures for Conducting a Hearing

Ordinarily, the same procedures used to conduct a Community Judicial Board hearing will be employed by the Hearing Board on Sexual Assault. 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.

Determination of Responsibility

The basis for determining responsibility for a violation of the Conduct Standard on Sexual Assault by the HBSA 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 HBSA members to reach a finding of responsibility for each charge.

Introduction of Previous Conduct Record

Should an individual be determined responsible for sexual assault, the JASA 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 HBSA 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 HBSA following a finding of responsibility for the offense of sexual assault will be selected from the University's existing "Disciplinary Sanctions" as found in the Student Handbook. Any sanction imposed by an HBSA will be in effect while an appeal of the decision and/or sanction is being considered.

Maintenance of Records

Records of decisions reached and sanctions imposed by the HBSA are confidential, but are reported by the JASA to the Director 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 JASA will collect all investigative files in the case, the evidence offered at the hearing before the HBSA, the records of the proceedings before the HBSA, 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 JASA will also maintain a summary record of each case outlining the names of the participants, the charges, the HBSA outcome, the sanctions, and any further action.

Community Notification

The JASA will publish the outcome of each case adjudicated by the HBSA 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, the University reserves the right to comment publicly and in detail, in order to serve the truth.

C. A Non-Adjudicatory Option for Conflict Resolution: Voluntary Facilitated Dialogue

Before a charge has been filed, an aggrieved party may request--through the JA, the JASA, 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 JA, JSAS 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 judicial or quasi-judicial 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.

D. Board of Review on Academic Responsibility

The University makes a distinction between acts of academic irresponsibility and other conduct that may subject an individual to disciplinary action. To avoid confrontation between a student and professor, encourage consistency of recommended penalties, and protect the rights of individuals, charges of academic irresponsibility are handled by the Board of Review on Academic Responsibility. The board of Review on Academic Responsibility is made up of ten faculty members (proposed by the Dean's Offices of Arts and Sciences and Engineering and submitted to the University Council for approval) and students drawn from the membership of the Community Judicial Board. The Board is served by the Registrar as a permanent non-voting

secretary. The faculty members serve staggered three-year terms. A faculty member who has been on the Board for at least one year normally serves as chair of the Board panel.

Each case of alleged academic irresponsibility is heard by a five-member panel composed of three faculty members who do not have the accused student(s) in class in the current semester and two students who do not know the student; every effort is made to secure gender representation on each Board panel. Upon receiving a case, the Associate Dean will ask the Registrar's Office to schedule a meeting of a Board panel.

I. PROCEDURES TO BE FOLLOWED IN ALL SUSPECTED CASES OF ACADEMIC IRRESPONSIBILITY:

1. Members of the faculty are expected to report acts of academic irresponsibility to the Associate Dean of the college in which the student is enrolled. However, before doing so the faculty member should gather all necessary information and evidence regarding this situation. The faculty member may speak directly with the student involved to resolve any questions or discrepancies but may not decide that the student is guilty and impose a penalty. The Associate Dean is available to discuss the matter with the faculty member before the official charge is made. Students who witness possible acts of academic irresponsibility by another student(s) are expected to report this to the faculty member who will then investigate. In some circumstances, it may be more appropriate for the student to report to the chair of the department.
2. When all the necessary information has been obtained, the faculty member will provide the Associate Dean with a written statement of possible charges and all appropriate evidence.
3. The Associate Dean will meet with the student charged and explain the allegation, the evidence, and the procedures that will be followed. Should the student fail to respond to the Associate Dean, procedures will continue after seven days with or without the student. [At all times the student charged may be accompanied to meetings or hearings by a friend or advisor from the University community (that is, a current student, current administrative staff or support staff member, or current faculty member at Bucknell who is not a practicing attorney and who does not possess a law degree). However, the advisor may not address the board or question witnesses during proceedings.]
4. Following the meeting, the student will write a short statement indicating the sequence of events that occurred before, during and after the alleged act of irresponsibility. The Associate Dean will write a summary of the meeting with the student and will deliver a packet containing that summary, the student's statement, the faculty statement, and all evidence to the Registrar. The Registrar will call a meeting of a panel of the Board of Review on Academic Responsibility.
5. Other than the temporary assignment of an "administrative incomplete" in a course, the official status of the student in the University will remain unchanged pending disposition of the charges. However, in the case of a graduating senior where the matter cannot be resolved in time, graduation might, if necessary, be deferred.
6. The Board Panel will meet with the Associate Dean and the student and on the basis of the evidence presented and any other information it may wish to solicit, determine whether a violation has occurred. The faculty member may choose to attend the hearing but may not question the student directly. At an appropriate time, the panel chair will ask the faculty member for comments. On occasion, to provide for clarification or to resolve questions pertaining to the material submitted, the Chair of the Board of Review may find it necessary to speak with the faculty member bringing the charge and request additional information.
7. The Board panel will transmit its decision and recommendation for penalty to the Associate Dean who will initiate action on behalf of the University. In the event that a Board panel cannot meet between semesters and the case needs to be heard (e.g., the student is graduating or going abroad), or if it is a second offense, the case may be heard by the Chair of the Board or another Board member designated by the Chair.
8. The student may appeal the decision to the Dean of the College. To do so the student should present a written statement explaining the reason for the appeal.
 - On occasion, for clarification of questions pertaining to the material submitted, the chair of the Board of Review may find it necessary to speak with the faculty member bringing

the charge and request additional written material and any evidence not available at the time of the hearing. An appeal must be made within a month of the decision.

9. Materials related to the case are kept in confidential files separate from the student's academic record in the Registrar's Office. It should be noted that conversations between the Associate Dean and the faculty member, the Associate Dean and the student, and all meetings with the panel of the Board of Review on Academic Responsibility shall be considered confidential. Once a case is decided, all parties are charged not to reveal the name of the student, or associate the student to a specific case, or to reveal the outcome. A general summary of offenses and penalties may be published in the student newspaper. For educational purposes, case studies (without names) may be used. The University does reserve the right to comment on the case publicly, in order to clarify matters, if parties to the case, or their supporters, have publicly reported erroneous information.

II. RANGE OF PENALTIES

The panel of the Board of Review on Academic Responsibility may select from the following list or determine the penalty that it believes appropriate to the particular case under consideration, considering the penalties assigned in previous similar cases. It is generally assumed, however, that repeated offenses will incur increasingly severe penalties. As a judicial body the board is not limited to this list.

- The grade of "F" on the assignment.
- A grade of one or more levels below the actual grade earned in the course.
- A grade of "F" for the course.
- Disciplinary dismissal from the University for at least one semester at the end of the semester in which the offense has occurred. If the student is a graduating senior, conferral of the degree will be delayed until the end of the following semester.
- Immediate disciplinary dismissal from the University for the remainder of the current and following semester.
- Permanent dismissal from the University.

(It should be noted that penalty grades, or the result of penalties, determined by the panel of the Board of Review will be reflected on the student's academic record and may not be changed by requests to drop the course or to withdraw from the semester or the University.)

GRIEVANCE PROCEDURES

These grievance procedures shall be available to any student. Before filing a grievance with respect to equal opportunity, equal pay, opportunity for promotion, or discrimination of any sort, a 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.

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.

When the grievance concerns employment, the Affirmative Action Officer, in consultation with the Director of Personnel Services, 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

Director of Personnel Services, the Vice President for Finance and Administration shall act in his/her place.

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 Vice President for Student Affairs shall act in his/her place.

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
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.

III. INSTITUTIONAL POLICY, REGULATIONS, AND PROCEDURE STATEMENTS

PLANNING AND CONDUCTING ACTIVITIES BY STUDENT ORGANIZATIONS

Special University Events

A proposal for an activity to be held during New Student Orientation, Homecoming, Parents' Weekend, Admissions Day, Commencement Weekend, or Reunion Weekend must be submitted to 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 Residence Hall Council of the hall to be affected and the Office of Housing and Residential Life. It must be registered with the Co-curricular Scheduling Assistant in the Reservation, Information, and Conference Services (RICS) 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 Associate Dean of Students, 207 L.C., 5 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, the approval of the Dean of Students, and must be registered with the Co-curricular Scheduling Assistant in the Reservation, Information, and Conference Services Office, by completing a "Request for University Space" form 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, 207 L.C., by 12 noon on the Wednesday preceding the weekend of the activity.

Brown Conference Center (Cowan)

An activity to be held on the grounds or in the lodge of the Brown Conference Center (BCC) at Cowan must be registered with the Co-curricular Scheduling Assistant in the Reservation, Information, and Conference Services (RICS) 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 BCC.

Larison Hall, Terrace Room or Hunt Formal

Social events in Larison Dining Hall, the Terrace Room, or Hunt Formal 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 Assistant Dean of Students and Director of Fraternity/Sorority Affairs, Langone Center 207, by Wednesday 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 Reservation, Information, and Conferences Services (RICS) 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 RICS 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 RICS Office (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 12 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 pm (noon on Sunday) and 12 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 Langone Center, University auditoriums, the 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 that will include live or recorded music may not be scheduled beyond 10 pm 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 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 pm on Friday and 2 am on Saturday, and between 12 noon on Saturday and 2 am on Sunday. Bands and other forms of music must end by 2 am. The party area must be vacated by 2:30 am. 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 Langone Center may be scheduled only between 5 pm on Friday and 2 am on Saturday, and between 12 noon on Saturday and 2 am on Sunday. Bands and all other forms of music must end by 2 am. The party area must be vacated by 2:30 am. Events requiring registration include functions with invited guests.
- d. Social events held in a University residence hall may be scheduled only between 5 pm on Friday and 1 am on Saturday, and between 12 noon on Saturday and 1 am on Sunday. Bands and all other forms of music must end by 1 am. The party area must be vacated by 2 am.
- 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 am.
- g. Activities to be held outdoors and involving musical entertainment may take place on 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 pm.
- h. All members of the organization sponsoring the activity are responsible for controlling the safety and security of the event and the facility. Should an incident occur, the student organization sponsoring the activity should immediately notify Public Safety, provide identification and other information to assist Public Safety, 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 Student Activities Campus Activities and Programs and Housing and Residential Life Offices to advise in the planning of an activity, for further information or interpretation of this policy, see the Dean of Students, 211 Langone Center.

Activities When Classes Are Not In Session

The University establishes times at which it expects students to return to campus in advance of a semester’s starting date in order to allocate and manage its financial and human resources efficiently. Students are normally expected to move into residence halls the evening before undergraduate enrollment begins for a new session. Events may be scheduled once classes have started in accordance with the established procedures for the academic term.

During periods when classes are not in session, the University operates administratively and a range of programs and activities that involve some students may be scheduled. However, with the exception of 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. 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. 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 4 pm. 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.

ALCOHOL POLICY RELATING TO STUDENTS AND STUDENT ORGANIZATIONS

Serving and Consumption of Alcoholic Beverages by Students

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 judicial 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 pm on Friday and 2 am Saturday or from 12 noon on Saturday to 2 am on Sunday.
 - b. The serving of alcohol beverages must conclude by 1 am if the activity is held in a University residence hall, and by 2 am if held in the Langone Center or in a fraternity house (regardless of ownership).
 - c. Possession of, or serving of alcohol from a common source at an event sponsored by any student organization is prohibited at all times. The use of 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.
 - 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.

1. 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, 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 that Permit Moderate, Legal Consumption

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 alumni 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 3 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 Vice President for Student Affairs 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 Housing and Residential Life 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 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 all the residents of the room are underage.

SOCIAL FRATERNITIES AND SORORITIES

All social fraternities and sororities, which administratively are the responsibility of the Assistant Dean of Students and Director of Fraternity and Sorority Affairs, must conform to the University’s alcohol policy as a condition of their association with Bucknell, as established by The Plan For Prominence In Fraternity And Sorority Affairs. It should be noted that:

1. Social events involving guests must be registered with and approved by the Assistant Dean of Students and Director of Fraternity and Sorority Affairs or his/her designee.
2. Social events involving only fraternity or sorority members need not be registered unless alcohol beverages are to be present.

3. The officer or member who registers a forthcoming social activity at which alcohol will be available for those of legal age will be provided the requirements for compliance with the Alcohol Policy Relating to Students and Student Organizations.
4. The serving of alcoholic beverages must conclude by 2 am. In accordance with the Fraternity Insurance Purchasing Group (FIPG) guidelines, Interfraternity Council or Panhellenic Association policy, and/or national organization policy, social fraternities and sororities are reminded that they are permitted to host only "BYOB" social events which are not open to the general public.
5. Social fraternities and sororities hosting events with alcohol may admit only those persons whose names appear on a pre-determined invitation list located at the front door of the facility monitored by members of the hosting organization.
6. Rules regarding possession and consumption of alcohol in University residence halls and at student-sponsored campus events apply to all fraternity houses and sorority suites.
7. Private rooms and common spaces in each house are defined by University personnel, using the spatial patterns found in residence halls as a guide.
8. Alcoholic beverages cannot be present in public areas of chapter houses and sorority suites except at approved, registered events and in approved quantities (See item #4 h. above). Separate service areas, approved bartenders, entry-exit security, I.D. checks and wristbands, and related requirements as above will apply.
9. Social fraternities and sororities are expected to organize their events so that violations of University rules do not occur. Violations that occur at such events will subject the house to appropriate sanctions.
10. To provide for adequate safety measures, to address legal requirements, and to meet liability concerns that touch the University, the fraternity/sorority, and the individual, it is required that parties be registered if any alcohol will be present. Particularly since Bucknell does provide for registered parties, unregistered parties represent a deliberate breach of rules that provide for flexibility and good order. An event at which alcohol is present may be defined as an unregistered party if more than nine persons, who are not members of the particular fraternity (or sorority) that houses or hosts the event, are in attendance.

ATHLETIC EVENTS

Students and student organizations are prohibited from sponsoring an activity (tailgate, reception, etc.) with alcohol in conjunction with an athletic event.

PERTINENT ORDINANCES AND LAWS

Students are reminded of the following Commonwealth laws and borough and township ordinances relating to the purchase and consumption of alcoholic beverages and disorderly conduct:

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, 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.
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.

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.
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) 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 2 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 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.

Although various members of the Office of the Deans of Students are available to provide clarification or interpretation of the University's policy, final responsibility for clarification or interpretation rests with the Dean of Students. His/her office is located in 211 Langone Center.

COMPUTING RESOURCES

Appropriate Usage Policy

Bucknell University provides a wide variety of computing and networking facilities in order to promote and support academic pursuits. Information Services & Resources (ISR) establishes, maintains, and supports campus computing and networking resources and services.

The purpose of this policy is to promote the meaningful and productive use of Bucknell's computing resources in an efficient, ethical and lawful manner. Most of these guidelines follow the general rules of common sense and common courtesy. This agreement provides an overview of uses of university computing resources without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing university policies concerning academic honesty and the usage of facilities.

The use of Bucknell resources is a privilege, not a right, and is granted under the conditions of appropriate usage as stated in this policy. By using the university network, computing facilities, resources, and accounts, users agree to the guidelines contained herein.

General Guidelines

- Cooperate with others.
- Abide by applicable laws.
- Respect the privacy of others.
- Do not be destructive or malicious.
- Maintain the security and functionality of the shared equipment, services, and facilities to the best of your ability.

Appropriate Use

- Use consistent with the educational mission of Bucknell University.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities of the University.
- Use by only Bucknell University faculty, staff, students, and other special staff or dependents with Bucknell identification cards which have been issued by Personnel Services.
- Use of the computers in the reference area of the library for research purposes only. Non Bucknell users may also use these machines for research purposes and will need to abide by the conditions stated in this Appropriate Usage Policy and any applicable contracts and licenses.

Community Responsibilities

- Any computer connected to the Bucknell network is required to be protected by Bucknell's recommended antivirus software and to be updated weekly to the most current virus profiles. In the case of any personal computer using our network, whether through ResNet or through a dial-up service, the owner is responsible for installing and maintaining virus protection.
- Do not use university resources (including, for example, e-mail, web pages, or newsgroups) to defame, harass, intimidate or threaten any other person(s), or to promote bigotry or discrimination.
- Do not send unnecessarily repetitive messages (for example, chain mail).
- Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable.
- Do not install software, alter system files, or disconnect any cables on computer lab machines. Please leave the machine set up as you found it so that the next user may receive the same privilege.
- Be cooperative in reserved facilities. Labs identified as teaching labs are often reserved for instruction. These labs are closed when they have been reserved. Please vacate the facility promptly.

Ethical Use

- Do not utilize Bucknell computing resources, including personally-owned computers connected to the University network, for non-university related commercial activity. (For more information, please refer to Bucknell's policy regarding conflict of interest.)
- Do not violate the privacy of individuals. This includes viewing, monitoring, copying, altering, or destroying any file, data, transmission (including, for example, network packets) or communication not explicitly owned by you unless you have been given explicit permission by the owner.
- Do not attempt to connect to a host on a network without explicit permission of the owner.
- Do not give your password to anyone or allow anyone else to use your account(s). Do not use anyone else's password or account.
- Do not forge, maliciously disguise or misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications do not otherwise violate the Appropriate Usage Policy.
- Do not violate copyright laws. This includes using Bucknell computing facilities and resources to receive, retransmit, duplicate, destroy, or tamper with software or data, whether stored or transmitted, unless authorized by copyright, license, university policy, and all other applicable laws. Examples of protected materials include written material, sound files, pictures, photos, animations, and software not originally created by you.
- Do not attempt to interfere with, interrupt, or obstruct the ability of others to use Bucknell's computing facilities, software, or other network services.
- Do not research or attempt to defeat computer and network security measures, implement self-replicating codes, possess "cracker tools", as well as intentionally develop and/or use programs that are designed to harass other network users, bypass system security mechanisms, steal or "crack" passwords or data sets, deny access or otherwise interfere with system services, replicate themselves or attach themselves to other programs, or evade software licensing or copying restrictions. Examples of this include intentionally sending viruses, worms, or "Trojan horses" to others.
- Do not provide, assist in, or gain unauthorized or inappropriate access to the university's computing resources.

- Do not use Bucknell facilities or resources for unauthorized or inappropriate access to systems, software or data at remote sites.
- Do not use Bucknell computing facilities and resources to violate federal, state or local laws or statutes, as well as all applicable contracts and licenses.

RESNET ISSUES

The following are Appropriate Usage Policy items that apply specifically to Bucknell's Residence Hall Network (ResNet). These items deal with the disruption of the campus network, in particular, and are therefore not allowed. All ResNet users are expected to abide by all guidelines mentioned herein when using these resources. It is understood that all items listed above will also apply to appropriate ResNet computing use.

- Only computers that have been registered for ResNet through ISR may be connected to the network, and only one computer may be attached to each jack. Only hubs, hublets, or similar signal-splitting devices approved by ISR may be connected to ResNet. Exceptions to this may be granted by the ResNet Coordinator on a case by case basis.
- ResNet services, equipment, wiring or jacks may not be altered nor extended beyond the location of their intended use.
- ResNet may not be used to provide access to the Internet by anyone not formally affiliated with the University, except by explicit written consent from University officials.
- The University's networks are shared resources. Excessive or improper use of network resources which inhibits or interferes with the use of these networks by others is not permitted. Examples of this include using a large amount of the university's Internet bandwidth or connecting more than one computer to your network port.
- Users who connect computers to ResNet that are used as servers, or who permit others to use their computers, whether directly or through user accounts, have the additional responsibility to respond to any use of their server that is in violation of this Appropriate Usage Policy. Server administrators and those who permit the use of their computers by others must take steps to prevent occurrence of such violations and report these violations to the ResNet Support Coordinator.
- ResNet may not be used to mimic or replace services used by the Bucknell community to maintain the network. These services include, but are not limited to, DNS, DHCP, BOOTP, WINS, or any other server that manages network addresses.
- ISR shall have the sole authority to assign host names and network addresses to computers attached to ResNet. Thus, a user may not manually configure his/her computer to use a host name, network address, or hardware address that is not defined for their use by ISR.
- ISR reserves the right to immediately disconnect any computer that is sending disruptive signals to the network as a whole, whether because of a defective cable, Ethernet card, or other hardware or software problem. It will be the student's responsibility to correct any such problem before the computer can be again connected to ResNet.
- ISR reserves the right to immediately disconnect any computer temporarily for the purpose of network hardware, software, or security troubleshooting, and to enforce the Appropriate Usage Policy.

VOICE MAIL ISSUES

The purpose of this policy is to promote the appropriate and productive use of Bucknell's voice mail system in an efficient, ethical and lawful manner, consistent with university policies. Most of these guidelines follow the general rules of common sense and common courtesy, and may be amended or added to at any time. This policy provides an overview of uses of University voice mail system without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing university policies, including those on academic honesty.

- Respect the privacy of others.
- Do not use university voice mail system to defame, harass, intimidate or threaten any other person(s), or to send unnecessarily repetitive messages (for example, chain mail).
- Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable.

- Do not give your password to anyone or allow anyone else to access your mailbox. Do not use anyone else's password or voice mail account. Remember, you are responsible for whatever occurs relating to your account.
- Do not forge or otherwise misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications do not otherwise violate one of the above stated policies.

Enforcement of the Appropriate Usage Policy

Reporting AUP Violations

Reports of problems or violations should be made at the following site: www.bucknell.edu/isr.

Response to AUP Violations

ISR will make every attempt to respond to reports of AUP violations within one business day. ISR will not disclose any information regarding the violating individual to the reporter of the problem, unless as a necessary part of the investigation.

Sanctions

ISR shall have the authority to examine files, passwords, and account information to protect the security of university networking and computing resources and its users. Violations of this Appropriate Usage Policy will be adjudicated, as appropriate, by Information Services & Resources, the Office of the Dean of Students, the Office of Housing and Residential Life, the Office of Personal Services, the Office of the Dean of Engineering, and/or the Office of the Dean of Arts & Sciences. Sanctions as a result of violations of these regulations may result in, but are not limited to, any or all of the following:

- A \$50 reconnection fee for violations of the AUP that result in a personally owned computer being disconnected from Bucknell's network;
- 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 judicial 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.

If you would like more information about the Bucknell University Appropriate Usage Policy, please contact Information Services & Resources, 101 Computer Center, (570) 577-1795, abuse@bucknell.edu.

DRUG USE

Illegal Drug Use

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.

The University reminds students of their responsibility to be aware of and to obey those federal and Commonwealth statutes that prohibit the use of various drugs. While the University is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority 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 civil 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 local police 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

Introduction

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.

1. Standards Of Conduct Related To Drugs And Alcohol

The University has long had a personal conduct regulation that addresses improper behavior with respect to alcoholic beverages. Members of the University community are reminded that the following will subject an individual to University disciplinary review and action: distribution, possession, or consumption of alcoholic beverages in violation of stated University policy and/or local ordinances and state law.

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.

2. Legal Sanctions

Alcohol

Bucknell University adheres to the laws and the regulations that the state has mandated through the PA 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 PA Crimes Code is subject to external prosecution through the Bucknell University 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 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.

The penalties for the first violation of the above described offenses are as follows: 6307, 6308, and 6310.3 are summary offenses and carry a fine up to \$300. The violator's driving privileges are suspended for 90 days for the first offense, one (1) year for second offense and two (2) years for third and subsequent offenses; 6309 and 6310 are misdemeanors of the third degree and carry a minimum of \$300 fine; 6310.1 is a misdemeanor of the third degree and carries a minimum \$1,000 fine; 6310.2 is a misdemeanor of the second degree and carries a minimum \$1,000 fine. Act 31 is concerned with section 6310.1 Selling or furnishing liquor or malt or brewed beverages to minors. A corporation is considered a person for the purposes of this Act, which states that furnish is defined as "to supply, give or provide to or allow a minor to possess on premises or property owned by the person (or corporation) in charge." Thus, to be in compliance with this Act, the University has responded by ensuring that it does not create a hospitable environment for those acts that violate the law. Therefore, those groups and/or organizations who hold functions/activities on University owned or controlled property, with alcohol involved, are required to follow the guidelines and policies set forth by the Bucknell University Act 31 Task Force [University Alcohol Policy Relating to Students and Student Organizations, Revised 6/90].

Drugs and Controlled Substances

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 Bucknell University Department of Public Safety, with the assistance of the state and/or local police. If the individual is a student or employee, he or she is also subject to disciplinary action(s) through the University.

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 5 times within 6 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 5 years and/or \$15,000 fine;

Schedule IV - Felony: 3 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.

3. Health Risks Associated With Alcohol And Other Drugs

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 ten pounds in a year.

Table 1: Approximate Blood Alcohol Levels
Body Weight (Lbs.)

# of Drinks	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 1 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 3-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.

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, nembutal; rainbows/reds & 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 (Benzedrine 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. 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.

4. Available Counseling And Treatment Programs

Bucknell provides and encourages educational and social/recreational programming to discourage

the use and abuse of drugs and alcohol. Responsibility for the University's efforts rests with the Coordinator of Drug and Alcohol Programs. The coordinator assists the Office of Housing and Residential Life, the Office of Campus Activities and Programs, and student organizations. In addition, the Department of Athletics and Recreation has its own drug education committee that develops and sponsors special programs for student athletes and the coaching staff, according to NCAA guidelines.

Individuals seeking assessment and/or treatment of alcohol and other drug problems should contact the Coordinator of Drug and Alcohol Programs at the Student Health Service (extension 71401). The Coordinator can provide confidential information and consultation regarding alcohol or other drug problems, campus resources, and self-help organizations—such as AA, ACOA, ALANON, NA and related groups—both on campus and within the neighboring community.

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.

For those who require it, referral can be made for inpatient drug and alcohol treatment off campus. Individuals who do undergo treatment for substance abuse will be expected to follow the prescribed aftercare program.

5. Disciplinary Sanctions By The University

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 standards of conduct related to drugs and alcohol. 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.

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:

Timing of Withdrawal	Amount of Tuition and Room Fees Credit
Prior to 1st day of classes	100% Credit
From 1st day of classes through the mid-point of the term or semester	The amount of credit issued will be reduced by 2 weeks of tuition and room fees for each week, or partial week, completed.
After the mid-point of the term or semester	No credit will be issued

The student fees will be credited, in full, in the case of voluntary withdrawal prior to the 1st day of classes. No portion of the fees will be credited after classes begin.

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, Suite 320, 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 credit balance is a result of excess financial aid, it will be refunded directly to the student upon his or her written or verbal request.
3. If the credit balance is a result of excess payments, the credit balance will be refunded to the party identified in the University billing address upon that party's written or verbal request. Credit balances resulting from excess payments will not be refunded directly to the student without the express written permission of the party identified in the University billing address.
4. If a refund is not requested, the credit balance will remain on the account to help offset future charges. One exception is credit balances for students receiving financial aid through state or federal programs. These programs have specific guidelines concerning the disposition of credit balances, which usually result in the loss of the credit for use in future semesters.

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 Finance Office.

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 Street, Mechanicsburg, Pennsylvania 17055. In addition, information regarding insurance coverage is mailed to families of students each summer.

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, plastic, glass, aluminum, used motor oil 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

The following is the University's policy on the release of student information:

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 advisor, 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.

RESIDENCE REGULATIONS

The Office of Housing and Residential Life seeks to serve the educational objectives of the University by offering housing facilities that provide a setting in which individual education is furthered. The intent of the rules and regulations relating to residence units is to establish 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 which is dangerous or disturbing.
- The right to peace, quiet, and public order in the residence unit sufficient to provide adequate conditions for study and sleep.

Accordingly, behavior that infringes on the above rights is unacceptable in University residence units.

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). Upperclass men (junior and senior standing) may elect to reside in their fraternity chapter house. Upperclass fraternity and sorority members will not be approved to live off campus or be eligible to live in a University residence hall until the suite or fraternity house is filled to capacity. 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.

Since living off campus is a privilege and based on competition for a limited number of exceptions, independent students and parents are strongly urged not to sign a lease for off-campus accommodations, until prior written permission has been obtained from the Director of Off-Campus Living. For students in fraternities or sororities, additional prior written permission from the Director of Fraternity and Sorority Affairs is needed.

APPLYING TO LIVE OFF CAMPUS

Upperclass students interested in living off campus for the first time are required to attend an Off-Campus Living Coordinator (OCLC)-sponsored program at which a real estate agent, a landlord, the Chief of Police, and the Borough Mayor explain expectations for students living in the Lewisburg community. Following this, students complete an application to live off campus and submit it to the OCLC. Students who live off campus one year and plan to do so the next are required to complete an application form (which is sent to them through campus mail), but need not attend the presentation. Although the OCLC attempts to notify students of this requirement through a series of letters, announcements, and posters, it remains the student's responsibility to annually file an application to live off campus. Upon receipt of an application to live off campus, the OCLC conducts a review of the applicant's on- and off-campus conduct records. If the applicant has been sanctioned for misconduct, he or she must appear before the Off-Campus Living Review Board—composed of University, student, and community representatives—which determines whether or not approval is granted. Only those students who have demonstrated acceptable community conduct may be approved.

Furthermore, permission for fraternity or sorority members to live off campus is contingent upon their organizations filling their houses or hall suites to capacity. This must be done before the applicants can receive final approval to live off campus.

A student may be disqualified to reside off campus on the basis of on- or off-campus misconduct. Eligibility to reside off campus based on the student's conduct record is determined by the Off-Campus Living Review Board. Should a student approved to live off campus be subject to disciplinary action on or off campus after receiving approval, the incident will be reviewed by the Off-Campus Living Review Board to determine whether or not the student remains eligible to live off campus. If the decision requires the student to return immediately to an on-campus residence, such transfer of accommodations will be made no later than the last day of the calendar month in which the decision is made.

The number of students approved to live off campus is determined annually. (For 2003-04, the maximum number is 375.) Applications are approved individually in the order in which they are received until the maximum permissible number is reached. *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 OCLC.*

Arranging Accommodations

Once approval has been granted, the responsibility for arranging accommodations rests entirely with the student. That is, the student typically locates the rental property, negotiates with his or her landlord, and signs a lease. Because of liability concerns, 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

Students living off campus who are cited by the local authorities for 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. 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 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.

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. Finally, 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.

ENTERTAINING IN THE RESIDENCE HALLS

Students residing in University residence halls, apartments, and special interest houses occasionally wish to entertain in their rooms. Thus, student room parties attended by a reasonable (i.e., no more than four times normal occupancy) number of guests are permissible.

Entertaining guests in one's room can create problems for others — primarily, disturbing noise. Clearly, such functions if not regulated can seriously infringe upon the right of other residents to reasonable conditions for study, relaxing, and sleep. In order to permit entertaining in student rooms and to protect the rights of fellow residents, the procedures below must be followed:

1. Student room parties may be held on Friday after 5 pm and Saturday after 3 pm only. A party may not continue after 1 am.
2. Student room parties may not be publicized in any way.
3. The occupant or occupants in whose room guests will be entertained must assume full responsibility for the party.
4. A student room party must be contained entirely within the room of the host/s. A party may not spill over into any of the public or other common areas (including corridors) of the residence hall or house.
5. Student room parties must be closed to all but a limited number of guests who have been explicitly invited. The term "limited number of guests" is defined as no more than four times normal room occupancy.
6. The host/s is/are responsible for informing all students who live near the room in which the party is to take place of the date of the party and the starting and ending times. "Near the room" means directly above and below as well as on the host's floor.
7. Recorded music may be played during a party in a student room at a moderate level until 1 am.
8. The host/s must inform a staff member immediately if any serious problem arises during a party.

9. The host/s of a room party is/are responsible for the conduct of all guests who attend the party. All guests are required to abide by residence hall and University regulations.
10. If, in the judgment of a Resident Assistant or Residence Director, a student room party is creating unacceptable levels of noise or is otherwise a disturbance to the rest of the hall or house, the staff member has the responsibility and the authority to end the party. When advised to end a party, the host/s is/are responsible for directing the guests to leave and for ensuring that they do so. Appropriate disciplinary action also may be initiated.

ROOM INSPECTION

1. Periodic inspections are made by members of the Physical Plant or Housing and Residential Life staffs to determine the need for repairs or 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 judicial procedures may be initiated.
2. 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. Residents who remove any furnishings from their space will be subject to dismissal from residence.
3. A University official, while performing his/her duties, who observes in plain view in a student room misplaced University property, contraband, or prohibited items, reserves the right to remove and confiscate the item.
4. A University official will conduct an inspection each semester to that ensure rooms meet fire and safety requirements.

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, Bucknell reserves the right, exercised through 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 SOLICITATIONS

The University prohibits promotions, contests, sales to and solicitation of students and other members of the University community. Any exception to this requirement must be approved by the designee of the Dean of Students, the Director of Reservation, Information, and Conference Services (265 Langone Center; 577-3095) with the sole exception of those philanthropic or academic purposes undertaken by classes or recognized student organizations, according to the following conditions. Such activities are subject to approval by the Director and are restricted to specific public areas. Door-to-door solicitation or sales are not allowed. 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.

1. Sales and solicitations 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.
2. Sales and solicitations must be registered with and approved by Director of Reservation, Information, and Conference Services at least one week prior to the event.
 3. Generally, sales and/or solicitations may be conducted only in the Mall of the Langone Center. Arrangements for space, time, and special needs, if any, are to be made with the Co-Curricular Scheduling Assistant in the Reservation, Information and Conference Services Office following approval by the Director of Reservation, Information, and Conference Services.
 4. If a student organization wishes to conduct a sale or solicitation in specified public areas of University residence halls or other public areas of the University, the approval of the appropriate administrator (Director of Housing and Residential Life, Director of Library and Media Services, Athletics Director, etc.) will be required in advance. Door-to-door sale or solicitation is prohibited.
 5. If a sale or solicitation 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 Solicitation 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 Director of Reservation, Information, and Conference Services.
 6. If a sale or solicitation activity is conducted to raise money for an organization’s operating expenses, the amount raised must be reported to the Director of Reservation, Information, and Conference Services and indicated in the organization’s Bucknell Student Government budget request for the following year.
 7. If the activity is a sale, especially one taking place in the Langone Center Mall, indication of the sponsoring organization must be present throughout the duration of the activity.
 8. For-profit enterprises by individual students or groups of students are prohibited except by express, written agreement of the Dean of Students.
 9. Flyers, posters, pamphlets, magazines, or other publications which promote or advertise goods or services shall only be permitted to remain in University public spaces if the sponsoring organization is noted and the sale of such goods and services directly benefits the sponsoring organization. Non-complying publications or posters are subject to removal and will be retained for three days pending registration of sponsorship.
 10. Any exceptions to the above must be requested in writing from the Dean of Students.

SEXUAL HARASSMENT

Policy

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, Director of Personnel Services, 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 Director of Personnel Services, 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 Director of Personnel Services. (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 Vice President for Academic Affairs (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 Assault Adjudication or that for Student Code of Conduct violations, depending upon whether the conduct alleged may also constitute sexual assault within the meaning of the sexual assault policy. If the respondent is a non-faculty employee, the Office of Personnel Services 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 advisor selected from the University community, provided, however, that the advisor 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 Director or Personnel Services, the Dean of Students or the Director of the Women's Resource Center.

STUDENT ACTIVITIES AND ORGANIZATIONS

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 ADVISOR REQUIREMENT

Student organizations are required by the BSG to have an advisor, 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 advisors. The University has adopted and makes available a statement concerning the role of individuals who serve as advisors to student organizations. Copies of the Student Organization Advisor Policy Statement and Advisor Handbook may be obtained from the Office of Campus Activities and Programs located in the Langone Center.

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.

VIDEO LICENSE

The Bucknell Activities Council 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, LC306. Please stop by the Office of Campus Activities and Programs to look over the titles available under the video license and to ask any questions you may have concerning films. The rental fee may vary based on availability and type of films.

PLANNING AND CONDUCTING ACTIVITIES BY STUDENT ORGANIZATIONS

ACTIVITIES WHEN CLASSES ARE NOT IN SESSION

The University establishes times at which it expects students to return to campus in advance of a semester's work in order to allocate its financial and human resources efficiently. Students are normally expected to move into residence halls the evening before undergraduate enrollment begins for a new session. Events may be scheduled once classes have started in accordance with the established procedures for the academic term.

During periods when classes are not in session, the University operates administratively and a range of programs and activities that involve some students may be scheduled. However, with the exception of 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.

No student group or organization may sponsor, conduct, or participate in an event or program on or off campus after 5 pm on the last day of classes or at any time during the Reading and Examination periods.

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 4 pm.

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.

PROCEDURES FOR CONTRACTING WITH OUTSIDE AGENCIES, GROUPS AND ORGANIZATIONS

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. 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. If the contracting organization is a fraternity or sorority, the signature must be provided by the Assistant Dean for Fraternity/Sorority Affairs. 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.

When considering a contract with an outside group or when discussing contractual arrangements, students and advisors 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 should not 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, advisors, 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.

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."

IV. NOTICES, POLICIES, AND REGULATIONS

The following University notices, policies, and regulations are available in their entirety elsewhere as noted, but all such documents, wherever they are located and as continually amended, are incorporated as a part of this Handbook. In all events, the descriptions below do not supersede the source documents.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The University has prepared and adopted a policy that is available at the Office of the Deans of Students and the Student Health Service located in the Ziegler Health Center.

ANIMALS ON CAMPUS AND IN BUILDINGS

With the exception of seeing-eye dogs and animals specifically approved for the educational purposes of the University, the presence of animals in buildings is prohibited, except in University rental housing. 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. The complete Revised Policy on Animals on Campus and in Buildings is available from the Office of Personnel Services.

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, sweatsuits, 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.

INDOOR 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 nonsmokers. 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.

MOTOR VEHICLES

PERSONAL VEHICLES

All campus buildings and parking areas are the private property of Bucknell University. All persons (students, employees, and visitors) and vehicles entering its private property are bound by all University traffic and parking signs and regulations; parking lots on campus are for permit parking only.

- Parking and traffic regulations are in effect seven days a week when the University is in session. This period runs from the first day of classes for a semester or session until the end of the last day of the final examination period, inclusive of any breaks that occur during the semester or session.
- Visitors to campus must register their vehicles with the Public Safety Office.
- **Parking regulations and towing are enforced twenty-four (24) hours a day for the entire year.**
- All parking violations must be paid or appeals filed within ten (10) days of the date of the notification of the violation.
- 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.
- A request for a disabled parking permit must be accompanied by documentation from a medical

doctor and directed to the Department of Public Safety.

Copies of the brochure, “Your Car on Campus”, which details vehicle and parking policies and regulations, are available through the Public Safety Office or the Switchboard in the Langone Center.

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.”

- Drivers must possess a valid United States driver’s license for at least two years. All drivers must complete an annual driver history questionnaire.
- Trips by student groups will be approved by the advisor 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.
- Student drivers must successfully complete the Bucknell Driver Safety Program developed by the University 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.
- Unauthorized passengers are not allowed to be transported while the vehicle is assigned for University business. The submission of a passenger list to Transportation Services is required prior to departure.
- University vehicles may not be used to provide transportation as a service to individuals who have no such relationship to the University (family members traveling with a staff member on University business are considered to have an official relationship to the University for this purpose).

A complete policy statement can be obtained from the Transportation Services desk, located at the Switchboard in the Langone Center.

REQUIRED HEALTH WITHDRAWAL

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 AND SERIOUS SELF-HARM

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 (suicide attempts, suicide threats, destructive self-mutilation, 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 and serious self-harm, 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.

STUDENTS WITH DISABILITIES

There are a number of students at Bucknell who 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.

For detailed information and sources of assistance, students with a non-academic concern may contact the Assistant Dean of Students, Office of Housing and Residential Life (Vedder Hall); students with an academic concern may contact one of the Associate Deans in the College of Arts and Sciences, 113 Marts Hall or the Associate Dean of the College of Engineering, 204 Dana Engineering.

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, 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 Battery March Park, Suite 320, Quincy, MA 02169-7468, 617-774-1555.

WHERE TO FIND

1. **Individuals to contact** for information found in the Bucknell University Directory; Catalog, p. 3; or from the Student Handbook.
2. **Financial assistance** information available from the Financial Aid Office at 577-1331, Catalog, pp.289-293, www.bucknell.edu/catalog/finaid.shtm or www.bucknell.edu/admissions and select Admissions and Financial Aid.
3. **Price of attendance** information can be obtained from the Admission's Office at 577-1101, www.bucknell.edu/admissions/adm_info/tuition.shtm, www.departments.bucknell.edu/finance and select just for students.
4. Information on **academic programs** can be found in the Catalog, Department Programs and Courses or www.bucknell.edu/catalog/descriptions.shtm; facilities information from the Catalog, pp. 299-303 or www.bucknell.edu/catalog/facilities.shtm; and faculty information from the Catalog, Department Programs and Courses.
5. **Disabled student services and facilities** information is available from www.bucknell.edu/ada/index.html or from the Student Handbook.
6. **Accreditation** information is available in the Catalog, p. 2 or www.bucknell.edu/catalog/policy.shtm.
7. Information on Institutional programs and policies can be found accordingly:
 - a.) **Requirements for officially withdrawing:** contact the office of the dean of the appropriate college or the Catalog pp. 278-281
 - b.) **Requirements for the return of Title IV Funds:** available from the Financial Aid Office at 570-577-1331, the Catalog, p. 291 or www.bucknell.edu/catalog/deposits.shtm
 - c.) **Standards for satisfactory academic progress:** see the Catalog, pp. 264-266, www.bucknell.edu/catalog/acad_regs.shtm, or the office of the dean of the appropriate college.
 - d.) **Terms and conditions for deferral or partial cancellation of student loans:** contact the Financial Aid Office at 570-577-1331 or Accounts Receivable/Finance Office at 570-577-3733.
 - e.) **Information that enrollment in a program of study abroad may be considered enrollment in the home institution for purposes of applying for Federal student financial aid:** contact the Office of International Education, 570-577-3796 or obtain a copy of the Study Abroad Brochure from the Admissions Office
8. **Graduation rates (first-time, full-time, degree-seeking undergraduates)** information is available from the Office of Institutional Research/Assessment at 570-577-3623
9. **Security policies and crime statistics** information can be obtained in a brochure available from the Public Safety Office 570-577-3333.
10. **Athletic program participation rates, graduation rates for athletes, and athletic program financial data** can be obtained from the Athletic Director's Office, 570-577-1232.
11. **Intercollegiate athletic programs** information is available at www.bucknell.edu and select Athletics & Recreation or by contacting the Athletic Director's Office, 570-577-1232.
12. **Rights under Family Education Rights and Privacy Act (FERPA)** information is available from the Registrar's Office, 570-577-1201.
13. **Health Requirements** including immunizations required for admission into Bucknell can be found in the Student Handbook, or by contacting the Student Health Service at 570-577-1401.

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