

BUCKNELL UNIVERSITY
2024-25
**STUDENT
HANDBOOK**



BUCKNELL UNIVERSITY STUDENT HANDBOOK 2024-25

This Student Handbook is an official publication of the Office of the Dean of Students.

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 does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity, marital status, sexual orientation, gender expression or any characteristic protected by law, in its educational programs and activities, admissions or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable laws and University policies.





I. UNIVERSITY MISSION	4
II. UNIVERSITY RESOURCES	5
III. STUDENT CODE OF CONDUCT	13
The Student Conduct Process	14
IV. RESIDENTIAL LIVING POLICY	15
V. POLICY ON WITHDRAWAL, LEAVE OF ABSENCE AND REINSTATEMENT	15
VI. STUDENT GROUPS AND ORGANIZATIONS POLICIES	15
Recognition of Bucknell Student Government (BSG) and Department-sponsored Student Organizations.	15
Scheduling Events — Approvals and Protocols	17
Contracting with Third Parties for Events on Campus or Bucknell-supported Events Off Campus.	19
Student Events with Alcohol	20
Uptown Registers	21
Tailgating.	21
Security at Events	21
Insurance/Indemnification.	21
Ticketed Events	21
Sales, Fundraising and Promotions.	22
University Vehicles	22
VII. UNIVERSITY POLICIES AND REGULATIONS	23
Animals on Campus and in Campus Buildings	23
Bucknell Identification (BUID) Use Policy.	23
Film License	24
Health Insurance Requirement	24
Release of Student Information	25
University Name, Seal and Trademarks.	25

I. UNIVERSITY MISSION

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

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



II. UNIVERSITY RESOURCES

This list of resources is not meant to be exhaustive, and is instead a start to engagement and support for students. For additional resources and information, please visit bucknell.edu and the Involvement Network at getinvolved.bucknell.edu/organizations.

ACCESSIBILITY RESOURCES

Bucknell University is committed to providing accessibility and reasonable accommodations to all who visit, work and study on campus.

bucknell.edu/accessibility

AFFINITY HOUSES

Bucknell's Affinity Houses are where like minds grow together. Set in residential houses around campus, each of these living-learning communities shares a common theme.

bucknell.edu/life-bucknell/housing-services/campus-living-options/affinity-housing

ATHLETICS & RECREATION

Bucknell is a member of the Patriot League and has 27 Division I athletic teams. Many more students compete in recreational sports through an extensive intramural program and student-initiated and student-run club sports.

bucknell.edu/athletics

BISON BATTALION ARMY RESERVE OFFICER TRAINING CORPS

The Bison Battalion Army Reserve Officer Training Corps (ROTC) is the cornerstone of Army officer training that develops students, known as cadets, into becoming the Army's future officers.

bucknell.edu/ROTC

BISON KITCHEN

Bison Kitchen, managed by Chartwells Higher Education, is Bucknell University's official dining partner. Bison Kitchen provides food in all on-campus dining venues and through catering.

bucknell.edu/dining

BOOKSTORE

Located at 400 Market Street, Barnes & Noble at Bucknell University offers textbooks and course materials, Bucknell imprinted apparel and giftware, books and magazines. Starbucks Café is housed in the building.

bucknell.bncollege.com

BUID/CARD SERVICES

Bucknell's photo ID Card, or BUID, is a student's official Bucknell University identification card and is property of Bucknell University. Students are responsible for card care. The BUID provides students access to campus services, including dining access and purchases, library privileges, Campus Dollars purchases, and building, laundry and copier access. Card Services, located in the Public Safety building, issues and manages BUID cards.

bucknell.edu/BUID

BUCKNELL MESSAGE CENTER

Announcements about events, activities and important campus updates are communicated through the Bucknell Message Center. Guidelines and instructions for using the Message Center are available in myBucknell.

my.bucknell.edu

BUCKNELL NUTRITION SERVICES

Bucknell Nutrition Services provides confidential medical nutrition therapy and services including assessment of health needs and diet and counseling on nutrition issues and healthy eating habits, developing and evaluating meal plans to develop good eating habits, and preventing or managing specific diseases.

bucknell.edu/NutritionAtBucknell

BUCKNELL STUDENT HEALTH

Bucknell Student Health provides confidential care on campus. Services include treatment for routine illnesses and injuries; gynecology visits; STI testing; flu vaccines; referrals for mental health counseling, including drug and alcohol treatment; and campus outreach and education.

bucknell.edu/StudentHealth

BURSAR SERVICES

Bursar Services coordinates billing through B-Bill, the University's official billing method. Staff are available to discuss questions about bills, accounts, refunds and other financial information.

bucknell.edu/bursar

CAMPUS ACTIVITIES & PROGRAMS (CAP CENTER)

The CAP Center provides a vast array of entertainment options and activities designed to complement life outside the classroom and enhance students' overall experience at Bucknell.

bucknell.edu/CAP

CENTER FOR ACCESS & SUCCESS

The Center for Access & Success provides a cohesive system of support for students enrolled in Bucknell's five national and signature pathway scholarship programs: the Bauer Scholars Program, Bucknell Community College Scholars Program, Gateway Scholars Program, Langone and Langone-Walling Scholarships, and the Posse Program. Accessible throughout all four years, this support includes personal, relationship-based mentoring designed to champion and advise students as they chart their unique educational paths.

bucknell.edu/admissions-aid/tuition-fees-financial-aid/center-access-success

CENTER FOR ALUMNI & FAMILY ENGAGEMENT

The Center for Alumni & Family Engagement provides alumni, parents and families with opportunities to connect with Bucknell in many ways: through programs on campus, at events around the world, and by celebrating Bucknell's past and supporting its future.

bucknell.edu/azdirectory/center-alumni-family-engagement

CENTER FOR CAREER ADVANCEMENT

Bucknell's Center for Career Advancement works with students to help them learn to make career decisions that fit best with their individual skills, interests and values, and to understand what employers look for and expect when hiring. CCA staff help students explore and learn about career paths, connect with Bucknell alumni and parent contacts, meet employers, search and apply for internships and full-time jobs, write resumes, and prepare for interviews and graduate school applications. Pre-law and pre-health advising specialists work with students to help prepare them for the competitive medical and law school application process.

bucknell.edu/CDC

CENTER FOR COMMUNITY ENGAGED LEADERSHIP, LEARNING & RESEARCH

Academically based service-learning and co-curricular community service and volunteering are integral parts of the educational experience for faculty and students.

bucknell.edu/CivicEngagement

CENTER FOR THE STUDY OF RACE, ETHNICITY & GENDER (CSREG)

Through CSREG, faculty members whose interests span the globe lead campus conversations as they examine differences through scholarship, lectures, reading groups, curriculum, film series and more.

bucknell.edu/CSREG

CENTER FOR SUSTAINABILITY & THE ENVIRONMENT (BCSE)

Bucknell Center for Sustainability & the Environment is a catalyst for environmental discovery through exploration of communities, ecosystems and landscapes. The BCSE creates impactful, interdisciplinary, experiential opportunities for learning and research that address environmental and sustainability challenges.

bucknell.edu/BCSE

COLLEGE OF ARTS & SCIENCES

In the College of Arts & Sciences, students will choose from hundreds of courses in the humanities, social sciences, natural and physical sciences, and mathematics.

bucknell.edu/ArtsAndSciences

COLLEGE OF ENGINEERING

Bucknell's College of Engineering offers students close relationships with professors, outstanding laboratory facilities and an emphasis on learning in a liberal arts context.

bucknell.edu/engineering

COUNSELING & STUDENT DEVELOPMENT CENTER (CSDC)

The Counseling & Student Development Center offers a wide range of confidential mental health and counseling services to help students navigate changes and address emotional, social and academic needs.

bucknell.edu/CounselingCenter

ELLEN CLARKE BERTRAND LIBRARY

The Ellen Clarke Bertrand Library provides spaces and resources to aid students in their academic pursuits. A dedicated team of librarians is available to help students with their research, and our technology support team assists with a variety of hardware and software issues. The library building has a variety of study and group meeting spaces as well as specialty labs. Library materials and technology/equipment are available to borrow for projects and research.

bucknell.edu/library

EVENTS MANAGEMENT OFFICE

The Events Management Office provides high quality services in event management, scheduling and transportation, and also provides a general information center for the University at the Switchboard window on the second floor of the Elaine Langone Center. All on-campus event sales, fundraising and promotional activity must be registered with and approved by the Events Management Office.

bucknell.edu/EventsManagement

FINANCIAL AID

The Office of Financial Aid offers various grant, scholarship, loan and student employment programs to help students and family members finance a Bucknell education.

bucknell.edu/FinancialAid

FIRST-YEAR EXPERIENCE AND ORIENTATION

Starting with New Student Orientation, the Office of the First-year Experience and Orientation provides programs that focus on scholarship, tradition and community.

bucknell.edu/orientation

FRATERNITY & SORORITY AFFAIRS

Fraternity & Sorority Affairs provides guidance and oversight to 16 nationally recognized fraternities and sororities at Bucknell. Fraternity & Sorority Affairs enhances students' experiences through thoughtful and developmental advising, advocacy for student well-being, and educational experiences that equip students to lead values-based lives.

bucknell.edu/GreekLife

FREEMAN COLLEGE OF MANAGEMENT

The Freeman College of Management offers innovative professional education, combining technical skills and deep intellectual exploration, to prepare thoughtful and capable leaders who will serve society and their professions.

bucknell.edu/management

GLOBAL & OFF-CAMPUS EDUCATION

Nearly half of Bucknell University students take part in an off-campus experience in one of the over 500 Bucknell University-approved programs around the world. Global & Off-campus Education helps students find, plan for and join in short-term to yearlong study abroad experiences.

bucknell.edu/GlobalEducation

BUCKNELL GOLF CLUB

Open to all students and family members, the Bucknell Golf Club is a semi-private golf club and the home course for the Bucknell men's and women's golf teams.

bucknell.edu/GolfClub

GRADUATE STUDIES

Bucknell provides an ideal setting for graduate students looking for intensive, personal educational and professional opportunities.

bucknell.edu/GradStudies

GRIOT INSTITUTE FOR THE STUDY OF BLACK LIVES & CULTURES

All Bucknell students are invited to participate in Griot programs, which include an annual opening drumming and dancing ceremony, African drumming lessons, reading groups, study abroad trips, an annual lecture series and class, and much more.

bucknell.edu/GriotInstitute

HOUSING SERVICES

Housing Services is responsible for all on-campus housing assignments and key access. Housing Services also facilitates the off-campus housing approval process.

bucknell.edu/housing

INFORMATION TECHNOLOGY (IT)

Bucknell provides a wide variety of technology and networking facilities in order to promote and support academic pursuits as well as the administrative and residential needs of students, faculty and staff. Library & Information Technology identifies, maintains and supports the technology and networking needs of the University.

bucknell.edu/IT

INTERPERSONAL VIOLENCE PREVENTION AND ADVOCACY COORDINATOR

The Interpersonal Violence Prevention and Advocacy Coordinator provides campuswide prevention education and confidential support and information regarding the medical, academic and legal options students may have related to incidents of sexual assault, stalking or relationship violence.

bucknell.edu/life-bucknell/health-wellness-safety/sexual-misconduct/speak-bucknell

INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)

ISSS provides immigration and employment-related advising for international students, cultural programming for the international and general campus, and also manages the Projects for Peace initiative. ISSS supports international students and works with campus partners toward campus internationalization.

bucknell.edu/ISSS

LESBIAN, GAY, BISEXUAL, TRANS* & QUEER (LGBTQ) RESOURCES

LGBTQ Resources provides support services, educational programming and resources to the Bucknell community regarding sexual and gender diversity.

bucknell.edu/LGBTQ

LOST & FOUND

A University-wide lost-and-found service is located at the Switchboard on the second floor of the Elaine Langone Center.

bucknell.edu/switchboard

MULTICULTURAL STUDENT SERVICES (MSS)

The mission of MSS is to provide advocacy, mentorship and support for students from racially underrepresented groups and cross-cultural learning opportunities for the entire campus community. Programs like the UnHerd workshop series, the Brawley Fund, Civil Rights Alternative spring break and T.E.A.M. Peer Mentoring Program offer leadership development, global literacy and civic engagement, as well as grants to support research and study abroad. MSS fosters a campus community that shares a mutual understanding and respect for all cultures.

bucknell.edu/MSS

OUTDOOR EDUCATION & LEADERSHIP (OEL)

OEL is an inclusive outdoor experiential program serving the Bucknell community by supporting learning, personal development and community development. OEL offers opportunities to explore the outdoors on guided excursions or individually through an equipment Rental Center. OEL also oversees the Bison Bikes free bicycle rental program.

bucknell.edu/OutdoorEducation

PUBLIC SAFETY

Public Safety maintains the safety of campus and provides information for the Bucknell community, including policies, parking management and emergency response information.

bucknell.edu/PublicSafety

REGISTRAR

The Registrar's Office maintains the accuracy and security of all student records, including academic transcripts and the issuing of diplomas, in accordance with University policy and the law.

bucknell.edu/registrar

RELIGIOUS & SPIRITUAL LIFE

The Office of Religious & Spiritual Life encompasses the Chaplains for the Protestant, Catholic, Jewish and Muslim communities. Regardless of a student's faith or spiritual tradition, the Chaplains support all members of the University community.

bucknell.edu/chaplains

RESIDENTIAL COLLEGES

The Residential Colleges are academically themed living- learning communities for first-year students.

bucknell.edu/ResColleges

RESIDENTIAL EDUCATION

With more than 100 Residential Advisers (RA), six full-time, live-in staff members, and an array of student leadership opportunities, Residential Education provides educational environments to enhance learning and develop community outside of the classroom.

[Residential Living Policy](http://bucknell.edu/ResEd)

bucknell.edu/ResEd

SAMEK ART MUSEUM

The Samek Art Museum creates meaningful encounters between artists, students, scholars, the public and works of art. The museum includes the Campus Gallery on the top floor of the Elaine Langone Center and the Downtown Gallery at 416 Market Street.

bucknell.edu/samek

7TH STREET STUDIO & MAKERSPACE

The 7th Street Studio & MakerSpace promotes creative opportunities for Bucknell students, faculty and staff by providing a range of art, design and craft-related programming.

bucknell.edu/7thStreetStudio

STUDENT AFFAIRS

The departments within the Division of Student Affairs are committed to the growth and development of each student as they engage in life outside the classroom.

bucknell.edu/StudentAffairs

STUDENT CONDUCT & CONFLICT RESOLUTION

Conflict and response are normal, healthy experiences of living and learning in community. Student Conduct works to transform conflicts, provides training and tools to work through discord, and promotes safety and accountability.

bucknell.edu/StudentConduct

STUDENT CLUBS AND ORGANIZATIONS

Bucknell provides students with a wide variety of opportunities to engage with their peers and campus life through more than 150 clubs and organizations.

bucknell.edu/StudentOrganizations

STUDENT MEDIA

There are many options for students to become involved with student media. Students can participate in a variety of ways including joining student organizations such as *The Bucknellian* (campus newspaper), *L'Agenda* (yearbook) and WVBU (campus streaming radio).

bucknell.edu/GetInformed

SWITCHBOARD & INFORMATION

Located on the second floor of the Elaine Langone Center, the University Switchboard connects incoming telephone calls, provides general information and serves as a lost and found.

bucknell.edu/switchboard

TITLE IX COORDINATOR

The University's Title IX Coordinator facilitates sexual misconduct prevention and education training and the University's response to reports of sexual misconduct, relationship violence and stalking. The Title IX Coordinator can answer questions and provide information concerning the University's policies and procedures, available resources and support services, and external criminal and legal options. Allegations of sexual misconduct, relationship violence and stalking may be reported directly to the Title IX Coordinator, who can advise about and conduct investigations into allegations of sexual misconduct, relationship violence and stalking.

bucknell.edu/titleIX

TRANSPORTATION & STUDENT TRANSIT

Daily shuttle service is offered on campus and throughout the Lewisburg area during the academic year. Shuttle service is also available during University breaks to nearby airports, train stations and bus stations. University breaks are the beginning and the end of fall and spring semesters, Fall Break, Thanksgiving Break and Spring Break.

bucknell.edu/shuttles

TEACHING & LEARNING CENTER

The Teaching & Learning Center provides support for students to work smarter. Student learning support programs are open to and free for all students. TLC Study Groups, led by trained peer facilitators, support weekly practice in many introductory courses, and TLC peer tutoring additionally supports some math and science subjects. Workshops, classroom support and individual consultations are also available.

bucknell.edu/TLC

WEIS CENTER FOR THE PERFORMING ARTS

The Weis Center is a 1,200-seat performance hall that is both architecturally striking and acoustically exceptional. For more than 35 years, the Weis Center has presented artists who are committed to doing their very best work for the University and Central Pennsylvania audiences. Each year, the Center presents more than 30 professional performances, including world music, classical, modern and world dance, Americana, jazz, and family discovery performances. Many performances are free.

bucknell.edu/WeisCenter

WRITING CENTER

Established to support Bucknell's Writing Across the Curriculum Program, the Writing Center encourages writing as a process of creating and communicating knowledge and seeks to generate active learning, primarily by facilitating talk among thoughtful and supportive fellow writers.

bucknell.edu/WritingCenter

III. STUDENT CODE OF CONDUCT

The Code of Conduct is established in the Statement of Community Responsibility. The Office of Student Conduct & Conflict Resolution is responsible to uphold the statement through a spectrum model of conflict resolution strategies.

The full [Student Code of Conduct](#) is available through the University's policy library, PolicyStat.

STATEMENT OF COMMUNITY RESPONSIBILITY

- Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of respect and integrity in all areas.
- Every student who accepts the invitation to join the Bucknell University community commits to the following Statement of Community Responsibility:
 - We are a community of learners who value personal and intellectual honesty. Our actions reflect maturity, social responsibility and respect toward others.
 - We value individual differences and will not tolerate harassment or discrimination. Our actions show respect for our own health and well-being.
 - We honor Bucknell by upholding the policies that support our community standards.

All Bucknell students are expected to:

- Read and understand the Student Code of Conduct. Lack of familiarity with conduct expectations will not excuse misconduct; and,
- Fully cooperate in investigations and provide complete, accurate and truthful information and any potentially relevant documentation; and,
- Participate in the Conduct Process when called upon and provide truthful and complete information upon request.

THE STUDENT CONDUCT PROCESS

Student Conduct & Conflict Resolution (SCCR), a part of the Dean of Students Office, oversees the student conduct process. The conduct process is initiated when SCCR receives a referral. A referral may concern an individual student or a student group.

SCCR RECEIVES AND REVIEWS THE REFERRAL.

If a reasonable basis to indicate a violation of University policy is identified, SCCR sends the student(s) an electronic Notice of Reported Violations letter that includes a summary of the reported misconduct, related sections of the code that may have been violated, and the date and time of the resolution process meeting. Depending on the severity of the violation, either a Community Standards meeting or a Formal Review will be scheduled.

COMMUNITY STANDARDS MEETING PROCESS

- For minor incidents (lower severity, no pattern of behavior).
- SCCR staff and the student discuss the report and the student's perspective.

IF THE STUDENT IS FOUND NOT RESPONSIBLE

SCCR finds it is not more likely than not that the student violated University policy. Student receives an outcome letter indicating the student is not responsible. No further action needed.

IF THE STUDENT IS FOUND RESPONSIBLE

SCCR finds it is more likely than not that the student violated University policy. Student receives an outcome letter with requirements for learning and to remedy the behavior. Findings and outcomes are final and without appeal. Suspension, expulsion and withholding of a degree are not outcomes of the Community Standards process.

FORMAL REVIEW PROCESS

- Formal Reviews are overseen by either an Administrative Review or Community Conduct Board.
- For incidents involving higher severity, a pattern of behavior, or the possibility of suspension, expulsion or degree-withholding.
- Formal Reviews proceed in the following order: Introductions, presentation of alleged violations, opening statement by the student, presentation of information and questions, student's presentation and questions, closing statement by the student.

IF THE STUDENT IS FOUND NOT RESPONSIBLE

SCCR finds it is not more likely than not that the student violated University policy. Student receives an outcome letter indicating the student is not responsible. No further action needed.

IF THE STUDENT IS FOUND RESPONSIBLE

SCCR finds it is more likely than not that the student violated University policy. Student receives an outcome letter with requirements for learning and to remedy the behavior. Outcomes may include suspension, expulsion or withholding of a degree.

NON-EXPULSION APPEAL PROCESS

The student may submit a written appeal to the dean of students within five business days if:

- There is new information that was unavailable at the time of the decision, or
- A procedural error may have occurred, or
- The outcome is disproportionate to the finding.

The Dean of Students will review and respond to the written appeal.

EXPULSION APPEAL PROCESS

For an outcome of expulsion, the student may submit an additional written appeal to the president within three business days if:

- There is new information unavailable at the time of the decision, or
- A procedural error may have occurred, or
- The outcome is disproportionate to the finding.

The president will review and respond to the written appeal.

RIGHTS AND RESPONSIBILITIES

If you have been referred to Student Conduct & Conflict Resolution, you have the following rights and responsibilities:

- You can be accompanied by an adviser, the role of which is detailed in the Student Code of Conduct, to meetings throughout the conduct process.
- Information about your case, as part of your student record, is protected under FERPA. If you wish to grant access to your record, e.g., to a family member, you must sign a waiver to grant such access.
- You may view documents related to your case (e.g., reports from Public Safety). You can request these in writing from the Office of the Dean of Students.
- Your honest account of the situation will be given full consideration by SCCR staff. A decision about responsibility will not be made until you have an opportunity to be heard.
- If you fail to appear for a scheduled meeting or otherwise do not participate in the process, the process will continue and findings may be made in your absence.
- If you have a disability that necessitates assistance in the student conduct or appeals process, you may seek assistance and request reasonable accommodation through the Office of Accessibility Resources.
- It is your responsibility to educate yourself on expectations for being a University community member, including steps to resolve alleged misconduct, by reading the Student Code of Conduct or requesting information from SCCR.

IV. RESIDENTIAL LIVING POLICY

Bucknell University is a residential campus and provides a residential experience for enrolled undergraduate students. The residential living environment, which includes residence halls, affinity housing, and fraternity and sorority housing, is designed to foster a community in which students form lasting relationships and develop as individuals throughout the collegiate experience. All students residing in Bucknell University housing are expected to treat each other, their staff and their building with respect and courtesy. Bucknell University strongly believes that the residential setting is home to students' foundational learning, growth and development. The impact of residential living on the development of critical thinking, strong leadership and intellectual exploration is grounded in research and is the driving force behind our philosophy of providing students with a variety of on-campus living options during their four years as an undergraduate at Bucknell.

The full [Residential Living Policy](#) is available through the University's policy library, PolicyStat.

V. POLICY ON WITHDRAWAL, LEAVE OF ABSENCE AND REINSTATEMENT

There are several reasons why a student may be separated from the University. The forms of separation recognized by the University include two general categories, Withdrawal and Leave of Absence, with the former denoting that the student does not intend to return to Bucknell and the latter that the student does intend to return to complete their degree requirements.

Full policies and procedures for withdrawal, leave of absence and reinstatement are available in the [Course Catalog](#).

VI. STUDENT GROUPS AND ORGANIZATIONS POLICIES

Student groups and organizations are responsible for following all policies outlined in the Student Handbook. The following policies are especially important for student groups and organizations.

RECOGNITION OF BUCKNELL STUDENT GOVERNMENT (BSG) AND DEPARTMENT-SPONSORED STUDENT ORGANIZATIONS

Student groups that have achieved the status of a recognized student organization under BSG and department-sponsored student groups are eligible to reserve University facilities and equipment, and have their events included in the campus calendar. (An exception is made when a group is holding an interest meeting to apply for recognition.) Recognition of new student organizations is the responsibility of BSG in conjunction with University staff. Students seeking club recognition should visit getinvolved.bucknell.edu/organizations to begin the registration process. Those recognized through BSG may seek financial support by applying for a BSG annual budget.

Current recognized student organizations are required to apply for re-recognition on an annual basis. Groups and organizations not recognized by the University are not permitted. Individuals or groups violating this policy are held accountable through the Student Code of Conduct. Charges could include, but are not limited to: failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures.

When a group is reported for misconduct, the group may be asked to participate in one or more of the following, based on information in the report or investigation:

- If the report or investigation indicates a group may have violated University policy, staff from the Office of Student Conduct will communicate about next steps to resolve the report under the Student Code of Conduct.

- If the report or investigation indicates a group may have violated expectations specific to fraternity and sorority chapters, staff from the Office of Fraternity & Sorority Affairs will communicate with group leadership about a resolution plan.
- If the report or investigation indicates a group may have violated its national bylaws, staff from the group's national organization will communicate with group leadership about next steps.

University Adviser Requirement

Student organizations are required by BSG and the University to have an adviser, who is a full-time, exempt member either of the faculty or professional staff. Faculty on sabbatical are not eligible to serve as an adviser during their leave. The University has adopted and makes available a statement concerning the role of individuals who serve as advisers to student organizations.

Participation in Co-curricular Activities

Because co-curricular activities are funded primarily by undergraduate student activity 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 BSG or by a department.

Budgeting Process

Once an organization has been recognized by BSG, the organization will be funded based on the type of organization and established criteria. For funding and budget information, students should go to <https://getinvolved.bucknell.edu> and see the campus links for resources. To submit a budget, students should email bsg.cfo@bucknell.edu. More information can be found in the INvolvement Network, including budgeting information and BSG Finance Committee Guidelines.

Fraternities and Sororities

Bucknell's fraternities and sororities must be affiliated with a national or international organization and recognized by one of the following: Interfraternity (IFC), Panhellenic (PHC), National Pan-Hellenic (NPHC) or National Multicultural Governing Councils (NMGC). Groups or organizations not recognized by the University are prohibited, including organizations who have lost their charter or been suspended by their national organization, alumni board or the University, including if they operate under a different name. Individuals violating this policy are held accountable through the Student Code of Conduct.

Charges could include but are not limited to: failure to comply, providing false information, and/or violation of institutional policy, regulations and/or procedures. Chapters hosting activities or events, whether located in a privately-owned or University-owned fraternity house or at an off-campus location, must register their event with the Office of Fraternity & Sorority Affairs and abide by University policy.

SCHEDULING EVENTS — APPROVALS AND PROTOCOLS

All functions sponsored by any recognized student organizations or department-sponsored student groups and held either on or off campus must be registered and scheduled with the Events Management Office according to established guidelines and policies. These events may then be included on the Campus Events Calendar for added publicity. Student organizations planning semester activities must consult the Events Management Office before securing a date. In scheduling events, student organizations should consider whether the event would conflict with major University programs such as Fall Fest, Fall/Spring Concert, Center Stage, Bison Sound, the Diversity Summit, Christy's, the Bucknell Forum and Student Lectureship speaker.

Scheduling Events and Activities

1. To schedule an event, groups must complete the online Event Request Form accessed in myBucknell under "Make a Reservation."
2. A social event may last for a maximum of four hours. Inquiries regarding exceptions may be directed to the Office of the Dean of Students.
3. All members of a group or organization sponsoring an activity are responsible for controlling the safety and security of the event and the facility. Security must be present at events where alcohol is available, at events publicized to the public, or where invitations have been extended to external organizations.
4. Should an incident occur at any event, the student group or organization sponsoring the activity must immediately notify Public Safety and provide information to assist Public Safety officers with the situation. Student groups violating this policy may be held accountable through the Student Code of Conduct.

Events requiring registration include closed functions with members/alumni only and those with invited guests, including, but not limited to, dates, friends, parents/relatives and nonaffiliated students.

Capacity of Facility

Student groups and organizations hosting events 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.

Nonresidential Facility/Outdoor Approval

An activity planned to occur in a nonresidential University building must follow established policies and may require the approval of the department responsible for the building or property. All events require the approval of the organization's adviser, and must be scheduled with the Events Management office by completing the online event request form accessed in myBucknell under "Make a Reservation" a minimum of five business days prior to the requested date. Outdoor events must have the approval of Events Management and the Office of the Dean of Students. All events requesting alcohol must seek advanced approval by the Office of the Dean of Students by noon on the Wednesday preceding the weekend of the activity.

Forrest D. Brown Conference Center at Cowan

An activity to be held on the grounds or in the Forrest D. Brown Conference Center at Cowan must be registered with the Events Management office by completing an online Cowan Request Form accessed in myBucknell under "Make a Reservation" at least 10 class days in advance of the scheduled date of the activity. Alcohol is not permitted anywhere at the conference center or the grounds.

Challenge Course/Climbing Wall

Any activity held at the Challenge Course and/or Climbing Wall must be scheduled with the Director of Outdoor Education & Leadership. The Outdoor Education & Leadership team will work in conjunction with the club or organization and the Events Management office to execute the event according to the group's needs.

MacDonald Commons Building

Spaces within the MacDonald Commons building are available for students to reserve by completing the online MacDonald Commons Request form in myBucknell under "Make a Reservation."

Lewisburg Borough Rentals (Hufnagle Park, Lewisburg Area Recreation Park)

All activities sponsored by BSG-recognized student organizations held in spaces under the control of the Borough of Lewisburg should be scheduled through the borough and the Events Management office. Clubs and organizations must follow borough, state and University policies. Alcohol is prohibited.

The following listing provides specific guidelines regarding time frame, amplified sound and the serving of alcohol for a variety of campus venues.

MACDONALD COMMONS: Timeframe (Maximum of 4 Hours)

Sunday–Thursday: 5 p.m. until midnight

- Amplified Sound: Until midnight
- Location Vacated: Midnight
- Alcohol Permitted with approval: YES. See alcohol policy.

Friday & Saturday: 5 p.m. until 2 a.m.

- Amplified Sound: Until 2 a.m.
- Location Vacated: 2 a.m.
- Alcohol Permitted with approval: YES. See alcohol policy.

AFFINITY HOUSES: Timeframe (Maximum of 4 Hours)

Sunday: Noon until midnight

- Amplified Sound: Until 10 p.m.
- Location Vacated: Midnight
- No Alcohol Permitted

Monday–Thursday: 5 p.m. until midnight

- Amplified Sound: Until 10 p.m.
- Location Vacated: Midnight
- No Alcohol Permitted

Friday: 5 p.m. until 2 a.m.

- Amplified Sound: Until 2 a.m.
- Location Vacated: 2 a.m.
- No Alcohol Permitted

Saturday: Noon until 2 a.m.

- Amplified Sound: Until 2 a.m.
- Location Vacated: 2 a.m.
- No Alcohol Permitted

OUTDOOR VENUES:

Timeframe (Maximum of 4 Hours, exceptions may be granted by the Dean of Students.)

Sunday: Noon until midnight

- Amplified Sound: Until 10 p.m.
- Location Vacated: 1 a.m.
- No Alcohol Permitted

Monday–Thursday: 5 p.m. until 1 a.m.

- Amplified Sound: Until 10 p.m.
- Location Vacated: 1 a.m.
- No Alcohol Permitted

Friday: 5 p.m. until 1 a.m.

- Amplified Sound: Until 10 p.m.
- Location Vacated: 1 a.m.
- No Alcohol Permitted

Saturday: Noon until 1 a.m.

- Amplified Sound: Until 10 p.m.
- Location Vacated: 1 a.m.
- No Alcohol Permitted

**FRATERNITY FACILITIES, ELAINE LANGONE CENTER (ELC),
KENNETH LANGONE ATHLETIC & RECREATION CENTER (KLARC) AND UPTOWN:**

Timeframe (Maximum of 4 Hours)

Sunday: Noon until midnight

- Amplified Sound: 10 p.m.
- Location Vacated: Midnight
- No Alcohol Permitted

Monday – Saturday: 5 p.m. until midnight

- Amplified Sound: 10 p.m.
- Location Vacated: Midnight
- No Alcohol Permitted

**CONTRACTING WITH THIRD PARTIES FOR EVENTS ON CAMPUS OR BUCKNELL-SUPPORTED EVENTS
OFF CAMPUS**

No student or group of students may negotiate, prepare or sign a contract committing any University resources, including but not limited to funds or space, without appropriate authorization. Approved student groups, which for purposes of this section include those formally recognized by Campus Activities & Programs, Fraternity & Sorority Affairs, and/or the Division of Athletics, may investigate the availability of speakers and entertainers and explore costs, but may not request a contract or commit to any oral or written agreement calling for the commitment of University resources without approval from the appropriate governing office listed above.

The use of University space in connection with a contracted service or activity must be approved by the Events Management office prior to execution of any contract.

Email capcenter@bucknell.edu for additional information.

STUDENT EVENTS WITH ALCOHOL

If a student group or organization wishes to request alcohol at an event, the following approvals must be obtained. Please note that additional requirements may apply based on the type and location of the event.

- Appropriate forms must be completed through the Events Management office. Contact Events Management, ELC 219, to begin the process. Any event requesting to have alcohol must be approved and registered with the Office of the Dean of Students.
- A social event with alcohol may last for a maximum of four hours.
- The service of alcohol must conclude 30 minutes before the end of all events. Additional limitations may apply to specific locations.
- 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 during each hour of the event.
- Alcohol may only be dispensed by those individuals who have successfully completed University training. The trained bartender must be 21 years of age or older and may be a current student and/or a member of the organization sponsoring the social activity.
- Approved events with alcohol are required to have licensed security monitors present at all times to ensure University policies are followed. 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 an underaged Bucknell undergraduate is a valid BUID card. Bucknell students who are 21 or older and wish to consume alcohol must present a valid BUID card and a valid driver’s license or other approved photo ID card.
- Possession of, or serving of alcohol from, a common source (e.g., kegs, barrels, pails, punch bowls, etc.) on campus, except when expressly authorized at on-campus events, is prohibited. The use of hard and grain alcohol is also prohibited.
- University funds (i.e., student activity fee allocations or BSG allocations) may not be used at any time to purchase or provide alcohol.

Intoxicated individuals will not be served alcohol. Those arriving in an intoxicated condition, even if of legal age, will be denied entrance and may be subject to the Student Code of Conduct. Underage individuals possessing or consuming alcohol will be held accountable via the Student Code of Conduct process. Student groups and organizations may not sell alcoholic beverages. Student groups or organizations holding events where alcohol is provided are not permitted to charge admission to the event without prior approval from the Office of the Dean of Students.

UPTOWN REGISTERS

In an effort to create more gathering and social opportunities for student organizations, each semester Uptown holds select dates to be reserved for a registered event. To reserve Uptown, email capcenter@bucknell.edu. During the event, the organization must have one member designated as the point person for the duration of the event. The sponsoring organization will be responsible for the event, including misconduct and damages.

TAILGATING

Student tailgating is permitted for home football games. For information about the policies and procedures and how to reserve a spot at home games, please contact Todd Newcomb, associate director of athletics, director of the Bison Club, at tnewcomb@bucknell.edu.

SECURITY AT EVENTS

To ensure meaningful campus activities and social climates that help provide safe environments, all campus events must be appropriately scheduled with proper approvals. The approving office (Events Management, Fraternity & Sorority Affairs, Campus Activities & Programs, Residential Education or the Weis Center), based on the details of the event (size, location, etc.), will determine whether Public Safety officers are needed to provide security for the event.

INSURANCE/INDEMNIFICATION

Bucknell University requires all contracted outside individuals and entities (including, but not limited to, musical artists, performers and speakers) to sign Bucknell's "Indemnification/Insurance Rider." Said riders shall become part of the contract. Bucknell's Indemnification/Insurance Rider can be obtained by contacting the Office of Campus Activities & Programs.

TICKETED EVENTS

Any ticketed Bucknell event held in a University venue must coordinate with the Campus Box Office in the Weis Center and the Events Management office.

To have an event created in the Campus Box Office system, first, schedule your event with the Events Management office. Events Management will then share your event information with the Campus Box Office. You will be contacted by the Campus Box Office once a sample ticket has been created for your event.

Groups/departments are not permitted to print their own tickets. All tickets will be sold through the Campus Box Office (Weis Center and Campus Activities & Programs sales windows). Tickets will also be available for purchase online through the Campus Box Office website. Please plan to schedule your event at least two weeks prior to the event.

EXCEPTION: If you wish to sell admission at the door, arrangements can be made ahead of time with the Campus Box Office for a QR code to be scanned for at-the-door sales for all admission purchases. All groups are responsible for final ticket and cash reconciliation with the Campus Box Office manager within two days of the event.

Groups can promote events in numerous ways on campus. For marketing and promotion ideas, groups should utilize the Campus Activities & Programs resources. Tables are available for student organizations to promote events and sell products and should be scheduled through the Events Management office.

SALES, FUNDRAISING AND PROMOTIONS

The Sales, Fundraising and Promotions policy ensures that fundraising, promotions, and the sale of goods and services by students, student organizations, athletic teams, departments, programs, faculty, staff, and other approved members or affiliates of the Bucknell community are aligned with the University's mission and status as a tax-exempt nonprofit institution of higher education.

No student or recognized student organization may propose, request or enter into a contract or agreement that obligates the University (including a recognized student organization funded by or operating in the name of the University) to take or permit any action, or commits any University funds. This includes fundraising in Bucknell's name in partnership with any entity without the written approval of the University.

Additionally, no recognized student organization, including fraternity and sorority chapters recognized at Bucknell, may solicit support from Lewisburg businesses and/or the Lewisburg Downtown Partnership without approval through the Office of Events Management, allowing the University to avoid multiple contemporaneous requests of the same entity, coordinate efforts, and ensure there is no conflict with existing University commitments/agreements. Any such activity conducted on campus, or in the name of or to benefit Bucknell University (including student organizations and University departments), regardless of whether for profit or not for profit, must comply with this policy.

Bucknell's Office of Events Management is responsible for the administration of the policy. All sales, fundraising and promotional activity must be registered with and approved by Events Management.

Students should refer to the Sales, Fundraising and Promotions Policy found online under the Quick Links and Policies section in myBucknell or contact the Events Management office for more information at reservations@bucknell.edu.

Table in ELC Mall:

Tables must be clearly marked to identify the sponsoring organization during sales and promotions. Tables are issued for a maximum of five days. One table and two chairs will be provided. The University reserves the right to immediately cancel a table reservation if procedures are not properly followed. Details regarding sales and promotions can be found in the Office of Events Management.

UNIVERSITY VEHICLES

A limited number of University vehicles are available for official University business. 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. Students are not allowed to use University vehicles for personal internships, research, volunteerism, employment or employment interviews.

Only BSG-recognized student organizations or clubs (with BSG approval for funding) and intramural and club sports teams may use University vehicles. Student organizations, clubs and teams must have BSG/Recreation Services recognition with an official club or student organization account.

- a. All trips must be approved in writing by the student organization's adviser and the director of Campus Activities & Programs or, in the case of intramural or club sports, by the director of Recreation Services. No vehicle will be released without these approvals.
- b. Organizations using a vehicle for an overnight trip must provide written confirmation that they will be accompanied by an exempt University faculty or staff member. This person must be an employee of the University, but not an undergraduate or other student. A director of the Events Management office and/or the Risk Manager must approve overnight trips using University vehicles.

- c. No student club/organization trip may exceed 300 miles, one way. No driver may exceed driving 300 miles or seven hours a day, whichever occurs first. Organizations traveling 200 or more miles one way must obtain the approval of a director of the Events Management office and/or the Risk Manager.
- d. Organizations or clubs requiring more than three minivans or two omnibuses should contract the use of a private bus contractor. Students should refer to the Transportation Policy found online under Forms and Policies in myBucknell or contact Transportation Services at 570-577-3785.

VII. UNIVERSITY POLICIES AND REGULATIONS

Many policies and regulations, which are continually amended, are incorporated as a part of this handbook. The descriptions below are current as of the publication of this handbook. Review the source documents cited below, including any links provided, for the most up-to-date version of the policies.

ANIMALS ON CAMPUS AND IN CAMPUS BUILDINGS

When a report is made to Bucknell University Public Safety regarding an animal on campus or in a campus building, the Animals on Campus Policy will be reviewed and followed. The [Animals on Campus Policy](#) is available through the University's policy library, PolicyStat. The Service and Emotional Support Animal Policy can be accessed via the Office of Accessibility Resources webpage, bucknell.edu/accessibility.

BUCKNELL IDENTIFICATION (BUID) USE POLICY

The Bucknell University Identification (BUID) is the official photo identification of Bucknell University. The BUID is created and managed by Card Services. Use of a BUID signifies agreement with the conditions set forth in this document for all users, including but not limited to students, University employees, dependents and spouses of University employees, and contractors. BUID Cards become invalid upon termination of affiliation with Bucknell University.

A. Access

Depending on the cardholder's relationship to the University, the Bucknell University ID (BUID) can be used for functions that include door/building access, event access, entrance to athletic events and the KLARC, meal plans, Dining Dollars, Campus Dollars, Plus Dollars, library privileges, laundry access, campus printing and charging privileges (B-bill). Card access to buildings is turned off during breaks unless students are registered to remain on campus during the break period.

Only the cardholder may present a BUID for purchases, access and other privileges. BUIDs are nontransferrable and will be confiscated if found in the possession of another person. Under no circumstances should you loan your BUID to another individual. Using someone else's BUID for any reason may result in loss of card access privileges.

B. Card Care

It is the responsibility of the cardholder to prevent theft or loss of their BUID. The University is not liable for lost or stolen cards, and cardholders are responsible for transactions resulting from the loss or theft of their card. A \$50.00 replacement fee will be issued for lost, stolen or damaged cards.

It is the responsibility of the cardholder to maintain their BUID. A BUID may contain a proximity (RFID) chip, bar code and/or magnetic strip. Storing your card in a protective case, for example, will limit the risk of damage to the magnetic strip and RFID tag within your card. If the ID is non-functioning as the result of normal use caused by swiping the card through authorized equipment, Card Services will replace it at no charge. The nonfunctioning card must be surrendered. At any given time, an individual may only have one active BUID card. When an individual legally changes their name, the University will not charge for the replacement.

Lost or stolen cards should be reported immediately by phone or in person to Public Safety so that the card can be deactivated. Public Safety can also issue temporary BUIDs for door access. If the card is found or recovered, the cardholder can reactivate the BUID at Public Safety. To prevent fraud, BUIDs will not be reactivated over the phone.

C. Use of BUID for Meal Plans and Bucknell Spending Accounts

The BUID is the only means of accessing a participant's Campus Dollars, Dining Dollars, Plus Dollars and/or dining plan funds and as such must be presented at the time of purchase. The BUID card acts as a stored value account. Meal plans, Dining Dollars, Plus Dollars and Campus Dollars are for the exclusive use of the cardholder. Guest swipes are available based on selected meal plans and can be used where the cardholder is present. Please see <https://www.bucknell.edu/life-bucknell/housing-dining/dining/meal-plans-dining-options> for a full description of meal plan options.

Bucknell has an off-campus program for local participating merchants to accept Campus Dollars and Plus Dollars. The purchase of alcohol, tobacco, lottery tickets, money orders, gift cards, firearms/ammunition and professional services with Campus Dollars, Plus Dollars is strictly prohibited. Bucknell University is not responsible for the refusal to accept or honor the BUID card by any of the off-campus participating establishments.

Upon termination of affiliation with Bucknell University, all accounts will be closed automatically and funds will no longer be available. Any remaining Campus Dollars will be transferred to the individual's B-bill account. All refunds must be requested via the online form in myBucknell to the Bursar's Office. All outstanding balances on the student's B-bill account must be satisfied prior to a refund being processed.

D. Disclosure of Information

Bucknell reserves the right to access information at any time pertaining to cardholders' access or attempted access of doors and facilities. Information about a patron's account usage will only be disclosed to third parties (a) where it is necessary for completing transfers, (b) in order to comply with government subpoena or court orders, or (c) if the patron has included the third party on a FERPA waiver. Personal information is kept secure and confidential.

FILM LICENSE

The Office of Campus Activities & Programs, with support from Bucknell Student Government, purchases a Public Performance Film License that permits the use of films for feature movie showings on campus and complies with the U.S. Copyright Law (Public Law 94-553). This law prohibits the use of films rented or purchased for personal use to be shown publicly. Purchased films can be shown publicly if the purchase price included coverage under the Copyright Law.

Films marked "Public Domain" 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 film license.

Films need to be ordered at least two weeks in advance through the Office of Campus Activities & Programs, 47 Elaine Langone Center. For more information, contact Campus Activities & Programs at capcenter@bucknell.edu.

HEALTH INSURANCE REQUIREMENT

All full-time undergraduate students (taking three or more classes) and all full-time graduate students (those in a degree-seeking program and taking two or more courses per semester) attending Bucknell University must have sufficient health insurance coverage. This requirement can be met by the student providing proof of existing coverage or by the student enrolling in a third-party plan facilitated by the University. Failure to affirmatively waive out of the University-facilitated plan each year will result in a student being charged for enrollment in that plan.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) limits the information that the University can share with third parties, including parents, unless the student has completed a waiver available online. FERPA also permits exceptions for when the University may disclose information without a student's permission. For example, Bucknell may release certain information in a health or safety emergency, and also may disclose to a parent a student's violation of any federal, state or local law, or University policy, governing the use or possession of alcohol or controlled substances if the student is under the age of 21 at the time of disclosure. Please visit bucknell.edu/FERPA for additional information.

UNIVERSITY NAME, SEAL AND TRADEMARKS

Items bearing any of the Bucknell University trademarks may not be manufactured, sold or otherwise distributed without proper approvals. The University's trademarks include "Bucknell," "Bucknell University," the "split-B," "Bucknell Bison," and the several configurations of the Bison. Individuals should consult with the Events Management office prior to such manufacture, sale or distribution, which will seek approval from the Office of General Counsel and/or Division of Athletics, as appropriate. The decision of the General Counsel or their designee shall be final with regard to such approvals and requests. In addition:

1. 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.
2. All uses of the University name, seal or logo must follow Bucknell's visual identity and style guidelines, which are available on the University website.
3. The Bucknell seal is the copyrighted property of the University and is to be used only for official University purposes. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel, through the Events Management office. Printed reproductions of the seal may be used on official publications or stationery, with the approval of the Division of Marketing & Communications.
4. 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 Marketing & Communications with the approval of the President.