

# TABLE OF CONTENTS

## Volume VII

### Student Handbook

7.0	Student Policies and Procedures
7.1	Policy of Non-Discrimination, and Affirmative Action
7.2	Student Rights and Responsibilities
7.2.1	Article I: Discrimination
7.2.2	Article II: Governance
7.2.3	Article III: Curriculum Revision
7.2.4	Article IV: Teacher-Student Relationships
7.2.5	Article V: Improper Disclosure of Information
7.2.6	Article VI: Student Conduct
7.2.7	Article VII: Off-Campus
7.2.8	Article VIII: Private Persons and Citizens
7.2.9	Article IX: Expression
7.2.10	Article X: Association
7.2.11	Article XI: In the Classroom
7.2.12	Article XII: Speakers and Topics
7.2.13	Article XIII: Student Expression and the Common Good
7.2.14	Article XIV: Communications
7.3	Family Educational Rights and Privacy Act (Public Law 93-380)
7.3.1	Notification of Rights and Procedures
7.4	Student Academic Freedom and Fair Classroom Procedure
7.5	Student Academic Grievance Policy Scope and Purpose
7.5.1	Scope and Purpose
7.5.2	General Guidelines
7.5.3	Informal Resolution Phase
7.5.4	Formal Resolution Phase
7.6	Code of Academic Integrity
7.6.1	Forms of Academic Dishonesty
7.6.1.1	Plagiarism
7.6.1.2	Fabrication
7.6.1.3	Cheating
7.6.1.4	Academic Misconduct
7.6.2	Procedure
7.6.2.1	Informal Procedure
7.6.2.2	Formal Procedure
7.6.2.3	Academic Dishonesty Sanctions
7.6.2.4	Review and Expunging of Records
7.6.3	Policy on Professional Integrity
7.6.4	Sources
7.7	Harassment, Sexual Harassment, Discrimination, and Consensual

- Relationships
- 7.7.1 Gannon Prohibitions against Harassment and Unlawful Discrimination
  - 7.7.1.1 Harassment
    - 7.7.1.2 Sexual Harassment
    - 7.7.1.3 Discrimination
    - 7.7.1.4 Consequences
    - 7.7.1.5 Harassment Complaint Resolution Procedures
    - 7.7.1.6 Steps for Making a Complaint
    - 7.7.1.7 Appeals
    - 7.7.1.8 Anti-Retaliation Statement
    - 7.7.1.9 Harassment Prevention Officer
  - 7.7.2 Consensual Relations
- 7.8 Pastoral Statement to Gannon Community: Sexuality as God’s Gift and Our Response to Gay and Lesbian Student Concerns
  - 7.8. Introduction
    - 7.8.2 A Pastoral Imperative
    - 7.8.3 Gannon’s Commitment to Action
- 7.9 Code of Conduct for Information Technology Use at Gannon University
  - 7.9.1 Introduction
    - 7.9.2 Acceptable Use - General Statement
    - 7.9.3 Prohibitions
    - 7.9.4 Obligations
    - 7.9.5 Privacy
  - 7.10 Drug Free Schools Policy
    - 7.10.1 Student Assistance Program
    - 7.10.2 Drug-free Schools and Communities Act of 1989
    - 7.10.3 Drug-free Workplace Act of 1988
    - 7.10.4 Legal Information
  - 7.11 University Regulations
    - 7.11.1 Gannon Philosophy
    - 7.11.2 Behavior Specific Policies
      - 7.11.2.1 Alcohol
      - 7.11.2.2 Controlled Drugs
      - 7.11.2.3 Disrespect/Non-compliance
      - 7.11.2.4 Disorderly Dissent/Protest
      - 7.11.2.5 Gambling
      - 7.11.2.6 Guests
      - 7.11.2.7 Harassment/Violence
      - 7.11.2.8 Hazing
      - 7.11.2.9 Personal Conduct
        - 7.11.2.10 Rape/Attempted Rape/Sexual Assault
        - 7.11.2.11 Solicitation
        - 7.11.2.12 Tobacco Policy

- 7.11.2.12.1 General Prohibition
- 7.11.2.12.2 Enforcement
- 7.11.2.13 Theft
- 7.11.2.14 Vandalism
- 7.11.2.15 Unauthorized Entry
- 7.11.2.16 Wrongful Utilization of Goods, Services, or Information
- 7.11.3 Withdrawal Policy
  - 7.11.3.1 Involuntary Administrative Withdrawal
  - 7.11.3.2 Immediate Action
  - 7.11.3.3 Review
  - 7.11.3.4 Final Disposition
  - 7.11.3.5 Right of Appeal
- 7.11.4 Disciplinary Procedures
- 7.11.5 Disciplinary Sanctions
  - 7.11.5.1 Minor Infractions/Violations
    - 7.11.5.1.1 Fines
    - 7.11.5.1.2 Service Hours
    - 7.11.5.1.3 Campus Hours
    - 7.11.5.1.4 Education
    - 7.11.5.1.5 Restitution
    - 7.11.5.1.6 Group Sanctions
    - 7.11.5.1.7 Mandatory Assessment
    - 7.11.5.1.8 Personal Counseling
    - 7.11.5.1.9 Restriction
    - 7.11.5.1.10 University Housing Transfer
    - 7.11.5.1.11 Combined Sanctions
    - 7.11.5.1.12 Official Warning
    - 7.11.5.1.13 Official Probation
  - 7.11.5.2 Major Infractions/Violations
    - 7.11.5.2.1 Dismissal from University Housing
    - 7.11.5.2.2 Suspension
    - 7.11.5.2.3 Expulsion
- 7.11.6 Committee on Student Conduct
  - 7.11.6.1 Structure of the Student Conduct Committee
    - 7.11.6.1.1 Membership
    - 7.11.6.1.2 Chairperson
  - 7.11.6.2 Function of the Student Conduct Committee
  - 7.11.6.3 Procedures
  - 7.11.6.4 Appeal Procedures
  - 7.11.6.5 Appeals by Organizations
- 7.12 Residence Life Regulations and Information
  - 7.12.1 Copy Machines
  - 7.12.2 Damages

- 7.12.3 Dining Services
- 7.12.4 Electrical Appliances/Furniture/Other Materials and Items
- 7.12.5 Fire
- 7.12.5.1 Fire Equipment
- 7.12.6 Freshman Hours
- 7.12.7 Furniture
- 7.12.8 Housing Commitment Agreement 7.12.9 Health Insurance
- 7.12.10 Housing Refund Policy
- 7.12.11 Incense and Candles
- 7.12.12 Keys
- 7.12.12.1 Lockouts
- 7.12.13 Laundry
- 7.12.14 Loss of Personal Property
- 7.12.15 Mail
- 7.12.16 Motor Bikes/Bicycles
- 7.12.17 Over 21-Rules
- 7.12.18 Parking
- 7.12.19 Pets
- 7.12.20 Phone Service
- 7.12.21 Quiet Hours
- 7.12.22 Recreation Sports and Activities
- 7.12.23 Room/Apartment Condition and Security Deposits
- 7.12.24 Room/Apartment Inspection
- 7.12.25 Room Decorations
- 7.12.26 Roommate Conflicts
- 7.12.27 Room Occupancy
- 7.12.28 Room/Apartment Responsibilities
- 7.12.29 Sound Amplification
- 7.12.30 Vending
- 7.12.31 Visitation Policy
- 7.12.31.1 Residence Hall Visiting Hours
- 7.12.31.2 Apartment Visiting Hours
- 7.12.32 Weapons/Explosives/Firearms
- 7.13 Services and Facilities
- 7.13.1 Alumni Services
- 7.13.2 Athletics
- 7.13.3 C.A.A.P. – ACT 101
- 7.13.4 Career Development and Employment Services
- 7.13.5 Center for Experiential Education
- 7.13.6 Center for Adult Learning
- 7.13.7 Counseling Services
- 7.13.8 Dining Services
- 7.13.9 Financial Aid

- 7.13.10 Health Center
  - 7.13.10.1 Mandatory Meningitis Vaccine Policy
  - 7.13.10.2 Medical Excuse Policy
- 7.13.11 Identification Cards
- 7.13.12 The Nash Library
- 7.13.13 Lost and Found
- 7.13.14 Mail
- 7.13.15 New Student Services
- 7.13.16 Office of Commuter Life
- 7.13.17 Office of the University Chaplain
  - 7.13.17.1 Campus Ministry Office
  - 7.13.17.2 Center for Social Concerns
  - 7.13.17.3 Service Learning
- 7.13.18 Office of Veteran Affairs
- 7.13.19 Registrar
- 7.13.20 Recreation and Intramurals – Carneval Athletic Pavilion
- 7.13.21 Returning to Education Adult Program (REAP)
- 7.13.22 Student Accounts
- 7.13.23 Student Medical Insurance Plan
- 7.13.24 Tutorial Services Program
- 7.13.25 The University Ombudsperson
- 7.13.26 University Writing Center
- 7.14 Activities and Organizations
  - 7.14.1 Office of Student Organizations and Leadership Development
  - 7.14.2 Leadership Development
  - 7.14.3 Waldron Campus Center
  - 7.14.4 Student Government Association
  - 7.14.5 Activities Programming Board
  - 7.14.6 Fraternities and Sororities
  - 7.14.7 Honor Societies
  - 7.14.8 International Student Office
  - 7.14.9 Gannon University Clubs and Organizations
    - 7.14.9.1 University Recognition
      - 7.14.9.1.1 Recognition and Approval of Clubs and Organizations
    - 7.14.9.2 Rights and Privileges of Recognized and Approved Clubs and Organizations
    - 7.14.9.3 Poster/Flyer Policy
    - 7.14.9.4 Fund Raising Guidelines
    - 7.14.9.5 Gannon University Electronic Communication Guidelines for Clubs & Organizations
    - 7.14.9.6 Co-Curricular Transcript

## PREAMBLE

The purpose of the several volumes of the Policy Manual of Gannon University ("Policy Manual") is to inform members of the Gannon Community of their rights and privileges as expressed in existing policies. The Policy Manual also contains, in some instances, procedural guidelines for members of the University community in the fulfillment of their responsibilities to the University. However, it is impossible for the University to cover in the Policy Manual every facet of the relationship between members of the Gannon Community and the University, whether as a student or employee, therefore, the University retains the right to exercise its discretion in instances where there is no written policy applicable to a particular set of circumstances.

The Policy Manual represents the University's best effort to compile written policy statements that have been adopted by the University at various times pursuant to various authoritative statements of the University. The policies and procedures are intended to ensure optimum utilization of the University's collective resources in striving to fulfill the Mission Statement of Gannon University. Discrepancies between the texts of such authoritative statements in the Policy Manual are to be resolved in favor of the authoritative statements. The Policy Manual is intended as a compendium of policy statements reflecting the actions of authorized governance bodies of the University. Such policies become effective on the date of their enactment.

Although many of the policies and procedures contained in the Policy Manual are similar to those recommended in statements published by regional and national higher education associations, Gannon declares that its policies and procedures are independent of those expressed in such statements and that it cannot be bound by any interpretations of its policies that may be recommended by such associations. The University reserves the right to interpret the provisions of the Policy Manual as necessary to clarify the policies of the University. The University further reserves the right to revise or revoke all or any portion of the Policy Manual, in accordance with the procedures applicable to the relevant authorized governance bodies of the University.

Gannon University is a member of associations that have formally endorsed policy statements regarding the rights and responsibilities of members of the Gannon Community. The University does not consider membership in the endorsing associations as binding the University to follow any specific recommendations or as placing an obligation on the University to adopt the interpretations by such associations of the University regulations.

Nothing in this Policy Manual may or shall be construed to be a guarantee of continued employment with Gannon University or to change the at-will status of Gannon University employees, unless so specifically stated, nor shall the Policy Manual be considered a contract of employment. The Policy Manual, as it pertains to employment matters, is a general guide to let colleagues know what they can expect of Gannon and what Gannon expects of them.

## 7.0 STUDENT POLICIES AND PROCEDURES

### 7.1 POLICY OF NON-DISCRIMINATION AND AFFIRMATIVE ACTION

#### GANNON UNIVERSITY POLICY OF EQUAL OPPORTUNITY

It is the policy of Gannon University to affirmatively implement equal opportunity to all qualified applicants and existing students. In administering its affairs, the University shall not discriminate against any person on any basis prohibited by law. All aspects of student affairs and education of students including the recruitment, admissions, financial aid, placement, access to facilities, student discipline student life, and student employment conform to this policy. Questions or inquiries regarding the University's policy should be directed to the Director of Human Resources, Gannon University, 109 University Square, Erie, Pa 16541-001; telephone (814) 871-5615.

Gannon University does not discriminate on the basis of disability by excluding people with disabilities from participation in University programs or activities. The Coordinator of the 504/ADA Program acts as advocate for students with disabilities who require accommodation of facilities, programs, or services of the University. The more significant services provided by this office include: information on accessibility, identification of required accommodations, liaison with faculty and staff in establishing accommodations, (i.e., equipment, tests, note-taking, etc.) and the provision of auxiliary aides when required.

Students with disabilities seeking accommodations have the responsibility to: 1.) self-identify concerning the disability status in a timely manner; 2.) provide disability documentation that is current; 3.) request necessary accommodations.

Students seeking information or assistance in any matter regarding accessibility or accommodations, who have questions concerning the above policy, or a possible complaint of discrimination on the basis of disability, should contact: **Dr. Harvey Kanter**, 504/ADA Coordinator, the University official designated to coordinate efforts to comply with the HEW regulation, Section 504, of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Telephone: (814) 871-5522.

### 7.2 STUDENT RIGHTS AND RESPONSIBILITIES

**Gannon University has a special identity as a Catholic Liberal Arts institution of higher education. In all of the statements and procedures which follow in this document, attention is given to the rights and privileges of students but also to the commitments and mission which are part of a university with a Christian and Catholic heritage.**

**The tension and debate which may arise in negotiating this relationship should be recognized as an opportunity for the growth of the University community. Such activity should always be marked by a concern and respect for the rights of all parties.**

#### 7.2.1 ARTICLE I Discrimination

**Freedom:** Gannon University strives to ensure that every aspect of University life will be free from discrimination based upon race, religion, color, national origin, sex, or disability. Student housing, organizations, athletics, academic programs, and community facilities will be open to all who desire to participate.

**Responsibility:** It is the responsibility of all members of the academic community to ensure through word and action that discrimination is not present in University activities or in the community. It is also the responsibility of the University Community to make facilities and services accessible.

### **7.2.2 ARTICLE II Governance**

**Freedom:** Students are free to make recommendations on institutional governance and should be involved in decision-making processes according to the by-laws of the University.

**Responsibility:** Students must recognize that the ultimate decision making power is vested in the Board of Trustees. Students should strive to outline their recommendations to the Student Government Association in a responsible fashion. It is the responsibility of students who are dissatisfied with decisions that have been made relative to institutional governance to use existing channels of appeal including the University Review Council to reverse a decision. Any action that disrupts the normal operation of the institution will place individuals in violation of University or civil codes and subject them to all resultant penalties.

### **7.2.3 ARTICLE III Curriculum Revision**

**Freedom:** All students are free to present proposals for curricular revision and should participate in the formulation of changes in the curriculum.

**Responsibility:** Students should work within the established procedures to bring about curriculum changes.

### **7.2.4 ARTICLE IV Teacher-Student Relationships**

**Freedom:** Students are free to develop relationships that will supplement formal classroom instruction. Personal contacts should be developed that will enable both teacher and student to benefit from the increased involvement with each other.

**Responsibility:** It is the responsibility of the student to respect the privacy of other persons. Relationships in society carry responsibilities that should not be superseded in the University environment or society in general.

### **7.2.5 ARTICLE V Improper Disclosure of Information**

**Freedom:** All students are protected against the improper disclosure of information pertaining to academic records, evaluations by others, and personal comments made in confidence. They have the assurance that information about them will be available only to appropriate persons as indicated in the University policy dealing with the protection of the Family Educational Rights and Privacy Act (Public Law 93-380).

**Responsibility:** It is the responsibility of each member of the University to respect the laws of privileged communication as prescribed by the University policy dealing with the Family Educational Rights and Privacy Act (Public Law 93-380).

### **7.2.6 ARTICLE VI Student Conduct**

**Freedom:** Students should participate in the formulation of regulations governing student conduct.

**Responsibility:** Students must recognize that there is a difference between student participation and student autonomy. As a result, students and University officials must work in an atmosphere of mutual respect with the firm conviction that the regulation of student conduct is not unilateral and arbitrary by either group.

### **7.2.7 ARTICLE VII Off-Campus**

**Freedom:** Students are generally free from University restriction in off-campus activities. Codes described by the University do not extend beyond the boundaries of the campus except where the name of the University is authorized in an activity of a group of students or the activity/conduct of those involved is not congruent with the mission of the University and thus brings discredit or ill-favor to the good name of the University.

**Responsibility:** Whereas off-campus rights should not be denied individuals by University officials, individuals must be responsible for their actions. It is the responsibility of individuals to divorce membership in the University from off-campus activities that are not sanctioned activities of the University, or are not congruent with the mission of the University and thus may bring discredit upon themselves and the University.

### **7.2.8 ARTICLE VIII Private Persons and Citizens**

**Freedom:** Students are free to utilize their rights as private persons and citizens to the extent accorded by Law. Students are free to participate in off-campus activities that are of their own choosing. They should be free from jeopardy by University officials for actions committed in violation of civil laws.

**Responsibility:** Students must recognize that activities conducted off-campus does not entitle them to more rights than other citizens. Activities conducted by members of the University are not conducted in the name of the University, unless duly authorized, and participants are responsible to civil authorities for their defense for activities committed in violation of civil codes.

### **7.2.9 ARTICLE IX Expression**

**Freedom:** Students have the freedom to examine and discuss all questions that are of interest to them.

**Responsibility:** Student expression should be consistent with the codes of morality and the legal responsibility for the accuracy of statements made in public or in the press.

### **7.2.10 ARTICLE X Association**

**Freedom:** Students are generally free to affiliate and organize for educational, political, social, religious, or cultural purposes in accordance with the mission of the University and its policy regarding the recognition of student organizations. Associations should be free to voice their position on issues as long as there is no disruption of normal University activities in the process.

**Responsibility:** Student organizations have a responsibility to protect the rights of individuals who do not desire to affiliate or sympathize with their position. Organizations that advocate the disruption of the University or University activities will be held responsible for their actions as individuals and should not expect to be given freedom of affiliation. Organizations and affiliations must be consistent with State and National Laws and University policy in order to gain recognition by University officials.

### **7.2.11 ARTICLE XI In the Classroom**

**Freedom:** Students are free to express their thoughts and positions on all issues pertaining to curricular material being presented in the classroom. There should be freedom to express opposing views on all subjects by all individuals.

**Responsibility:** It is the responsibility of all participants in the classroom to present their thoughts and positions in a logical, cogent manner. It is the responsibility of the individual to recognize that the University does not provide exemption for statements held to be libelous or slanderous.

### **7.2.12 ARTICLE XII Speakers and Topics**

**Freedom:** Students and student organizations are free to invite speakers to the campus to speak on topics which do not conflict with the mission of the University. There should be freedom to use University facilities for speakers invited to campus, and the scheduling facilities should not be used as a selective deterrent for excluding controversial speakers.

**Responsibility:** Students and student organizations must recognize that the presentation of a balanced program of speakers and topics is essential for a sound analysis of critical issues. While organizations will necessarily support

some ideas to the exclusion of others, the opportunity to hear opposing premises is vital if an informed student body is to result. Furthermore, students and student organizations must recognize that they are responsible for the safe and orderly conduct of speakers and the audience.

### **7.2.13 ARTICLE XIII Student Expression and the Common Good**

**Freedom:** Students are free to express themselves on any topic.

**Responsibility:** This freedom of expression carries the responsibility to ensure that the freedoms of others are respected. University functioning must be maintained for the protection of those who disagree. It is thereby the responsibility of those members of the community to declare their positions without disrupting the University community or its members.

### **7.2.14 ARTICLE XIV Communications**

**Freedom:** All student communication media enjoy the freedom of expression to the extent accorded by all communication media in the United States and with due regard for the mission of the University. There should be editorial freedom to develop policies and news coverage as determined by the students.

**Responsibility:** The student communication media should be responsible for ensuring that balanced representation of views is accorded all interested parties. As a forum for student opinion, it should be possible to air responsible views regardless of any disparity with editorial belief. The students involved in communication media should recognize the limits of good taste as members of the University community. It is the responsibility of the students in communications to consider the legal implication of their work.

## **7.3 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Public Law 93-380**

#### **7.3.1 Notification of Rights and Procedures:**

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, or appropriate Academic or Administrative Department a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they feel is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. The official in charge of the record will call the hearing and notify the student of the time and place. The hearing committee will consist of the Vice President who has authority over the person in charge of the record and either a faculty member or administrator of the student's choice. The student may also have a person with them to assist in presenting their case. If the decision is still not to amend the record then the student has the right to insert a statement into the record.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except in the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to those designated by the University as school officials with legitimate educational interests. Gannon defines a school official as a person employed by the University in an administrative, supervisory, academic, or support staff position (including Campus Safety and Health Services staffs); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his/her tasks. Gannon has defined a school official as having a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. A second exception is the University's intention to release information from a student's educational record to officials of another school in which a student seeks or intends to enroll.
  
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Gannon gives students/parents an annual notice of their FERPA rights and procedures in the Student Datebook/Handbook. The Student Datebook/Handbook is distributed to freshmen and is available to everyone in several locations, including the Information Desk in the Waldron Campus Center, the Office of Student Living, and the University Mailroom. The University has designated the Registrar's Office as the office where questions relating to FERPA should be directed and where students should go to request the non-disclosure of directory information to third parties outside of the University. If a request is filed by an individual to not have directory information released, it will remain in effect until that individual files a request to have their preference changed.

Directory information is defined by the University as the following: student's name, address, e-mail address, telephone number, dates of attendance, full or part-time status, class standing, class schedule, major or minor fields of study, degrees, awards and honors received, participation in officially recognized sports and activities, weight and height of members of athletic teams, photographs, date and place of birth, and most recent previous educational agency or institution attended.

Last modified 11/19/01

## **7.4 STUDENT ACADEMIC FREEDOM AND FAIR CLASSROOM PROCEDURE**

Students have the right to an atmosphere conducive to learning and to equitable treatment in all aspects of the teacher-student relationship. This right applies to research and learning, both on and off campus, without interference, censure, or punitive action. It also guarantees to students the right to hold opinions, including those of a religious and political nature, and to express them freely.

Students, for their part, are expected to inform themselves on their responsibilities and to respect the rights of the members of the University community and to remember that the public may judge the institution by their public utterances and actions. Hence, they should show appropriate restraint and have respect for the rights and opinions of others.

1. Instructors should provide their students with a syllabus for the courses they are teaching following the guidelines and requirements for syllabus construction as set forth by University Academic Affairs. This syllabus must contain the following:

- a. Information about the instructor, including phone number and office location and times when students may contact the instructor outside of class;
  - b. Course outcomes, course requirements and the criteria for satisfactory performance;
  - c. Assessment/evaluation procedures and the grading system for the course;
  - d. Textbooks and materials needed for the course.
2. As a general policy, work assigned should approximate two hours of outside work for each contact hour.
  3. All test grades and other minor graded assignments should be promptly made available to students. Return of assignments within a week or ten days should be regarded as the norm. Major assignments (research papers) should be returned within three weeks.
  4. Each instructor should maintain up-to-date records of grades of each student enrolled in his or her courses, and should reveal the status at the student's request.
  5. Each instructor should make clear to all students the nature; format and coverage of a test or other assignment, and this should be done at least one week prior to the date involved.
  6. Periodic assessments should be conducted in all courses and at least three times throughout the semester. Many forms of assessment may be used, depending upon the nature of the course and the approach of the instructor.
  7. Textbooks and other materials that students are required to purchase should be, in all cases, utilized as an integral part of the course; otherwise, they should not be required.
  8. Tests administered in the classroom should be designed for completion within the scheduled period.
  9. Final Examinations
    - a. Final examinations or their equivalent projects are required for all courses including both undergraduate and graduate courses. Final examinations for undergraduate courses will be administered according to the published Final Examinations Schedule. Final examinations for Graduate Courses will be administered during final examination week on the day and time of the regular class meetings.
    - b. Deviation from the above schedule may be authorized by the appropriate academic Dean for serious cause. Changing examination schedules without authorization by Deans is a serious infraction of school policy.
  10. Attendance at all classes and laboratory sessions is expected of all students and all courses are conducted with this understanding. A student's grades are based upon the general quality of work performed in each course and by such factors as prompt completion of all assignments, papers, and readings, by presence for all examinations, and by participation in class discussion. Ultimately, it is the responsibility of each faculty member to set reasonable attendance policies appropriate to individual courses and to publish those policies on course syllabi. When so indicated on the course syllabus, class attendance may directly influence final grades in a course for upper-class students as well as freshmen. The following policy statements are to assist in a uniform class attendance expectation. Certain University events, such as athletics or particular extracurricular activities, in which the students represent the University in an official capacity, necessitate excused absences from classes. In such cases, it is inappropriate to penalize a student as a result of their absences resulting from their function as University representatives. Faculty then has a responsibility to provide the opportunity to complete any tests, assignments, or other work.

Students should be aware that in the Junior and Senior years of study of some majors, i.e., health professions and education majors, it may be extremely difficult for extensive athletic or other types of extracurricular participation. Student should discuss this with appropriate University officials before selecting a major.

The primary function of Gannon University is the education of its students. Consequently, it is judged to be inappropriate for any arm of the University to request that students excessively absent themselves from regularly scheduled classes in order to function as representatives of the University. Except in emergency situations (e.g., illness or accident), the student is expected to notify the faculty of scheduled course absences one (1) week in advance. Faculty may require verification from appropriate University staff.

Freshmen who absent themselves, whether it be excused or unexcused, from a particular course in excess of twice the number of credit hours assigned to that course may be withdrawn from the course, upon recommendation by the faculty member to the Dean of the student's college. This request would typically result from unexcused absences, but a student with excused absences should also try to adhere to this limit. Although the student may not be penalized for excused absences as defined earlier, a combination of excused and unexcused may result in the same requested withdrawal. The faculty member would need to show the Dean that the student, because of the combination of absences, has not been able to show competency in the course and has no chance of doing so. Students who are active in athletics or co-curricular activities must be responsible for their learning and minimize unexcused absence in times such as sickness or emergencies. Missing an 80 minute class period is counted as one and one-half absence. In addition, the Office of New Student Services is interested in knowing which freshmen accumulated the maximum number of absences allowable and is prepared to undertake an inquiry aimed at helping the student. Reports on freshmen attendance must be initiated by faculty members, by means of direct contact with the Office of New Student Services.

## **7.5 STUDENT ACADEMIC GRIEVANCE POLICY**

### **7.5.1 Scope and Purpose**

This policy addresses academic grievances only. An academic grievance is defined as a complaint brought by a student regarding the University's provision of education and academic (only) services affecting their role as a student. Complaints or grievances connected to assigned grades represent a special case to the grievance process. Grading reflects careful and deliberate assessment of a student's performance by a faculty member. As such, the substance of grading decisions may not be delegated to the grievance process. Nevertheless, the University recognizes that in rare cases the process of grading may be subject to error or injustice. Therefore, a student who alleges an error or injustice in the grading process would follow this policy toward resolution.

This policy does not apply to student complaints regarding employment or alleged violations of other policies in the Student Handbook.

It is the intent that this policy to provide an efficient process, allowing for both informal and formal resolution of grievances related to academic concerns, complaints or allegations.

A student must initiate a grievance as close as possible to the date of the occurrence of the incident and no later than 45 days after the end of the semester in which the alleged grievance occurred. The three summer sessions are considered as one semester.

### **7.5.2 General Guidelines**

Academic grievance procedures should be kept as informal as possible based

on principles of mediation and conciliation. Every reasonable effort shall be made to resolve any academic grievance at the lowest organizational level possible. In the event that it cannot be resolved informally, the student may seek resolution at the next higher level according to the Formal Resolution procedure.

In the event that the faculty member is no longer employed by the University or is not available within the timelines specified in these general guidelines, the student is to initiate the complaint with the faculty member's immediate supervisor.

The student filing a grievance may have a third-party advisor, such as the University Ombudsperson; attend any meeting at which the student appears. The faculty member involved in the grievance may also have a third-party advisor approved by the University attend any meeting at which the faculty member appears. Legal counsel shall not be used by either party in this grievance process.

### **7.5.3 Informal Resolution Phase**

All academic grievances begin with the informal resolution phase. This first step toward resolution of an academic grievance should begin at the lowest organizational level. The student and the faculty member or University colleague involved should meet to discuss and work toward resolution of the concern. The student should address the grievance to the faculty member or University colleague involved as soon as possible. The student should follow the established protocol regarding the levels of appeal. Formal resolution shall not occur without occurrence of the informal resolution phase.

The student may contact the University Ombudsperson for assistance in initiating the academic grievance process or at any time during the process.

### **7.5.4 Formal Resolution Phase**

The formal resolution phase is used by the student when a satisfactory informal resolution has not occurred.

1. The first step in the formal resolution of an academic grievance is to submit a formal written account of the grievance to the appropriate immediate supervisor. Students may consult the Human Resources Office to determine the appropriate supervisor.
  - a. The written account must be submitted to the immediate supervisor within two weeks after the last meeting of the informal resolution phase.
  - b. The written account should include: identification of the grievant, the respondent, the incident - date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated and a brief statement of the desired outcome.
  - c. Within three weeks of receipt of all written materials, the appropriate immediate supervisor will fact-find from involved parties and render a decision in writing via registered mail to the parties involved.
2. The second step, if needed, in the formal resolution phase occurs when and if the faculty or student is not satisfied with the immediate supervisor's resolution of the grievance. The student or the faculty member or University colleague involved may then appeal to the next level of the organizational chart by providing a written account of the grievance process and decision.
  - a. A written account must be submitted to the next level of the organizational chart within two weeks of receipt of the decision rendered by the immediate supervisor (Step 1).
  - b. The written account should include: identification of the grievant, the respondent, the incident – date, time, place, names of witnesses, the existing rule/policy/established practice claimed to be violated, a copy of the decision of the immediate supervisor and a brief statement of the desired outcome.

- c. Within three weeks of receipt of all written materials, the next level of the organizational chart will fact-find from involved parties and render a resolution in writing to the parties involved.
3. The third step, if needed, in the formal resolution process is to appeal to the appropriate College Dean.
  - a. The College Dean shall be given a written account of the grievance process to date. This must be submitted within two weeks of receipt of the resolution decision rendered by the next person on the organizational chart (Step 2).
  - b. The College Dean shall render a decision in writing to the parties involved within three weeks.
  - c. In the event the Dean's resolution of the alleged academic grievance is not satisfactory to either party, the appeal shall be directed to the Provost and Vice President of Academic Affairs.
4. The fourth step, if needed, in the formal resolution process is to appeal to the Provost and Vice President of Academic Affairs. This step must be initiated within two weeks of receipt of the College Dean's decision.
  - a. The Provost and Vice President of Academic Affairs shall review the written appeal and response(s) to make a determination whether or not there are sufficient grounds to hold an appeal hearing.
  - b. If there are insufficient grounds to hold an appeal hearing, the decision of the College Dean will be upheld.
  - c. If there are sufficient grounds to hold an appeal hearing, the Provost shall establish an ad hoc grievance appeal panel.
    - i) A grievance appeal hearing panel would be established on an ad hoc basis and consist of five members for each case. The grievance appeal hearing panel shall be convened by the Provost and Vice President for Academic Affairs. The panel shall be composed of the Provost and Vice President for Academic Affairs, or a designee (serves as Chair), two faculty representatives chosen from the Faculty Senate Academic Grievance Group, and two student representatives chosen from the Student Government Association Academic Grievance Group. The Provost and Vice President for Academic Affairs, or a designee shall have a vote only in event of a tie.
      - a) The panel members shall conduct the business of the appeal in strict confidence, and in private. The meetings and deliberations of the panel shall be closed.
      - b) The panel members shall have access to the written appeals and each person involved in the grievance.
      - c) The panel decision shall be communicated in writing to the student, faculty member, College Dean, and program director.
      - d) The decision of the grievance appeal panel must be submitted in writing by registered mail to both parties. This communication should include an opportunity for a member of the panel or the Provost and Vice President for Academic Affairs to debrief or otherwise provide further assistance to either party.
      - e) The decision of the grievance appeal panel is final.

## **7.6 CODE OF ACADEMIC INTEGRITY**

### **Academic Integrity**

Gannon University considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code. Absolute integrity is expected of every Gannon student in all academic undertakings; the student must in no way misrepresent his/

her work, fraudulently or unfairly advance his/her academic status, or be a party to another student's failure to maintain integrity. The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Gannon University. Therefore, all students and faculty members shall adhere to the basic principles of this Code. Each student will receive the Code of Academic Integrity publication of Gannon University during Freshman Orientation or entrance into the University. Upon review of the publication, the students will be invited to sign a pledge to uphold the Academic Integrity of their work and the work of their peers.

## **7.6.1 Forms of Academic Dishonesty**

### **7.6.1.1 Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness.

EXAMPLES (Including but not limited to):

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion or theory; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

### **7.6.1.2 Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (Including but not limited to):

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation or legal document [e.g., patient charts, etc.], painting, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.

### **7.6.1.3 Cheating**

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (Including but not limited to):

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.

3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.
6. Reporting a clinical visit completed when it was not.
7. Falsifying reports of clinical visits, laboratory exercises, or field experiences.

#### **7.6.1.4 Academic Misconduct**

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test not administered.

EXAMPLES (Including but not limited to):

1. Stealing, buying or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
6. Entering a building, office, file, or computer/computer system for the purpose of obtaining an unadministered test.
7. Hiding and/or mutilating library/classroom books and/or equipment.

### **7.6.2 Procedure**

#### **7.6.2.1 Informal Procedure**

If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 calendar days of the alleged violation. If the student is cleared of the suspicion, the matter will be dropped. If the student(s) admits to the allegation as alleged, the instructor will impose a sanction upon the student. The student(s) should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor. If the sanction involves an "F" for the course or a recommendation that the Dean suspend or separate the student(s) from the University, a written statement of the infraction will be forwarded to the student(s) academic advisor(s) by the academic Deans.

#### **7.6.2.2 Formal Procedure**

1. If an instructor suspects that a student or students may have violated Gannon University's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor to review the matter in question. The process of notification and meeting will take place within 30 days of the alleged violation. If the student(s) is/are cleared of the suspicion, the matter will be dropped.

2. If the student(s) and the instructor are not able to agree on the matter of guilt on the alleged violation or on the severity of the sanction imposed by the instructor, the student(s) may appeal the instructor's decision to the Dean of the College. Any appeal must be made within 10 calendar days of the instructor/student meeting. (Note: exceptions can be made for unusual circumstances [end of semester, graduation, and late grade returns, etc.]) Students are expected to continue to attend class during the appeal process.
3. A hearing will be scheduled with the Academic Dean, the instructor and the student. The instructor will present pertinent evidence and the student will be given the opportunity to challenge the evidence and present a defense.

The Dean will issue a finding based upon the evidence presented. If the Dean determines that not enough evidence has been presented, the matter will be dropped. If the Dean finds the student(s) in violation of the Code of Academic Integrity, he/she has the power to issue a sanction. Finally, the Dean has the power to support the sanction originally imposed by the instructor. (The Dean has the power to augment the sanctions by issuing administrative sanctions [i.e., suspension or separation]) in addition to the academic sanctions imposed by the faculty member. In all deliberations, the Dean may take into account not only the evidence of the appeal proceeding but also the record of any previous infraction.

4. Following the Dean's decision, the student(s) may wish to make a final appeal to the Provost with respect to the fairness of the original proceeding and/or the appropriateness of the punitive sanction imposed. The Provost will issue a decision within 10 calendar days of the appeal. Students are expected to continue attending class during the appeal process.

### **7.6.2.3 Academic Dishonesty Sanctions**

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. Failure of the assignment involved (subject to decision by faculty member)
2. Failure of the course (subject to decision by faculty member)
3. Subject to review and approval of the Academic Dean, separation from the University
4. Subject to review and approval of the Academic Dean, expulsion from the University.

### **7.6.2.4 Review and Expunging of Records**

1. Records of completed disciplinary proceedings are destroyed if the student is acquitted.
2. Records of the completed disciplinary proceedings are maintained by the Office of Student Living/ Student Conduct Office and the Academic Dean's Office if the student is found guilty. The records are maintained for a period of three years after the student leaves or graduates from the University.

## **7.6.3 Policy on Professional Integrity**

All students have an obligation to maintain ethical behavior in relationship to their profession.

### **Professional Behavior**

Those behaviors reflecting status, character, and standards of the given profession.

## **Ethical Behavior**

Those behaviors in accordance with the accepted principles of right and wrong that govern the conduct of a profession.

Any student of Gannon University who engages in unprofessional or unethical conduct is subject to disciplinary action which could include reprimand, probation, separation and expulsion from the University.

### **7.6.4 Sources**

Robert M. Gorell and Charlton Laird, *Modern English Handbook*, 6th Edition (Englewood Cliffs, NJ, Prentice-Hall, 1976), p. 71.

*Campus Rules and Moral Community: In Place of In Loco Parentis* by David A. Hoekema. Lanham, Maryland: Rowman & Littlefield Publishers, Inc., 1994.

The format and definitions for the policy on Academic Integrity were adapted from the "Academic Honesty and Dishonesty" brochure produced by the College of Health Sciences, Gannon University, Erie, PA 16541.

The format and definitions for the policy on Academic Integrity were adapted from the School of Hotel Administration, Code of Academic Integrity, and Cornell University.

*Proposed by the Faculty Senate - November 17, 1994*

*Adopted by the University Academic Policy Committee - August 8, 1995*

*Approved by President's Council - October 10, 1995*

## **7.7 HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION AND CONSENSUAL RELATIONSHIPS**

### **7.7.1 Gannon Prohibitions Against Harassment and Unlawful Discrimination**

In the Christian tradition, the human person is created in the image and likeness of God, as stated in Genesis: "in the divine image... male and female God created them" (Genesis 1:27). Grounded in this tradition, Gannon affirms and seeks to promote the fundamental dignity and respect accorded to all people by virtue of their common humanity.

Harassment and unlawful discrimination violate the basic right of each individual to be treated as a person worthy of respect and is in direct contradiction to the University's mission. In administering its affairs, Gannon University will prohibit harassment and shall not discriminate against any person on any basis prohibited by law.

All aspects of student recruitment, admissions, financial aid, student discipline, and student life conform to this basic policy in order to further the principles of equal opportunity and the spirit of affirmative action.

All members of the Gannon community have a responsibility for maintaining an environment free from harassment and unlawful discrimination. Gannon faculty, staff, and students are expected to treat each other with respect and to avoid any conduct that could be construed as harassment or unlawful discrimination.

Questions or concerns about any type of harassment or unlawful discrimination are to be brought to the attention of a harassment prevention officer by checking the website: <http://www.gannon.edu/depts/hr/Policy/Index.ihtml>, student conduct officer (814-871-7224), or any member of the Human Resources Department (814-871-7145). No one raising a question or concern should fear reprisal. Anyone found to be engaging in any type of harassment or unlawful discrimination or reprisal will be subject to corrective action, up to and including termination of employment.

### **7.7.1.1 Harassment**

The following definitions of harassment are provided with reference to, and are intended to be inclusive of, the provisions of federal and local civil rights acts including: Title VII of the Civil Rights Act; Title IX of the Educational Amendments of 1972; the Civil Rights Restoration Act of 1988; as well as applicable state and case law. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of that person's (or their relatives', friends' or associates') race, color, gender, age, marital status, religion, national origin, disability, Vietnam or disabled veteran status, or such other characteristic recognized by law as unacceptable and includes one or more of the following:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- Has the purpose or effect of unreasonable interfering with an individual's work or academic performance.
- Otherwise adversely affects an individual's employment or academic opportunities.

### **7.7.1.2 Sexual Harassment**

Sexual harassment is a form of harassment that includes behavior of a sexual nature that is, or may be perceived as being, unwelcome or offensive. Often, sexual harassment involves relationships of unequal power and contains elements of coercion (i.e., when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study, or benefits). Sexual harassment may also involve relationships among equals (i.e., when repeated sexual advances or demeaning verbal or physical behavior initiated by a peer has a detrimental effect on a person's ability to study or work at the University).

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct, or communication of a sexual nature directed toward a member of the Gannon community or applicant, particularly when one or more of the following circumstances are present:

- Submission to or rejection of such conduct is an explicit or implicit term or condition of employment or admission.
- Submission to or rejection of such conduct is used as a basis for a personnel or academic decision.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, these actions:

- Physical assault, indecent exposure, physical contact of a sexual nature, or realized sexual encounters.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, academic evaluation, or letter of recommendation.
- Direct propositions of a sexual nature.
- A subtle pressure for sexual activity, or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material.
- A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the

conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching; unwanted staring; patting, hugging; or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; or speculations about previous sexual experience.

Brochures detailing information on Sexual Harassment are available in the Human Resources Department. You may also access information on the Human Resources web site:

<http://www.gannon.edu/depts/hr/Policy/>

### **7.7.1.3 Discrimination**

Discrimination in employment and/or education involves a decision and/or act by someone who is authorized by the University to make decisions and/or take actions. In the case of discrimination, the decision and/or action is made on a basis declared unlawful by applicable federal, state, and local civil rights laws and it negatively impacts on an applicant's, employee's, or student's access to employment and/or to all aspects of student life and education.

### **7.7.1.4 Consequences**

Any member of the Gannon community who is found to have engaged in harassment or unlawful discrimination involving a faculty member, staff member, student, or applicant will be subject to corrective action, up to and including dismissal.

### **7.7.1.5 Harassment Complaint Resolution Procedures**

If a member of the Gannon community believes that he/she has been or is being subjected to harassment or unlawful discrimination, or has observed harassment or unlawful discrimination, that person should take the following steps:

- In cases of unlawful discrimination, a faculty member, staff member, or student who feels subjected to discriminatory behavior should register a complaint as described below.
- In cases of harassment, a faculty member, staff member, or student who feels subjected to harassment should consider advising or otherwise informing the alleged harasser that the behavior is unwelcome and must stop. But if this is not practical, a complaint should be registered as described below.
- A documented attempt will be made to resolve complaints at the earliest possible stage with integrity and sensitivity to all parties involved. Information will be released only on a need-to-know basis. Confidentiality will be respected consistent with the University's legal obligations.
- Complaints are best resolved if addressed early. As time passes, they become more difficult to investigate and resolve. Complaints must be lodged within 180 days of the incident that gave rise to the allegation, unless an exception is made for good cause as determined by the harassment prevention officer.

### **7.7.1.6 Steps for Making a Complaint**

- Any faculty or staff member or applicant for employment may make a complaint of unlawful discrimination or harassment by contacting the harassment prevention officer  
<http://www.gannon.edu/depts/hr/Policy/Index.html>.
- Any student may make a complaint of harassment or unlawful discrimination by contacting the student conduct officer at 814-871-7224.

- The complainant may be accompanied by a friend or an advocate throughout the complaint process.
- The harassment prevention officer or the student conduct officer (hereafter both are referred to as officer) will meet with and assess the complainant's situation and discuss available resources and options.
- The officer will determine if the complaint merits an investigation. If it is determined that an investigation will not be conducted, the complainant will be advised in writing.
- The officer will meet with the party alleged to have committed harassment or unlawful discrimination, hereafter referred to as the respondent. The respondent will be informed of the complaint in writing.
- The respondent must reply in writing within 10 business days of having been advised in writing of the complaint unless an exception is made for good cause as determined by the officer. Failure by the respondent to reply in writing in the time allowed will be treated as an admission of the allegations.
- The officer will conduct fact-finding and interviews to determine the factual veracity of the complaint.
- The officer will determine if a resolution can be reached and will communicate the resolution in writing to all parties involved.
- The officer will send a written report to the appropriate vice president (or Dean of Student Development if the respondent is a student) stating the findings and the resolution, if satisfactory, to the parties involved. The vice president (or dean) will determine if any formal corrective action is to be taken in regards to the respondent.
- If a resolution cannot be reached and the findings substantiate the complaint of harassment or unlawful discrimination, the appropriate vice president (dean) will take prompt action. Formal corrective action, if initiated, will be communicated in writing to the respondent and the officer.
- The vice president (dean) shall also advise the complainant in writing if the respondent has been sanctioned for the harassment or unlawful discrimination.
- Should a vice president (dean) be the respondent, the report from the officer will be submitted to the president.
- Should the president be the respondent, the report from the officer will be submitted to the Executive Committee of the Board of Trustees.
- The officer will maintain all records and will monitor the fulfillment of the sanctions.

### **7.7.1.7 Appeals**

When the complaint is against a faculty or staff member, either party may appeal the findings and recommendations of the officer's report or subsequent discipline in writing to the appropriate vice president of the division wherein the harassment allegedly took place. This appeal must be submitted to the vice president within 15 calendar days of receipt of the written report. The vice president will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal and will communicate the final determination in writing to both parties.

The determination of the vice president is final and may only be addressed further by a written grievance to the University Review Council by the party who remains dissatisfied by the final determination.

When the complaint is against a student, either party may appeal the findings and recommendations of the officer's report or subsequent discipline by appealing in writing to the Dean of Student Development. This appeal must be submitted to the dean's office within 15 calendar days of receipt of the written report. The dean will review the record of the matter and will reach a final determination as to any action to be taken within 10 calendar days of receipt of the appeal and will communicate the final determination in writing to both parties. In matters that do not involve expulsion from the University, the dean's decision is final and not subject to further review.

If the student is expelled and the dean upholds the expulsion, the student may appeal the dean's decision to the Committee on Student Conduct. The procedures described in the policy on the Committee on Student Conduct, including an appeal to the president will apply.

#### **7.7.1.8 Anti-Retaliation Statement**

Retaliation of any kind against anyone filing a complaint of harassment or unlawful discrimination or against anyone investigating the said complaint is prohibited. Initiating a complaint of harassment or unlawful discrimination will not affect a complainant's employment, compensation, or work assignments; or in the case of a student, his/her grades, class selection, or any other matter pertaining to the student's status.

Distinguishing between harassment & unlawful discrimination and behavior that is purely personal or social without a harassing or discriminatory impact on work and/or education requires a determination based on all of the facts pertaining to the situation. False accusations of harassment or unlawful discrimination can seriously injure innocent people. Initiating a false harassment or unlawful discrimination complaint or initiating a harassment or unlawful discrimination complaint in bad faith may result in corrective action. A finding for the respondent does not constitute a finding that the complaint was in bad faith.

#### **7.7.1.9 Harassment Prevention Officer**

The president shall appoint at least three harassment prevention officers from among members of the Gannon community, one of whom shall be designated as the Title IX of the Education Amendments of 1972 (Title IX) Coordinator for the University. The harassment prevention officers shall have a background and/or training in harassment and unlawful discrimination and the investigation thereof, and shall be appointed or re-appointed each September and announced to the Gannon community. The harassment prevention officers shall co-chair the Harassment Prevention Committee.

The harassment prevention officers, or in the case of students, the student conduct officer, are to assess allegations of harassment and unlawful discrimination and determine when investigation is called for. If, in their judgment, an investigation is warranted, they are to investigate the allegations of harassment or unlawful discrimination and report their findings to the appropriate vice president, or in the case of students, the Dean of Student Development. They are to monitor the University's compliance with civil rights laws, rules, and regulations.

They are to assist students, faculty, staff and any other member of the Gannon community to resolve concerns or allegations of harassment or unlawful discrimination and related conflicts, complaints, and disputes. In addition, harassment prevention officers are charged with conducting annual training programs.

The harassment prevention officers do not have disciplinary authority. The harassment prevention officers will make a confidential report to the respective vice president regarding allegations of harassment or unlawful discrimination.

When an individual has filed or wishes to file a complaint, the harassment prevention officers will counsel the complainant regarding the complainant's rights under the complaint process. The harassment prevention officers will also inform individuals against whom allegations are made of their rights under the complaint process. In addition, the harassment prevention officers shall advise individuals in supervisory roles regarding steps to resolve harassment and unlawful discrimination complaints.

In dealing with harassment or unlawful discrimination allegations, the harassment prevention officers can provide the following assistance:

- Explaining University policies and procedures regarding harassment and unlawful discrimination.
- Helping individuals evaluate a wide variety of options for resolving harassment or unlawful discrimination complaints.
- Serving as facilitators between the parties in an effort to help them reach an agreement about future interactions if either party does not wish to meet face-to-face.
- Serving as mediator, with the consent of both parties.
- Referring individuals to other campus resources when appropriate (i.e., for counseling).
- Statistical analysis of such complaints will be prepared annually by the harassment prevention officers and provided to the president for dissemination, at the president's discretion, so long as the names of the parties to the complaints are not identifiable from such records.

### **7.7.2 Consensual Relations**

As a Catholic university, Gannon encourages all members of the Gannon community to live in a manner consistent with the Christian tradition. While there are many implications to this comprehensive standard, this section addresses a particular legal and ethical concern. The prescriptions of this policy should be considered within the broader context of Christian teaching on marriage and human sexuality.

The Mission of Gannon University is promoted by mutual trust and respect. Actions by Gannon University faculty members, staff members, or students that manipulate this trust undermine and hinder fulfillment of Gannon University's Mission. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. Those who abuse or appear to abuse their power in such contexts violate their duty to the University community and their responsibility to support the University Mission.

Romantic and/or sexual relations between Gannon University faculty or staff members and students or between supervisory employees and their subordinates are strongly discouraged. Gannon University faculty and staff exercise power over students, whether in giving them praise or criticism, evaluating them by making recommendations for their further studies or their future employment, or conferring any other benefits on them. Supervisors impact subordinates' careers and salaries.

Given the fundamentally asymmetrical nature of a faculty or staff member's relationship with a student or a supervisor-subordinate relationship, voluntary consent by the student or subordinate in romantic and/or sexual relations is inherently suspect. In addition to the possible sexual exploitation of those directly involved, other faculty, staff, or students may be affected by such unprofessional behavior. Therefore, Gannon University shall view it as inappropriate and contrary to the Mission of the University if a faculty or staff member engages in romantic and/or sexual relations with any Gannon student or a supervisor engages in romantic and/or sexual relations with a subordinate.

The claim that romantic and/or sexual relations have been consensual may not preclude a charge of sexual harassment or constitute a sufficient defense against an allegation of sexual harassment.

## **7.8 PASTORAL STATEMENT TO GANNON COMMUNITY**

Sexuality as God's Gift and Our Response to Gay and Lesbian Student Concerns

### **7.8.1 INTRODUCTION**

God is the creator of all persons and things and the origin of all that is good. The living out of our sexuality is a broad and life-long challenge. In a culture that is at times rather materialistic and narcissistic, the fragile beauty of human sexuality can be lost. This pastoral statement is intended to remind members of the Gannon community that human sexuality is a gift from God, a gift that we are to treasure and guard. Certainly a brief statement like this cannot cover all aspects of a healthy Christian sexuality. However, it can serve to remind us of a small portion of wisdom that appears to be elusive throughout our community at the present time.

This statement focuses in a particular way on the issues dealing with gay and lesbian students and it is intended to serve as a call to accountability for all of us.

### **7.8.2 A PASTORAL IMPERATIVE**

Among the many concerns in the area of human sexuality that call for a contemporary response, several are of particular concern on a college campus: promiscuity, sexual harassment, sexual violence. Although each of these deserves our attention, the focus of this statement is homosexuality and attitudes and negative behavior expressed toward gay and lesbian students.

Sexuality is a gift from God which impels us to be in relationship with others. This gift deserves our respect and reverence. However, it is often misunderstood, misdirected, and abused today by many individuals regardless of their sexual orientation.

Gay and lesbian individuals often find themselves marginalized by society, even harassed and persecuted. On college campuses they frequently experience isolation, loneliness, and the intolerance of homophobia.

The Catholic Church and Gannon University deplore violence, harassment and ill treatment of gays and lesbians, and call for society in general, and the Gannon community in particular, to demonstrate respect and compassion. Thus members of the Gannon community are called to foster an environment which respects all students and assists in their development regardless of their sexual orientation. We are challenged to examine our prejudices regarding sexual orientation, including homophobia, and in doing so, to develop a climate reflective of a Christian community where all individuals accept, respect and value others.

Accordingly, Gannon University attempts to create an atmosphere where learning and making life-enhancing decisions are part of a student's experience. Gannon recognizes the unique difficulties gay and lesbian students experience as they struggle with issues of sexual identity, as well as difficulties associated with the recognition and acceptance of their sexuality. It is during difficult times that support is essential. As a community, Gannon must commit to developing a supportive environment for all students to grow.

At the same time, the Gannon community acknowledges its fidelity to the Catholic moral viewpoint, one that is illumined by faith and is consciously motivated by our desire to do the will of God, our Father. Specifically, the Church believes and Gannon maintains that God's design for the exercise of sexuality is that it is to be both procreative (open to the transmission of life) as well as unitive (expressive of the love between husband and wife). Any sexual activity that is not procreative and unitive is considered to be a misuse of God's gift and

consequently immoral. Therefore, Gannon University, in remaining committed to its Catholic moral tradition, cannot condone a sexually active gay lifestyle which is not God's intention for our gift of sexuality.

At the same time we must demonstrate a real commitment to the spiritual development of students whose orientation is homosexual. All of us are children of God and are blessed with the opportunity to know love and serve God through the living of our lives. It should come as no surprise that in the process of growth, young people often deal with great struggles and choices and even make mistakes in the area of sexuality. This is true for all students regardless of their sexual orientation. Our Christian and Catholic tradition has always promised the support of grace in making decisions as well as the possibility of forgiveness when we fail.

### **7.8.3 GANNON'S COMMITMENT TO ACTION**

In sum, Gannon University faculty, administration, staff and students are expected to foster and sustain a climate where all people are respected and valued, and where people's basic human dignity is staunchly upheld. The Gannon community is committed to:

1. Honestly exploring the meaning of human sexuality in the context of faith;
2. Sincerely endorsing the appropriateness of chastity for all, in accordance with the teachings of the Church;
3. Supporting the spiritual development of gay and lesbian students;
4. Providing a secure and appropriately supportive environment where gay and lesbian students can pursue their education;
5. Developing programs to heighten awareness of and sensitivity to issues of sexual identity.

October 21, 1996

*Approval:*

*Approved by President - October 21, 1996*

*Approved by Bishop, Diocese of Erie - October 21, 1996*

*Approved by President's Staff - October 29, 1996*

*Supported by Board of Trustees - November 18, 1996*

## **7.9 CODE OF CONDUCT FOR INFORMATION TECHNOLOGY USE AT GANNON UNIVERSITY**

### **7.9.1 Introduction**

This policy applies to all data, voice, video systems and networks (including hardware, software, and information) owned or operated by Gannon University as well as to outside systems and networks to and from which Gannon University is connected. Gannon University shall, at its sole discretion, determine who shall be granted access to its information technology systems and networks. Use of Gannon University's systems and networks constitutes a continuing agreement to abide by all aspects of this policy.

Violation of this policy can result in reprimand, reduction or loss of technology-related privileges, and/or referral to university authorities for disciplinary action. Violation of law may result in referral to appropriate authorities.

### **7.9.2 Acceptable Use -- General Statement**

Since the Gannon University systems and networks are vital to the programs of instruction, research, and administration of the University, the expectation of ethical conduct by users of such systems and networks is the same as in all other areas of University life and is of equal importance. The information

technology systems and networks at Gannon University are intended to be used in a manner that supports the educational mission of the University and is conducive to the overall academic climate.

Because users de facto represent Gannon University, they are expected to apply standards of normal academic and professional ethics and considerate conduct in the economical use of all Gannon University systems and networks. In addition, users are expected to be aware that their use of the systems and networks is subject to all applicable University regulations, Internet regulations, and federal, local, and international laws.

### **7.9.3 Prohibitions**

Users are prohibited from using systems and networks to conduct various activities including, but not limited to, the following:

- Access or use accounts, information, systems or networks at Gannon or at other sites accessible from Gannon's networks without explicit authorization to access
- Disrupt or interfere with the performance or functional behavior of systems or networks; such interference or disruption includes, but is not limited to: propagation of computer worms or viruses; the transmission of information which, by virtue of its content, amount, or routing, degrades the performance, functionality, or reliability or any network or system
- Interfere with productivity, privacy, or comfort of users of systems or networks. Such interference or disruption includes, but is not limited to: distribution of unsolicited advertising or recruiting materials; transmission of annoying amounts of information not desired by the recipient(s); impersonating another user; attempting to gain access to or use the passwords or access codes of another user; viewing, altering or deleting information belonging to another user; and intercepting network packets (data, voice or video) intended for another user
- Inspect, copy, transmit, distribute or disclose any proprietary or confidential information or data, including that pertaining to Gannon University's students, employees, vendors, donors, and alumni without authorization; this applies to any format (print, electronic or other)
- Copy or distribute or transmit intellectual property without explicit permission of the owner. Intellectual property includes, but is not limited to text, video, audio, software programs, information and data
- Create, access, copy, display, store, transmit or distribute obscene, pornographic or sexually-explicit materials or materials contrary to the University's mission and vision
- Harass, threaten, stalk, or abuse others or engage in behavior that constitutes sexual harassment pursuant to university policies
- Install any software on a Gannon system or network without ensuring Gannon University has license or authorization to do so and providing written proof to your department head or ITS
- Conduct business unrelated to the University, engage in commercial activities or print output for personal projects without the University's prior written consent
- Excessively or inappropriately use technology resources for non-Gannon purposes. Such use includes, but is not limited to:
  - o sending or storing files on computer systems
  - o sharing files with others (sending or receiving) using peer-to-peer transmission
  - o sending domain broadcast messages
  - o propagating electronic "chain letters" or "broadcasting" inappropriate messages to lists or individuals

- o using lab computers for long times to send personal e-mail or web browsing

#### **7.9.4 Obligations**

Users are expected to use systems and networks in a responsible manner, which includes, but is not limited to, the following:

- Use only your login ID or account to access a system. Never use anybody else's login ID.
- Keep your passwords confidential. Do not share them with anyone. If you think someone else knows your password, change it immediately because until you do so, you are still responsible for any of his or her actions on the system or network.
- Because materials posted or transmitted on the Internet are identified as coming from Gannon University computer systems, include a disclaimer on any posted or widely distributed materials that the information does not necessarily represent the views of Gannon University
- Run anti-virus software every time you start your computer, when you use a diskette or when you download files from the Internet.

#### **7.9.5 Privacy**

No user should have any expectation of privacy as to his or her use of Gannon's systems or networks; including, but not limited to email, Internet usage or PC files. Under certain circumstances, it may be necessary for an Information Technology Services staff member or other appropriate University official to access files or monitor system or network activity for the purpose of maintaining the system or investigating potential violations of this or other University policies.

### **7.10 DRUG FREE SCHOOLS POLICY**

Gannon University, as a result of its commitment to provide for the holistic development of students in the Judeo-Christian tradition, has an obligation to eliminate illegal drug use and the abuse of alcohol from its campus. To implement its commitment to provide a drug-free environment for its students, the University has established the following policy.

Gannon University prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on University property or as part of any University activity. Faculty, staff, and students of the University must also comply with the laws of the Commonwealth of Pennsylvania on the possession and consumption of alcohol and controlled substances.

The University policy prohibiting illegal drugs and alcohol in the workplace is a protection of and support for the staff and students of Gannon University. Any employee convicted of a drug offense occurring in the workplace will be subject to disciplinary action (up to and including suspension, suspension without pay, and termination) and may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as agreed upon between the employee, Human Resources and the Employee Assistance Program provider. Further information concerning disciplinary action and appropriate procedures are available from Human Resources. Student responsibilities regarding alcohol and drug use are outlined in the University Regulations Section of this handbook. Students violating the University's policy may be referred to Counseling Services for assessment and may be required to follow through with the recommended rehabilitation program. More detailed information regarding the Student Drug and Alcohol Abuse Prevention Program are available from the Student Development Office.

### 7.10.1 STUDENT ASSISTANCE PROGRAM

Gannon University provides a variety of programs designed to promote the prevention of illegal drug use and alcohol abuse, and in resolving student abuse problems. The University demonstrates its commitment to eliminating illegal drug use, and resolving alcohol problems through the Student Assistance Program. The services of the Student Assistance Program shall include:

- A. Counseling and assistance through Counseling Services to students who self-refer for treatment;
- B. Monitoring of students' progress through treatment and rehabilitation by the individual making the referral;
- C. Education and training coordinated by Student Development to all levels of staff and students on:
  1. the types and effects of alcohol and other drugs;
  2. symptoms of alcohol abuse and other drug use and their impact on performance and conduct;
  3. the relationship of the Student Assistance Program to treatment and confidentiality issues.
- D. Maintenance of the confidentiality of treatment records in accordance with the Protection of the Rights and Privacy of Parents and Students (Public Law 93-380).

The Student Assistance Program is administered by the Student Development Division and is available to all students without regard to a finding of drug or alcohol abuse. The Student Assistance Program provides counseling and rehabilitation for all referrals, as well as education and training regarding illegal drug use and alcohol abuse. Any student with drug or alcohol abuse problems may be referred to appropriate services.

#### **Community Resources**

Al-Anon	454-4730
Alcoholics Anonymous	452-2675
Community Integration	456-2014
Crime Victim Center of Erie County	455-9414
Erie Department of Health	451-6700
Family Services (Drug & Alcohol)	866-4500
Gaudenzia Erie	459-4775
Greater Erie Community Action	459-4581
Hamot Medical Center	877-6000
Millcreek Community Hospital	864-4031
Pyramid Healthcare	934-5355
St. Vincent Health Center	452-5000

### 7.10.2 DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

The Drug-Free Schools and Communities Act requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education, state educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the possession, use, or distribution of illicit drugs and alcohol by students and employees.

As set forth in the statute, Gannon University's program is required to provide at a minimum:

- A. An annual distribution, in writing, to each employee and student (regardless of the length of the student's program of study), including:
  - Standards of conduct that clearly prohibit, at a minimum, possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
  - A description of applicable legal sanctions under local, state, or federal law;
  - A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
  - A description of available drug or alcohol counseling, treatment, or rehabilitation or re-entry programs;
  - A clear statement of the disciplinary sanctions that the University will impose on students and employees;
- B. A biennial review by the University of its program to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

### **7.10.3 DRUG-FREE WORKPLACE ACT OF 1988**

See Volume III – 3.1.6

### **7.10.4 LEGAL INFORMATION**

As residents of Pennsylvania and members of the Gannon University community, you have a right to be informed of the law and a responsibility to obey the law.

Revisions to the Pennsylvania Crimes Code signed into law by Governor Casey in May of 1988 (Act 31) legislate stringent penalties pertaining to:

1. Possession, use, attempt to use, sale or manufacture of false identification card (Sections 6307, 6310.2, 6310.3)
2. Attempt to purchase, consumption or attempt to consume, possession or attempt to possess, or transportation of liquor or malt or brewed beverages (Section 6308)...by person(s) under the age of 21.

Act 31 also cites sanctions for:

1. Representation to a liquor dealer that a minor is of age (Section 6309)
2. Inducement of minors to buy liquor or malt or brewed beverages (Section 6310)
3. Sale or furnishing, or purchase with the intent to sell or furnish, liquor or malt or brewed beverages to persons less than 21 years of age (Section 6310.1)

Criminal Code sanctions based on type and number of violations may include fines, imprisonment, conviction of offenses ranging from summary offenses to misdemeanors of the second degree, loss of drivers license, predisposition evaluation to determine the extent of the individual's involvement with alcohol, and/or the requirement to successfully complete a prescribed program of education, intervention or counseling approved by the Department of Health.

Notification to parents is mandated for arrest under sections 6308 and 6310.3.

Regarding the issue of Third Party Liability, Section 493 of the Pennsylvania Liquor Code states: "It shall be unlawful for any...person, to sell, furnish or give away liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any person visibly intoxicated,... or to any minor or to habitual drunkards, or persons of known intemperance habits."

The Supreme Court of Pennsylvania states in the case of Congini vs. Portersville Valve Co., 504 Pa 157, 470 A.2d 515 (1983) that social hosts are

“negligent per se in serving alcohol to the point of intoxication to a person less than twenty-one years of age, and they can be held liable for injuries proximately resulting from the minor’s intoxication.” That liability can extend to include claims for injuries to the intoxicated minor.

Regarding illicit drugs (categorized as Schedule I, II, III and IV substances under the Controlled Substances Act), Act 64 of the Federal drug and Cosmetic Act prohibits:

1. Manufacture, sale, delivery, holding, offering for sale or possession of any controlled substances.
2. The adulteration or misbranding of any controlled substance, drug or device.
3. Forging, counterfeiting or falsely representing the label, stamp, etc. of any drug or substance.
4. Acquisition of a controlled substance or drug by misrepresentation, fraud or forgery (forged prescriptions) or obtaining from medical sources by feigning symptoms of an illness.
5. Growing marijuana, cultivating, and compounding, packing, storing, concealing, ingesting or otherwise introducing controlled substances into the human body.
6. Possession of drug paraphernalia to include pipes, cutters, scales, etc.

Penalties for violations under Act 64 may include: arrest and/or conviction for offenses ranging from summary to felony status, imprisonment, fines, and/or the loss or forfeiture of products, property, raw materials and vehicles used or obtained in the commission of prohibited acts under Act 64.

All matters relating to alcohol are governed by the Pennsylvania Crimes code, Pennsylvania Liquor code, and related state statutes. The drinking age in this state is 21 years of age or over. No person under the age of 21 is permitted to:

1. Attempt to purchase, consume, transport, possess, OR purchase, consume, transport or possess alcoholic beverages.
2. Use, possess, sell, manufacture or attempt to use, possess, sell, or manufacture false identification.

## **7.11 UNIVERSITY REGULATIONS**

### **7.11.1 GANNON PHILOSOPHY**

When students enter college they take upon themselves certain responsibilities and obligations including satisfactory behavior consistent with the lawful purposes of the college. Student conduct, therefore, is not considered in isolation within the college community, but as an integral part of the education process.

Generally, through appropriate procedures, institutional disciplinary measures shall be imposed for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows disregard for the rights of other members of the academic community, or which endangers persons or property or institution-controlled property.

Students are expected to conduct themselves in accordance with the rules and regulations of Gannon University. Students, like all members of the University, trustees, faculty, administration and staff members, assume the responsibility to conduct themselves in compliance with the objectives and standards of conduct established by the University.

The contents of the rules and regulations of this handbook are applicable to on- or off-campus incidents. Any of the rule or regulation violations that occur, on or off-campus, may be subject to disciplinary sanctions by the University or its designee. These regulation violations would include any University, local, state or federal statutes. Sanctions or disciplinary actions can be applied to any of the rules or regulations included in this handbook, but are not limited to those that are mentioned herein. Violation of any/all Gannon University regulations may result in disciplinary action including but not limited to: monetary fines; community service hours; mandated educational programming; Counseling; Official Warning; Official Probation; Behavioral Contract; Official Suspension from University housing, Suspension from the University, and Expulsion from the University. Monetary fines are not listed here as they are issued in reflection of the severity, repetition and/or degree of the violation in question. The University also reserves the right to record all investigations of any violation or meeting to better protect Gannon students and employees from slander or misrepresentation. The following is by no means an all-inclusive list but illustrates the policies regulating the University's most common health, safety and behavior concerns.

## **7.11.2 BEHAVIOR SPECIFIC POLICIES**

### **7.11.2.1 ALCOHOL**

Alcohol use and misuse is a major issue on college campuses and in the community. Misuse of alcohol creates many challenging problems. Physical abuse, date rape, accidents, violence, vandalism and self-destruction all can be linked to alcohol abuse. Gannon University regulations on alcohol consumption are based on Commonwealth of Pennsylvania laws, with interpretations and specific applications to University activities, whether they are on or off University property. Also, second hand issues will also be considered as policy violations (e.g., vomiting, vandalism, etc.). Any violations of state or University regulations will be considered grounds for University disciplinary action.

The health risks associated with the use and abuse of alcohol include:

Short term:

- Behavior changes
- Impaired muscle coordination
- Visual disturbances
- Malnutrition, fluid loss
- Lowered resistance to disease
- Impaired mental function and judgment
- Blackouts
- Risks of injury from falls or driving under the influence

Long Term:

- Heart and liver damage
- Brain impairment
- Cancer of the lip, throat, esophagus, pancreas, stomach, colon and rectum
- Seizures
- Dementia
- Transmission of STD's including HIV
- Unplanned pregnancy
- Fetal alcohol syndrome
- Alcohol addiction
- Death from alcohol poisoning, falling, suicide, drunk driving

Use of prescription medications or illegal use of controlled substances can intensify the effects of alcohol and at much lower doses.

The following activities are prohibited and include but are not limited to:

1. Students may not be in possession of, consume or sell alcoholic beverages in University housing facilities or on University property.
2. Students may not be in possession of empty beer cans or alcoholic bottles.
3. Being present in a room or on University property in which alcoholic beverages are found. All individuals in the room will share responsibility.
4. A state of intoxication or irresponsible conduct on or off campus as a result of alcohol abuse .
5. Possession of or providing alcohol to minors at off-campus social events.
6. Providing a place for minors to drink, on- or off campus.
7. Underage consumption of alcohol in violation of Commonwealth of Pennsylvania law.
8. Any misuse, illegal or abuse of alcohol which brings discredit or attention to the University, on or off-campus..

Students in violation of this policy may be required to complete counseling, a drug and alcohol assessment, depending on the severity or repetition of policy violations. Referral to civil authorities is an option for the University.

#### **7.11.2.2 CONTROLLED DRUGS**

The use or abuse of controlled substances increases the risk of health-related, medical, behavioral, and social problems. These acute health problems related to usage can lead to blackouts, convulsions, coma, physical and psychological dependence, malnutrition, long-term health problems, diseases, pregnancy, psychological or psychiatric problems, diminished mental or physical ability, and death. Gannon University regulations on controlled substances are based on Federal and Commonwealth of Pennsylvania laws. Any violation of these laws or regulations on- or off-campus will be grounds for University disciplinary sanctions.

The following activities are prohibited and include but are not limited to:

1. The use, possession, sale, or distribution of controlled substances, without a prescription, on University property or housing.
2. The misuse or illegal distribution of non-prescription medications/ controlled substances.
3. Possession or use of drug paraphernalia, including but not limited to pipes, bongs, rolling papers and blow tubes.
4. Irresponsible conduct under the influence of a controlled substance, on- or off-campus, which brings discredit or disfavor to the University. Also using substances that induce euphoria (huffing as example).
5. The use, possession, or distribution of a controlled substance at an event that is sponsored by the University and/or a University organization on- or off-campus.
6. Supplying drugs, including methods of using controlled substances, for whatever reason, in whatever amount, and in all circumstances.
7. The smoking of any type of herbal blend or mix. In the case of marijuana, the detection of odor is sufficient evidence to justify a search and/or to constitute a violation of University policy.
8. Being present in a room/apartment in which a controlled substance or paraphernalia is found, possessed, used or sold. All individuals present will share responsibility on or off-campus.

9. Campus visitors found in possession of, supplying, or under the influence of controlled substances in violation of this policy will be asked to leave University property immediately. They can be prosecuted under Commonwealth of Pennsylvania, local or federal law. They are also in violation of University policy. Community members may be liable for the actions of their guests.

**Additionally the following can/will occur.**

1. Referral to civil authorities for prosecution is an option.
2. The loss of federal, state or University aid is a possibility, as is prosecution for fraud.
3. Students violating this regulation may be subject to a drug assessment and follow-through with an appropriate, certified rehabilitation program.

**7.11.2.3 DISRESPECT/NON-COMPLIANCE**

Failure to comply with the directive of University officials acting in performance of their duties is prohibited. Disciplinary sanctions can be applied in situations, including but not limited to, the following:

1. Abusive or obscene language.
2. Obscene gestures.
3. Providing fraudulent or false information to University officials.
4. Showing disrespect or refusing a reasonable request from a University official.
5. Not responding to a reasonable request within a specified timeline, including missing assigned appointment times.
6. Intentionally and significantly interfering with teaching.
7. Hindering the investigation of an incident.

**7.11.2.4 DISORDERLY DISSENT/PROTEST**

Organizing, sponsoring, implementing, or conducting programs or activities which are disorderly and/or in violation of civil laws or University regulations is prohibited and subject to disciplinary action.

**7.11.2.5 GAMBLING**

Gambling which includes goods or money as stakes is not permitted anywhere on University property except under the supervision of a recognized student organization or a legitimate authority of the University in connection with a fundraising activity.

**7.11.2.6 GUESTS**

Students/organizations are responsible for the conduct of their guests and all guests are subject to the rules of the University. An organization assumes responsibility for all its guests in all situations, whether on- or off-campus. This includes overnight guests in University-owned housing units.

**7.11.2.7 HARASSMENT/VIOLENCE**

Threatening violence, inciting others to violent action, or willful participation in action which results in damage to property or physical and/or mental harm to another person is subject to disciplinary action. This includes, but is not limited to, the following activities against members of the University's faculty, administration, staff, student body or guests by direct or indirect methods:

1. Threat and/or use of physical force or violence.
2. Coercion or harassment.
3. Stalking.

4. Harassment through telecommunication vehicles, mail or computer.
5. Intimidation.

Also see Section 7.6.

### **7.11.2.8 HAZING**

The University interprets hazing as any act (by an individual or group), whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate whether on- or off-campus. These actions are prohibited and include but are not limited to the following:

1. Use of alcohol.
2. Paddling in any form.
3. Creation of excessive fatigue.
4. Physical or psychological shocks.
5. Quests, treasure hunts, road trips or scavenger hunts.
6. Wearing of clothing which is conspicuous or in bad taste.
7. Engaging in public stunts or buffoonery.
8. Morally degrading or humiliating games or activities.
9. Late work sessions which interfere with academic preparations.
10. Body marking/painting.
11. Any activity that is not consistent with fraternal, civil, ritual or policy of the University or which adversely interferes with the mission of the University.

Individuals who participate (perpetrators or victims) can be held accountable and cited under Commonwealth of Pennsylvania Law. Consent of the participants has no bearing on charges and all parties can be cited. (Refer to Pennsylvania Anti Hazing legislation – PS 24-5354(3) or Act 175.)

Any individual who feels that he/she has been a victim of hazing may follow one of two procedures:

1. Report the activity to the organization, which would then handle the situation according to its own internal procedures and policies.
2. Report the activity to the organization's faculty advisor, the Director or Associate Director of the Office of Student Organizations and Leadership Development, the Office of Student Living and/or the Student Conduct Officer, Athletics, the Inter-fraternity Council (IFC), Panhellenic Council, or the Dean and/or Associate Dean of Student Development.

In the case of less serious infractions, the individual selected from the above list will attempt to rectify the problem with the offending organization. An advisor, campus minister, administrator or faculty member observing or receiving a report of a hazing incident must report the incident to the Student Conduct Officer. In the case of national affiliation, the University will notify the national office of the affiliated student organization. Every effort should be made to keep the name of the complainant confidential. In the event that the situation continues or is repeated, or is considered to be of a serious nature, the Student Conduct Officer will automatically address the matter. Hazing which involves alcohol, harassment, physical or psychological abuse, or which threatens the safety of individuals is considered to be of serious nature and is subject to severe disciplinary action. The Student Conduct Officer shall have the responsibility to investigate the reported incidents by interviewing the parties involved and collecting written statements; to determine if a hazing incident has occurred; to impose an appropriate sanction, up to and including removal of University recognition from the offending organization and expulsion of the offending individuals/organization from the University. The accused organization or individuals have the right to appeal any sanction imposed by the Student Conduct Officer through the Student Conduct Committee.

### **7.11.2.9 PERSONAL CONDUCT**

Conduct violating contemporary community standards of morality and/or in violation of Gannon University standards will not be tolerated. In addition, any activity not in conjunction with the University's Mission Statement will not be tolerated. Any type of lewd or indecent conduct on University property or at University sponsored events, on- or off-campus, will also not be tolerated.

Every student is expected to be a "Good Samaritan" and provide help when needed or inform the proper University office if another student or member of the community is in distress. Depending on the situation, sanctions that may be applicable may be waived.

### **7.11.2.10 RAPE/ATTEMPTED RAPE/SEXUAL ASSAULT**

Rape, sexual assault, and sexual abuse, whether committed by a stranger, friend or steady dating partner, are criminal offenses subject to prosecution under the law. Any student found guilty of rape and/or attempted rape can expect severe disciplinary sanctions.

It is important for the victim to understand that reporting the incident does not obligate the victim to press charges; however the police or University officials should be notified.

If you are a victim of rape, sexual assault, attempted rape or abuse, seeking medical help is an important first step and should be taken as soon as possible. Victims should not shower, bathe, douche or use mouthwash before receiving a medical exam. If the victim wishes to change clothes, the removed clothing should be saved and not washed. Going to the hospital does not mean that the victim will have to press charges.

The victim should consider seeking help from a relative, friend, RA/ARD/AD, University Counselor, Commuter Student Advisor, Fraternity/Sorority Advisor, Resident Campus Minister, and/or Crime Victims Center.

### **7.11.2.11 SOLICITATION**

No outside person, organization, student, staff, faculty or business may solicit on the University campus without the express permission of the Vice President of Finance and/or the Director of Student Living. This includes the distribution of any type of leaflet or posting, exchange of goods or services, and bartering or selling of services of goods.

Regulations for Residence Halls

The following regulations apply to all clubs and organizations affiliated with Gannon University as well as outside groups. For solicitation within residence halls/apartments, prior approval must be obtained from the Office of Student Living. This must be communicated in writing in advance to the Director of Student Living or his/her designee within 10 days prior to the requested event. Requests would include a meeting, signage, or any other type of direct or indirect event. Signs/posters must have prior approval from the Office of Student Living. Every effort will be made to provide a suitable meeting place within the building or on a particular floor. Individuals will be prohibited from visiting each floor or going door-to-door within the residence buildings because of safety concerns.

### **7.11.2.12 TOBACCO POLICY**

#### **7.11.2.12.1 General Prohibition:**

The use of any form of tobacco (including smokeless tobacco or blends) is prohibited in University vehicles and buildings including classrooms, auditoriums, conference rooms, dining halls, lobbies, hallways, restrooms, stairwells, entrance doors, residence hall rooms, apartments and offices. The use of any form of tobacco, including smokeless tobacco, is restricted to open areas, well away from entrances to or around any University buildings (20-foot no-smoke zone). Any by-products of tobacco usage are to be properly

discarded. All university owned housing units are smoke and tobacco (including dip and chew) free buildings. All smoking must be conducted a minimum of 20 feet from any University housing unit.

#### **7.11.2.12.2 Enforcement:**

Each member of the Gannon community is expected to adhere to the tobacco policy with enforcement in and around administrative buildings to be the responsibility of the vice presidents, deans and department managers.

#### **7.11.2.13 THEFT**

Unauthorized possession or theft of University property, the property of any member of the University community, or the property of others on- or off-campus is prohibited and subject to disciplinary action. Possession of traffic signs, etc. is prohibited.

#### **7.11.2.14 VANDALISM**

Unauthorized destruction of University property or the property of others on- or off-campus is prohibited and subject to disciplinary action.

#### **7.11.2.15 UNAUTHORIZED ENTRY**

Unauthorized entry into or use of college property, including but not limited to the following is prohibited:

1. University facilities.
2. University buildings and residence facilities.
3. Equipment or resources (e.g., library materials, etc.).
4. Use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment.

#### **7.11.2.16 WRONGFUL UTILIZATION OF GOODS, SERVICES OR INFORMATION**

The following activities are prohibited by students and their guests:

1. Stealing from, and/or possessing without authorization, any property or services from another person, group of people, or the University.
2. Embezzling, defrauding, or procuring money, goods or services under false pretenses.
3. Possessing, purchasing or receiving property, money or services knowing them to be stolen or embezzled.
4. Issuing a check on campus knowing that it will not be honored when presented for payment.
5. Duplicating keys, computer access codes, or other devices without proper authorization.
6. Forging, altering or causing any false information to be entered on an administrative record or presented at an administrative proceeding.
7. Unauthorized use of any long distance caller identity codes.
8. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.
9. Possession or use of false identification.
10. Possession and/or use of keys or swipe cards for access to buildings, rooms or apartments by those other than the contracted Gannon University student residing in said building, room or apartment. This policy also applies to administrative buildings – only those Gannon University community members with authorization may possess and use keys and swipe cards to access administrative buildings, offices, and rooms.

## 7.11.3 WITHDRAWAL POLICY

### 7.11.3.1 Involuntary Administrative Withdrawal

A student will be subject to involuntary administrative withdrawal from the University when the student engages, or threatens to engage in behavior:

1. That poses a substantial danger or risk of harming self or others;
2. That substantially impedes or disrupts the legal, educational, or social activities of other members of the University community; or
3. That poses a substantial risk to University property or the property of a University community member.

Dangerous, harmful, risky, destructive, or disruptive situations/behaviors may include but are not limited to:

1. Behaviors or conditions that threaten the well-being of the student, other students or staff either physically or psychologically.
2. Behaviors that demonstrate a consistent and persistent pattern of disrupting student learning, staff/administration performance, or faculty teaching.
3. Suicide attempts or threats.
4. Substance abuse.
5. Behaviors/conditions associated with disordered eating.

The procedure described below shall apply when the psychological or mental health of a student is alleged and documented to be a factor in their behavior. The Dean for Student Development or a designee (the title "Dean" shall substitute for Dean of Student Development, or a designee – within the rest of this document) shall consult with appropriate University personnel concerning the student's behavior. The Dean shall then determine what, if any, immediate action (see below) needs to be taken to ensure the safety of the student, other students, staff, or property. The Dean will meet with the student about the incident(s), review the case, and consult with appropriate internal or external personnel before determining any final University action. The student may have an advisor or support person present for all consultations with the Dean. Legal counsel is not permitted at review sessions with the Dean.

### 7.11.3.2 Immediate Action

When the Dean determines a severe incident, or pattern of incidents/ behaviors, has/have occurred, and/or the student is an immediate danger to self or others, the student will be placed on Interim Withdrawal pending a full review. The student will remain on Interim Withdrawal until the case is thoroughly reviewed. A thorough review may include an internally-conducted assessment (i.e., medical, psychological, drug/alcohol). The results of any externally-conducted assessments must be submitted in writing to be reviewed by the Dean. The student may be restricted from campus and University-sponsored activities until the Dean determines the final disposition of the case.

### 7.11.3.3 Review

The following guidelines apply to the review session with the Dean:

- a. Student will be informed by registered mail of the time, date, and location of the review session. At least two days advance notice will be given.
- b. The Dean will permit the student to review all non-confidential/non-personal notes in the official record prior to the review session. The official record will be ready for inspection in the Dean's office at least two days prior to the session.
- c. The review session shall be conversational and non-adversarial. The Dean shall exercise active control over the meeting to ensure orderly

completion of the session. Anyone who disrupts the session may be dismissed from it.

- d. A faculty advisor, University staff, or family member may be present to assist the student.
- e. Those assisting the student will be given reasonable time to ask relevant questions and present relevant evidence/information.
- f. The student will be expected to respond to the questions asked by the Dean. Should the student refuse to answer he/she may be informed that the Dean could draw negative inferences from their refusal, which might result in their dismissal from the University.
- g. The review session may be conducted in the absence of a student who fails to appear after proper notice.
- h. Witnesses may be called to respond to relevant questions, upon the request of any party, if the Dean determines that such participation is essential to the resolution of a disputed issue in the case.
- i. The review session shall be tape recorded by the Dean. The tape shall be kept with the student's record for as long as the University maintains the record.
- j. The Dean shall render a written decision within five business days after the completion of the review session. The written decision, which will be mailed or personally delivered to the student, will contain a statement of reasons for any decision leading to involuntary withdrawal. The student will also be advised as to when a petition for reinstatement would be considered, along with any conditions for reinstatement.

#### 7.11.3.4 Final Disposition

If the Dean determines the student has the capacity to function safely and appropriately within the University community, and there is no apparent danger to the student, other students, and/or staff, then one or more of the following interventions will be recommended:

- A meeting with the student and appropriate University personnel to develop a plan of action to continue enrollment at the University. The student may request that this plan include reasonable accommodations required by state/federal laws.
- Referral to a licensed mental health professional for an assessment to evaluate the student's mental, emotional, and behavioral status. Written recommendations from the assessment will be made available to the Dean.
- Completion of a drug and alcohol assessment and adherence to recommendations for treatment. Written recommendations must be submitted to the Dean.
- Submit to, and pay for, a drug-test/drug-screening and have results submitted to the Dean.
- Enter into a written contract that outlines behavioral expectations for continued enrollment, which may include a provision for submission to the Dean of future assessments by external personnel.
- Notification of the student's parents/guardians or nearest relative.

If a student fails to comply with any of the above recommendations or demonstrates an inability to change his/her behavior then he/she will be subject to immediate involuntary withdrawal.

If the Dean determines that the student does not have the capacity to function safely within the University community the student will be immediately withdrawn from the University.

## NOTES:

- When the student is involuntarily withdrawn or voluntarily withdraws the student's grades will reflect withdrawal grades (X) for the semester in which the involuntary withdrawal occurs.
- Eligibility for a refund will be determined by current University policy.
- A student is eligible to reapply after one year unless the Dean specifies an earlier eligibility date to reapply for admission to the University. The reapplication is made through the Office of Admissions. A certification by a licensed medical or mental health professional stating that the individual poses no threat to self or others, is able to resume academic work, and when applicable, residential living will be required by the Dean.

### 7.11.3.5 Right of Appeal

The decision of the Dean may only be appealed to the Provost. The Provost may overturn the Dean's decision only if it can be shown that University procedures were not followed and that the student's case was adversely affected by the failure to follow such procedure, or that the decision by the Dean was arbitrary or capricious.

### 7.11.4 DISCIPLINARY PROCEDURES

The Director of Student Living, the Student Conduct Officer, and Assistant Directors are responsible for dealing with all student disciplinary cases except academic dishonesty.

1. An incident report is submitted by the party (ies) reporting a violation of University regulations and is kept on file in the Office of Student Living.
2. The individual involved in an incident will be sent a letter to report to a meeting. This letter will be sent via campus e-mail address. It is the responsibility of the student to check his/her e-mail on a daily basis. Student e-mail will be an official method of communication by the University.
3. The Director, the Student Conduct Officer, or Assistant Director meets with the student(s) involved. At this meeting students will be informed of their rights and responsibilities and invited to give a statement regarding the incident/event. A sanction is considered and/or imposed after all individuals involved in an incident have been offered the opportunity to give a statement about said incident.
4. Letters are sent via e-mail to the student(s) involved outlining any sanctions they may have received. In cases of major violations, letters are also mailed to the parent(s)/guardian(s) of the dependent student(s) informing them of the disciplinary incident/procedures.
5. In cases of major violations the student(s) have the right to appeal the judicial decision before the Committee on Student Conduct. In the case of lesser sanctions the student may appeal to the supervisor of the individual initiating the sanction. Appeals for lesser sanctions terminate at the level of the Dean of Student Development.
6. If a student(s) decides to appeal either their responsibility in an incident or the severity of the sanction received, a hearing with the Committee on Student Conduct must be convened.
7. Upon conclusion of the hearing a letter is sent to both student and his or her parents/guardians (if the student is a dependent) informing them of the outcome.
8. All violations are subject to fines, service hours, campus hours, educational sanctions, assessments, etc. Fines not paid within the specified time parameters will be doubled. Service hours not completed will be doubled and students will be charged fifteen dollars

per hour left incomplete. Educational sanctions not completed will be fined fifteen dollars.

9. All requests for appeals to sanctions below suspension from housing must be requested within two weeks of the date of the sanction letter. All appeals must be done in writing and not in person.

All discipline files are kept until three (3) years after a student has graduated/left the University at which time they are destroyed.

## **7.11.5 DISCIPLINARY SANCTIONS**

### **7.11.5.1 Minor Infractions/Violations**

#### **7.11.5.1.1 Fines.**

Individual or group fines may be levied by the Director of Student Living, Student Conduct Officer, or Assistant Directors of Student Living, within the proper area of jurisdiction, for deliberate actions contrary to the policies of the University.

#### **7.11.5.1.2 Service Hours.**

Assignment of individuals to work in the residence hall, apartment facility, University building, and/or community service off-campus. Hours may be completed mornings and evenings and on weekends. These hours are mandatory and must be served on the assigned date(s).

<b>Single =</b>	3 hours of service
<b>Double =</b>	6 hours of service
<b>Triple =</b>	9 hours of service

#### **7.11.5.1.3 Campus Hours.**

Campus hours restrict the student to their residence hall for specified hours. They are required to sign-in every half an hour to verify their location.

#### **7.11.5.1.4 Education.**

When deemed appropriate, educational sanctions consisting of formal apology (in person or in writing), public presentation, research paper, online coursework (e.g., E-Chug), etc. may be assigned.

#### **7.11.5.1.5 Restitution.**

When deemed appropriate the student may be required to pay for damages done or other expenses incurred as a result of a student's actions. Restitution may be required to the University, an individual, department, etc.

#### **7.11.5.1.6 Group Sanctions.**

A group may be required to make restitution of damages or pay fines.

#### **7.11.5.1.7 Mandatory Assessment.**

The student(s) may be required to undergo a mandatory alcohol or other drug assessment for drug related misconduct.

#### **7.11.5.1.8 Personal Counseling.**

The student may be required to schedule and keep a personal counseling session with a University-approved counselor. That student will be required to follow any suggestions/recommendations the counselor makes.

#### **7.11.5.1.9 Restriction.**

A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include the denial of the student to represent the University in any way, denial of use of facilities, denial of parking privileges, denial of participation in extracurricular activities (including athletics), or restriction of University-approved organizational activities.

#### **7.11.5.1.10 University Housing Transfer.**

The student is transferred to another room or housing unit.

#### **7.11.5.1.11 Combined Sanctions.**

A combination of the above sanctions may be imposed.

#### **7.11.5.1.12 Official Warning.**

Rule violation or attitude of disregard for rules may result in an Official Warning by the University. The status of an Official Warning may last up to one full calendar year. A letter can be sent to parent(s)/guardian(s) describing the student's actions and related sanctions.

#### **7.11.5.1.13 Official Probation.**

Consistent rule violation or attitude of disregard for the rules may result in Official Probation with the University. A student who merits Official Probation is cautioned that further misconduct will be cause for dismissal from the University. The probation status can last for up to one full calendar year. A letter describing the student's actions and related sanctions will be sent to parent(s)/guardian(s).

### **7.11.5.2 Major Infractions/Violations**

#### **7.11.5.2.1 Dismissal from University Housing.**

A student who shows himself/herself incapable of participating in harmonious community life may be asked to withdraw from the residence hall or apartment in which they are living. The decision to remove a student from housing rests with the Director of the Office of Student Living or the Student Conduct Officer. A notice of dismissal will be sent to the parent(s)/guardian(s) of the student. Please note: as residential students are obligated to live in University housing for two academic years, removal from housing for those students required to live on-campus will constitute removal from the University.

#### **7.11.5.2.2 Suspension.**

The Director of the Office of Student Living and the Student Conduct Officer reserve the right to suspend a student for up to one calendar year for any serious violation of University rules or regulations. The suspended student may not present themselves on campus for any reason other than those related to disciplinary action during the period of the Suspension. Appearance on campus without the approval of the Director or Student Conduct Officer will result in immediate expulsion from the University. Upon termination of the suspension period, a student wishing to re-enroll at the University must reapply through the Office of Admissions.

#### **7.11.5.2.3 Expulsion.**

Permanent exclusion from the University. The University reserves the right at any time to expel any student or students engaging in any conduct which, in the University's opinion, is detrimental to the continued welfare of the University or University community. In addition, any student whose behavior/actions threaten the health and well being of themselves or others will be subject to severe disciplinary action up to and including expulsion from the University.

## **7.11.6 COMMITTEE ON STUDENT CONDUCT**

### **7.11.6.1 Structure of the Student Conduct Committee**

#### **7.11.6.1.1 Membership**

The Committee shall consist of eight (8) members of the University faculty,

appointed by the President of the Faculty Senate for a term of three years. Also, seven (7) students will be selected by the Student Government Association and appointed by its President for a term of one year. From this pool of members, three (3) faculty and three (3) student representatives will be chosen randomly and called to serve at individual disciplinary hearings as necessary. Two (2) members of the Administration will be present as ex-officio members, namely the Dean of Student Development (or delegate) and the Director of the Office of Student Living (or delegate). Ex-officio members will vote only in policy decisions.

#### **7.11.6.1.2 Chairperson**

The Chairperson of the Student Conduct Committee shall be a faculty member recommended by the Dean of Student Development and Director of the Office of Student Living and approved by the Faculty Senate. The Chairperson does not have a term limit and serves continuously upon agreement of the Dean of Student Development and the President of the Faculty Senate.

#### **7.11.6.3 Function of the Student Conduct Committee**

The Committee shall meet at regular intervals as determined by the needs of the University. It shall also meet in special session at the request of the Student Conduct Officer and/or the Director of the Office of Student Living or of the Chairperson of the Student Conduct Committee. A quorum for the conduct of business shall consist of five (5) voting members, including the Chairperson. The Committee shall have due regard for the rights guaranteed an accused student as outlined in the Student Handbook. Majority vote shall determine guilt or innocence. In the case of a tie the Chairperson will vote. Enforcement of the Committee decisions shall be the responsibility of the Student Conduct Officer and/or the Director of the Office of Student Living.

#### **7.11.6.3 Procedures**

While the accused student has the right to appear or not appear, hearings of the Student Conduct Committee are closed to the general student body and the public. The accused has the right to have an advisor of his/her choice present with him/her at the hearing. The advisor may advise the student but may not speak on the student's behalf. The student has 48 hours from being notified of his/her sanction (verbally or in writing) to determine and notify the Office of Student Living that he or she wishes to appeal the disciplinary decision. Students may appeal disciplinary decisions because they believe they have been wrongly held responsible for (a) policy violation(s) OR they believe the sanction they received was too severe given the students' actions. Students may not render both types of appeal.

For the protection of both the University and the accused, a tape recording of the proceedings will be made and kept on file with the Director of the Office of Student Living. In accordance with the provisions of the Joint Statement of Rights and Freedoms of Students, the accused student must be advised beforehand of the content of the testimony to be given against him/her and of the names of those who will give the testimony. Prior to the hearing, the accused must also be given a written statement of the charge(s) against him/her, as well as his/her rights during the appeal process.

At the beginning of the hearing, the Student Conduct Officer and/or the Director of the Office of Student Living (or designee) will present the Chairperson of the Student Conduct Committee with a statement of the charge or charges against the accused, along with (a) citation(s) of the University rule or rules violated.

The Student Conduct Officer and/or the Director of the Office of Student Living (or designee) then present the facts in support of the charge or charges being made. In instances of an appeal of guilt or innocence only, the accused student has the right to question, through the Chairperson of the Committee, any witness who appears against him/her.

Regarding instances of an appeal of guilt or innocence only: while the accused student is presumed innocent until proven guilty, testimony by the Student

Conduct Officer and/or the Director of the Office of Student Living, his/her staff, or other appropriate University officials is to be considered evidence and must be given credence. If justice is to be done and authority is to be upheld, the testimony of the Student Conduct Officer, the Director of the Office of Student Living and his /her staff must be presumed true unless proven otherwise. This shifts the burden of proof to the accused. Should the accused wish to present witnesses in his/her defense, written and signed statements of their testimony must be in the hands of the Student Conduct Officer and/ or the Director of the Office of Student Living (or designee) no less than three calendar days in advance of the hearing. The Committee will hear no witnesses for the accused unless this condition is met.

Any student found to knowingly provide false information in a hearing before the Committee would be subject to expulsion from the university.

After all the facts have been presented and the accused has had the opportunity to answer in his/her defense, the Committee alone, excluding ex-officio members, will deliberate and make its decision on the basis of the testimony presented. The Committee will render a decision of guilty or not guilty (in appeals of guilt or innocence) or will determine a sanction appropriate to the violation(s) in question (in appeals of severity of sanction).

All decisions of the Student Conduct Committee are final, with the exception of "expulsion". The decision can be overturned by the Dean of Student Development if it is determined procedural error had occurred. An appeal of an expulsion order may be made to the President of the University. This appeal must be made within three days of the penalty issue. In all cases of appeal, the penalties imposed will be stayed, pending the outcome of the appeal, unless the Student Conduct Officer and/or the Director of the Office of Student Living determines the physical, mental or emotional well-being of any or all Gannon students (including the accused) is in jeopardy.

Also considered will be the safety of individual and community property as well as the atmosphere of the entire campus or any part thereof.

The Student Conduct Committee may meet during the last three weeks of a regular academic semester, all academic break periods, during Intercession, Summer Session, or any regular academic semesters, even though a quorum may not be present.

#### **7.11.6.4 Appeal Procedures**

All requests to appeal must be made through the Student Conduct Officer and/ or the Director of the Office of Student Living. He/she shall, in turn, notify the Chairman of the Student Conduct Committee of the request. The Chairman and the Committee of six (6), with student and faculty representation, shall receive a statement of the charge from the Student Conduct Officer, the Director of the Office of Student Living, or an appropriate University official. The committee shall then question and listen to the accused to determine whether or not there are sufficient grounds for altering the disciplinary sanction imposed by the Student Conduct Officer, the Director of the Office of Student Living, or authorized University official. Decisions of the Committee are made by simple majority rule.

Every attempt will be made to process an appeal within fourteen calendar days of disposition of the sanction. The date for the hearing will be set by the Office of Student Living (OSL). The OSL will notify the student/organization of the hearing date. It's the student's/organization's responsibility to be available for the hearing date. The hearing date is not a negotiable entity.

On appeal, the Student Conduct Committee shall consider one of the following two issues, but not both:

- a. Review of determination of guilt
- b. Review of disciplinary sanction imposed, as clarified in the following paragraph:

A student appeal requesting review of the disciplinary sanction imposed shall carry with it the presumption that the student is admitting guilt. Further inquiry into the facts surrounding the incident will not be made unless the student desires to raise some facts in support of his appeal. The disciplinary sanctions imposed by the Student Conduct Officer, the Director of the Office of Student Living, or other authorized University officials shall be presumed to have been given careful consideration. Likewise, the disciplinary sanctions prescribed for offenses listed in the Student Handbook and/or Philosophy of Campus Housing shall be deemed to be proper and in keeping with the best interest of the University, and the need for reasonable regulation of student activity and conduct.

The Committee shall exercise its power to change the disciplinary sanction imposed with restraint and only if the original sanction issued is determined to have been arbitrary, improper or inequitable under the circumstances. The burden will be upon the student to show that such action was arbitrary, improper or inequitable by clear and convincing evidence.

#### **7.11.6.5 Appeals by Organizations**

Appeals by legitimate campus organizations are subject to the following conditions:

- a. Only the advisor of the organization, president of the organization, or the president's delegates (not more than two), will be recognized as having standing to appeal on behalf of the organization. Individual organization members acting without authorization will not be heard. It will be the responsibility of the spokesman to furnish proof satisfactory to the Student Conduct Committee that they, in fact, have proper authorization to process an appeal on behalf of the organization.
- b. During the appeal hearing, the organization making an appeal may have its faculty advisor present. In addition, the organization may, at its discretion, elect to have one additional advisor present.
- c. Legitimate campus organizations shall include all clubs and organizations that have University Recognition and Student Government Association approval, according to the University's policy on recognition and approval contained in this handbook in the section entitled "Student Activities." The Director of Student Activities maintains a current list of all clubs and organizations that have University Recognition and Student Government Association Approval.
- d. Notification of a pending hearing to the Faculty Advisor will be the responsibility of the Chairperson of the Student Conduct Committee.

## **7.12 RESIDENCE LIFE REGULATIONS AND INFORMATION**

### **7.12.1 COPY MACHINES**

Copy machines are available in various buildings on University property. Your ID card can provide access to the copy machines.

### **7.12.2 DAMAGES**

The resident will be responsible for any damages that occur in their place of residence. It is up to the residents to indicate to the Office of Student Living who is responsible for the damage(s) prior to their leaving campus at the end of the housing contract. All damages will be divided equally between all residents of the room/apartment if the perpetrator is not known. All common damages will be divided equally between all residents of the quad, floor or building, if the perpetrator can not be identified. Residents are responsible for coming forward if they have information regarding damages and who may be responsible. Each

resident will have 30 days from the date of their deposit return to appeal the damage charges. Any appeals of damage charges must be issued in writing to the Office of Student Living.

### **7.12.3 DINING SERVICES**

All Freshmen students residing in Finegan, Wehrle or other University owned or operated housing are mandated to be on a full meal plan. This meal plan offers meals/week, 225 or 285 block plans (19 or 15 meals per week). Upperclassmen are not required to be on a meal plan, but may choose from a variety offered through Dining Services. No food, dishes, glasses, trays or any other property of Metz is to be removed from the Dining Hall. Meal plans can be obtained at the Office of Student Living and by adding money to the GU Gold account at the Office of Student Accounts and Cashier.

### **7.12.4 ELECTRICAL APPLIANCES/FURNITURE/OTHER MATERIALS AND ITEMS**

Due to fire, damage, facility considerations and accident potential, the following items are not permitted in:

#### Residence Hall Rooms

1. Microwaves. Micro fridges are provided.
2. Any item that can be classified as a hot plate, electric frying pan or oven, toaster, etc.
3. Sun lamps
4. Ham radio outfits or amplifiers
5. Electric blankets
6. Air conditioners
7. Space heaters
8. Waterbeds
9. Halogen lamps
10. Christmas lights/ornamental lights (except two-week window before Christmas break)
11. Grill type units (i.e., George Forman grills)
12. Duct tape
13. Live/dead Christmas trees (artificial trees are acceptable)
14. Door locks
15. Any lamp/light that has plastic shades.

#### Apartments

1. Items listed above (3-10)
2. Washing Machines
3. Dishwashers
4. Clothes Dryers
5. Christmas lights/ornamental lights (except two-week periods before Christmas break)
6. Duct tape
7. Propane or gas grills
8. Live/dead Christmas trees
9. Any upholster sitting or sleeping furniture.

Any item that would be deemed dangerous to the health, safety or welfare of the students, as determined by the Office of Student Living Staff, is also not permitted. It is prudent of the student to ask the Office of Student Living about a questionable item in advance of bringing it to campus.

### **7.12.5 FIRE**

The University deems the following as extremely important because of the safety and well-being of the University's students:

In the event of a fire, it is important to:

1. Close door of the room in which fire is located.
2. Pull nearest fire alarm.
3. Dial 911.
4. Be familiar with fire safety regulations and fire exit routes.

Response to a fire alarm is mandatory. Complete evacuation of a building is also mandatory. The act of arson, regardless of intent or seriousness, is subject to severe disciplinary sanctions.

Another important consideration for fire safety is to ensure that all entrances and exits are clear of obstacles. As such, students are prohibited from hanging items in any doorways of rooms and apartments or on sprinkler heads or pipes.

### **7.12.5.1 FIRE EQUIPMENT**

Rendering inoperable or abusing a fire alarm, fire extinguisher (found in apartments or common areas), smoke detector (by removing the battery), or any other safety device is prohibited and subject to severe disciplinary sanctions and fines. Students are required to follow proper procedures in reporting malfunctions. Sprinkler systems: Any tampering/vandalism of University sprinkler systems, because of the serious nature thereof, will not be tolerated and will result in the immediate suspension from the University in addition to possible charges are filed by Gannon Police, EPD, or EFD. Restitution will also be applied. Common damages will be applied if necessary. Because of the potential for accidental damage, students are to refrain from hanging any items on or from sprinkler pipes or heads. Fire equipment will be checked periodically and during unscheduled visits of rooms/apartments during the school year to protect the integrity of the system.

### **7.12.6 FRESHMEN HOURS**

1. There are no limitations on hours for Upperclassmen. It is important for each student to use good judgment in developing an appropriate lifestyle.
2. Freshmen. Observance of Check-In Hours for freshmen is essential in their early academic careers and is expected.
3. Freshmen Hours. All freshmen residing in the Residence Halls must be in their rooms by 11:30pm, Sunday through Thursday nights, until Four-Week Grades are received. There will be no formal hours set on Friday and Saturday evenings. However, the Office of Student Living encourages and emphasizes a mature and prudent attitude in the exercise of freedom in this area. Freshmen are expected to stay in their room after the Check-In time has begun.

As a matter of general policy, the Office of Student Living asks that if you leave the Residence Hall for an evening, an overnight or a weekend please inform someone – typically your Resident Assistant - as to where you are going. This is important in case there is an emergency and we need to contact you.

### **7.12.7 FURNITURE**

The University furnishes each bedroom with a bed, desk, chair and bureau for each occupant. In addition, each apartment will have living room and dining room furniture. Such items as floor lamps, bed lamps, easy chairs, etc., are extras. You are free to purchase such items for your room, but only with the approval of the Office of Student Living staff. No furniture in any residence hall or apartment may be taken apart or removed from the apartment. Also, students will not be permitted to use lounge furniture for private use. Removal of screens

is also prohibited. Any infractions of the above will be considered judicial matters. Furniture brought in must have appropriate fire rating (California code). Furniture must be returned to its original starting position when the room/apartment is vacated at the end of the housing contract. Any furniture used for sitting or sleeping can not be brought into an apartment building. Sanctions will apply and include exterminating costs.

### **7.12.8 HOUSING COMMITMENT AGREEMENT**

Housing commitment agreements are binding documents for the duration of the contract, either 9 or 11 months. Exceptions to being released from housing commitment agreements are limited and are rare (medical or extreme financial hardship). The student must provide extensive documentation from the parents, physician and/or the Director of Financial Aid. ***Please note: the University reserves the right to move students from one room or apartment to another whenever the University deems it necessary or appropriate.***

*It is also understood that each student has a four semester housing obligation, when entering the University as a freshman, unless their permanent residence is less than a 25-mile radius of the University. Transfer students will be subject to the obligation unless they have completed four or more semesters before transferring.*

The room or apartment is to be completely vacated on the dates that are published in the housing contract or school calendar. Individuals who choose to withdraw or are separated must have all belongings removed within 48 hours of notification of the separation or the completion of the withdrawal process. Charges of \$45/day will be assessed.

### **7.12.9 HEALTH INSURANCE - See Student Medical Insurance Plan (7.12.23)**

### **7.12.10 HOUSING REFUND POLICY**

Housing refunds will only be granted for medical withdrawals. Academic or disciplinary separations will result in the full loss of the room charge. Board charges will be refunded on a prorated basis up to the 3rd week of the semester.

### **7.12.11 INCENSE AND CANDLES**

Incense, potpourri burners, and candles, burned or unburned, are prohibited from University housing facilities by state code. Since candles have been involved in a considerable number of fires occurring in university housing around the country demands this mandate as well as being mandated by state law.

### **7.12.12 KEYS**

There will be a charge of \$25.00 to replace a key that has been lost, bent or broken. A refund of \$20.00 will be given if the key is returned within 15 days of the initial report. There will also be a \$50.00 charge if a lost key necessitates changing the cylinder of a door's locking mechanism.

#### **7.12.12.1 Lockouts:**

There will be a charge against a student's housing deposit for each time any University official must provide entrance to an apartment/room as the result of a student forgetting/losing key to their residence. The first offense will be \$10; the second will be \$15; the third time and beyond will be \$20 per event.

### **7.12.13 LAUNDRY**

Laundry facilities are available in all University-owned housing facilities. During the fall and spring semesters free (no charge-per-service) laundry will be available. Abuse of the laundry system is an offense in which a sanction can be levied. A nominal fee will be assessed for the laundry service during the traditional housing contract time period. There is an additional charge for individuals who do not fall under an 11-month contract, particularly for summer housing.

#### **7.12.14 LOSS OF PERSONAL PROPERTY**

The University assumes no responsibility for the loss of or damage to personal property on campus. Security measures are in effect and the University's responsibility ends there. The University will not compensate loss of personal property in a residence facility, during a regular semester, during a summer session or over a break period. Damage to personal property in residence facilities should be covered by a renter's insurance policy and is not compensated by the University.

#### **7.12.15 MAIL**

Each student in the Residence Halls and apartments will be assigned a mailbox. You will receive your mail in the mailbox, which is located in the Waldron Campus Center.

#### **7.12.16 MOTOR BIKES/BICYCLES**

Parking for motor bikes is permitted only in designated areas. When entering or leaving a designated parking area, the motor bike should be shut off and pushed so as not to disturb classroom and office business.

Bicycles are to be parked only in areas that are designated or in bike racks, where provided. Bikes should never be parked in a place where they will impede the normal flow of traffic. Bikes should not be stored in residents' rooms.

#### **7.12.17 OVER 21-RULES**

Students of legal drinking age who live on campus and meet the prerequisites established by the University may be accorded Over-21 Status in their apartment residences by the Office of Student Living. (Please contact the Office of Student Living for more information about Over-21 Status.) Over-21 Status is a privilege granted to students and can be rescinded should students fail to use alcohol responsibly and in accordance with University policy. Students living in apartments that have been designated and approved as Over-21 must comply with the following rules:

1. Three case limit per apartment. No party balls, kegs punch bowls or bulk alcohol.
2. No alcoholic beverages are permitted if minors are in the apartment.
3. No more than twice the number of individuals are permitted in the apartment than reside in that apartment. (For example, a four person apartment can have a total of eight individuals in the apartment.)
4. Residents may not consume alcohol in quads, hallways, parking lots, entryways or outside housing units.
5. Door to apartment must be closed when alcohol is in use.

#### **7.12.18 PARKING**

The University provides upperclassmen parking spaces on a very limited basis. These spaces are available on a first-come, first-serve basis. All cars must have parking stickers. Applications for the stickers may be secured from the Resident Director of your building. Completed applications are accepted and parking stickers are issued by the Office of Police and Safety for a fee.

No vehicles may park in any part of the quadrangle proper.

Resident freshmen will not be permitted to receive a parking permit to park on campus. The University provides subsidized parking for full time, undergraduate, and commuter students in cooperation with the Erie Parking Authority on a semester-to-semester basis. The Office of Commuter Life conducts a lottery for the fall semester, and considers students on a first-come, first-serve basis for spots not renewed in the spring semester. Details regarding this service can be obtained by contacting the Office of Commuter Life.

### **7.12.19 PETS**

Pets are a problem in University housing due to issues of sanitation, pest control, allergies, noise, and destruction of property. Pets, including but not limited to, animals and reptiles are prohibited. Only fish in small aquariums are allowed (25 gallon maximum). Turtles, lizards, hamsters etc are banned.

### **7.12.20 PHONE SERVICE - Incorporated TELEPHONE SYSTEM (formerly 7.11.31) section in this section.**

All residents will have a telephone line in their rooms/apartments. There will be no installation charges and the University will not provide the telephones.

1. There will be at least one telephone line in each apartment. This telephone line will be shared with the other resident(s) in the room or apartment.
2. The monthly access fee for your telephone is included in your housing/ tuition bill.
3. Telephone problems should be directed to ext. 7501.
4. Students should not use or give out a Gannon University residence hall or apartment phone number or other Gannon University phone number as a billing number to any telecommunications company for credit cards, collect calls, third party calls, etc.
5. Gannon University will cancel immediately any telephone service ordered by a student if charges in excess of \$100 appear on University telecommunications bills. The student may also be subject to disciplinary action.
6. Students that incur costs in any amount that appear on University telecommunications bills are responsible for paying those charges, plus 6% sales tax, to the Office of Student Accounts and Cashier. Students will be notified in writing of these charges and given a copy of the bill on which the charges appear.
7. No phone services may be added or charged to your room account. Should this occur, sanctions can be applied and the resident will be responsible for paying for the service(s) that he/she requested.

### **7.12.21 QUIET HOURS**

All residents of halls must observe quiet hour regulations. The weekday hours are 8:00pm through 8:00am and are to be reserved for quiet study time and sleep. Loud noise amplification, including bass, from any source will not be tolerated and will result in disciplinary action. It should be noted that reasonable quiet hours are expected outside of formal quiet hours.

Although there are no specific quiet hours for on-campus apartments, 24-hour courtesy hours are in effect. Anyone asked to reduce the volume of music or other noise must do so immediately. Continual violations will be sanctioned by fines.

### **7.12.22 RECREATION SPORTS AND ACTIVITIES**

Because of possible danger to people or property, ball throwing, including but not limited to, baseballs, softballs, footballs and snow, is prohibited in and around the residence buildings. This also includes water balloons and water guns.

### **7.12.23 ROOM/APARTMENT CONDITION AND SECURITY DEPOSITS**

All students residing on-campus must complete a Room Condition Form (RCF) on their room/apartment shortly after moving into the room/apartment. This form will be used to assess damages at the end of the semester/year.

Appropriate charges must be paid when billed unless they are assessed at the end of the semester. At that time, end-of-the-semester damages will be charged against your security deposit. If the damage charges incurred exceed the amount of the Security Deposit, the difference in charges will be placed on your student bill. The RCF must be returned to your RD within three (3) days of your arrival. Failure to do so will result in your being liable for all damages that are noted at the end of the semester/year. Damages for the building in general common areas can be assessed equally to all students within that residence facility.

The Security Deposit is non-refundable for:

1. breaking a housing contract
2. transferring
3. separations (academic or disciplinary)
4. withdrawal, unless for medical reasons

There is a \$500 termination fee for breaking a housing contract.

### **7.12.24 ROOM/APARTMENT INSPECTION**

Periodically, the Office of Student Living staff or Maintenance staff will be entering rooms/apartments to do inspections for damages or fire safety. Maintenance staff will give advance warning when possible. Fire rounds will be unannounced in order to protect the integrity of the inspections. Staff will enter apartments during breaks to check on windows, appliances and heat. Particular attention will be paid to room cleanliness and garbage. Housing inspections for damages generally occur at the end of each semester and the beginning of mid-semester breaks, but can occur at any time if there is just cause. The Office of Student Living reserves the right to enter a room if there is probable cause to investigate a violation of University regulations.

### **7.12.25 ROOM DECORATIONS**

Each resident is responsible for the condition of his or her room and for the care of University furnishings.

The following are prohibited:

1. Any adhesive other than masking tape, particularly duct tape
2. Nails, tacks, etc.
3. Wall murals
4. Chalk
5. Hooks or holes for hanging objects
6. Beer cans
7. Alcohol bottles of any type.
8. Traffic signs, public signs, traffic horses, realty signs, political signs, beer container packages, etc.
9. Christmas/ornamental lights
10. The use of beer case containers to decorate walls of apartments

Fines, repairs and sanctions will be imposed against violators.

### **7.12.26 ROOMMATE CONFLICTS**

Part of the college experience is learning to live with other individuals. Making compromises is a valuable tool that can be extremely useful and necessary during one's life. Conflicts with roommates are inevitable. The University follows certain steps to try to help residents resolve these conflicts. These steps are as follows:

1. At the first sign of problems, communication between roommates to try and resolve the issues.

2. Bring the problem to the attention of the RA in the Residence Halls or the ARD/AD in the apartments and they will talk with all parties involved. A mediation will be schedule with the Assistant Director who oversees roommate mediations.
3. If no resolution can be secured, room assignments will be altered if possible. The University reserves the right to move any or all individuals in the effected room.

Room request changes will only be made during the following time period

The last ten days of the first semester, before the start of finals. Paperwork must be filled out and turned into the Office of Student Living to be considered. The paperwork must be submitted to the office within the ten-day period.

It must be understood that every individual with a roommate conflict/desired change cannot be moved when and where they want. There will be an administrative fee of \$25 charged for room changes outside of scheduled times. Room changes of any type are based on availability.

### **7.12.27 ROOM OCCUPANCY**

Payment of your room fees entitles you to room/apartment occupancy for specified periods of time only.

1. You are permitted to move into your room on designated days only.
2. You must vacate your room by specified times on designated days.
3. Break permission forms must be filed and approved by the Office of Student Living for occupancy over break periods. Forms are due one week before the start of break.
4. Your arrival or departure outside designated "open" times will result in a room rental charge of \$45/day.
5. All Residence Halls and Apartments are closed during non-academic periods.
6. The University reserves the right to move students from one room or apartment to another when deemed necessary.

The maximum length of stay for a guest in the apartments or residence hall is three (3) consecutive days. Co-habitation with the opposite sex is not permitted on an on-going basis, as determined by the Office of Student Living. The room/apartment is to be equally shared by all contracted residents. Guest privileges do not supersede those of contracted roommate(s).

Violations of these regulations can result in fines, sanctions or dismissal from housing. These requirements will be strictly enforced because of fire, safety (individual and building), and liability issues.

### **7.12.28 ROOM/APARTMENT RESPONSIBILITIES**

1. It is necessary to emphasize that each student must assume responsibility for his or her room/apartment.
2. Each student is responsible for any activity or any violation that occurs in their room or apartment, whether or not they are present in the apartment.
3. Each student is responsible for the cleanliness of his or her room/ apartment.

### **7.12.9 SOUND AMPLIFICATION**

Consideration of others and mutual respect are among the most important aspects for successful communal living. Noise levels, including bass, in and around housing units, which negatively affect study, sleep or other activities will not be tolerated regardless of the time of the day. At all times, especially on week nights or weekends, the noise level, including bass, in and around on- or off-campus housing, shall be such that it does not disturb neighbors nor keep other students from their right to have quiet for study and rest.

### **7.12.30 VENDING**

Prudent use of vending machines and any equipment in lounges/recreational rooms must be maintained. Vandalism or theft will result in disciplinary sanctions.

### **7.12.31 VISITATION POLICY**

Residents are responsible for their visitor's actions on the campus and in their room/apartment. All visitors are governed by and must abide by University rules and regulations. Parents are welcome to visit at any time. Brothers and sisters are also welcome to visit at any time with their parents. If your brothers/sisters are not with their parents, they must follow the visitation policies as set for all guests in the Residence Halls. Please inform your roommates and hall mates if you are expecting your parents outside the normal visiting hours.

#### **7.12.31.1 RESIDENCE HALL VISITING HOURS**

Sunday-Thursday 2:30pm-11:30pm

Friday-Saturday 2:00pm-2:00am

Violations occurring after this time will be referred to the building Assistant Director, the Student Conduct Officer or the Director of the Office of Student Living, and may result in dismissal from housing. Hours are set at the discretion of the Office of Student Living. In the residence halls, guests of the opposite sex, other than parents, must be met in the lobby and sign-in at the desk. **ALL GUESTS MUST BE ESCORTED AT ALL TIMES, WHEN OUTSIDE YOUR ROOM, INCLUDING THE TIMES WHEN GUESTS PICK UP THEIR IDS.** Each resident is limited to two guests at a time. All guests of the opposite sex must use the restroom in the lobby of the respective building. The resident who signs in his/her guest must remain with the guest at all times.

#### **7.12.31.2 APARTMENT VISITING HOURS**

In Gannon apartments, specific visitation hours are not predetermined. If a problem arises, visitation may be limited or revoked upon the discretion of the Office of Student Living staff.

Overnight guests of residents (in apartments only) are limited to staying for three (3) nights in a seven (7) day period and at the discretion of the Office of Student Living staff.

### **7.12.32 WEAPONS/EXPLOSIVES/FIREARMS**

The possession of or use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly forbidden on any property owned or operated by Gannon University. "Deadly weapon" is defined to be any firearm, knife, substance or thing which in the manner used, intended to be used, threatened to be used, or, when used, is known to be capable of producing death or serious bodily injury. The above items are also prohibited at any University sponsored or recognized event that is held on- or off-campus.

## **7.13 SERVICES AND FACILITIES**

### **7.13.1 ALUMNI SERVICES**

#### **Extension - 7473, or 7784**

The Alumni Office supports and assists the University's 31,000 plus alumni. Graduates of Gannon University reside in every state in the U.S.A. and in 45 foreign countries. Upon graduating, contact the Alumni Services office with your new address, phone number, and employment information.

The Alumni office:

- connects graduates with other alumni through regional and special events

- provides updates about the University through Gannon Magazine
- reaches out to alumni via the Web ([www.gannonalumni.org](http://www.gannonalumni.org))
- assists alumni in connecting with the services available to them at Gannon

### **7.13.2 ATHLETICS**

#### **Intercollegiate - 7416**

#### **Club & Intramural - 7768**

The Department of Athletics and the Department of Recreational Services and Intramurals are found in the Carneval Athletic Pavilion, located between W. 3rd, W. 4th and Peach Streets. The Gannon University Athletic Program hosts 18 varsity sports. The Gannon athletic programs participate in a very competitive conference and all sports offer a challenging opportunity for those who aspire to continue their competitive experience. Club teams have been initiated over the years to meet the needs of students seeking a minimally competitive experience. Intramural activities offer a structured arena with a diversity of events designed for campus competition.

### **7.13.3 C.A.A.P. - ACT 101**

#### **Extension - 7447 or 7454**

The Commonwealth Academic Achievement Program /ACT 101 (C.A.A.P.) is a state-funded program designed to provide academic support services to students who have been identified as meeting financial and academic eligibility requirements.

Counseling and tutorial services are available throughout the academic year to students.

### **7.13.4 CAREER DEVELOPMENT AND EMPLOYMENT SERVICES**

#### **Extension - 7680**

If you need help with career decisions, academic difficulties, finding a job, Graduate school applications or getting career related experience, our experienced staff will make every effort to assist you. Also home of the Undeclared Program, the office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday or by special arrangements.

**Career Development** – The career services are designed to prepare students for entering the work world or for continuing their education upon graduation from Gannon. This process begins when the students are freshmen, builds to the senior year, and is available to alumni. Counselors assist students in identifying and exploring career options, in developing and pursuing career objectives, in translating the academic experience into meaningful career options, and in developing the skills necessary to seek and obtain satisfying employment or to pursue graduate education. Career Development workshops, employment services, individual testing and assessment, occupational information, and the Graduate School Fair are some of the resources available to students through this office. The on-campus recruiting program, the résumé referral service, annual career fairs, and web pages aid students in their job search.

**Graduate School Information** - Resources are provided through the career library and the annual Graduate and Professional School Fair. Representatives from various graduate programs, medical and law schools attend to talk with all students about their programs.

**Testing Services** - Registration information is available for the Graduate Record Exam (GRE), Law School Admission Test (LSAT), Graduate Management Admission Test (GMAT), and other national exams.

### **7.13.5 CENTER FOR EXPERIENTIAL EDUCATION**

#### **Extension - 7680**

Programs are offered to assist students in developing skills and increasing their awareness of careers. Students have the opportunity to:

Shadow a local employer in order to gain a perspective on a specific career field.

Develop a mentoring relationship with a Gannon alumnus.

Visit organizations and gain a broad overview of employment opportunities, as well as a focus on specialized career fields.

Gain major related experience and earn money by participation in local, regional, national, and international internship and co-op placements.

### **7.13.6 CENTER FOR ADULT LEARNING**

#### **Extensions - 7474**

The Center for Adult Learning supports the adult student and is committed to lifelong learning. Part-time and non- traditional and Open University students will benefit from their services.

This student-centered office provides adult students with a streamlined process to apply for admission, meet with an enrollment advisor, register for classes, make payment arrangements, and take care of a variety of functions which usually require visiting several different offices on campus.

### **7.13.7 COUNSELING SERVICES**

#### **Extension - 7680**

If you need help with personal concerns, our experienced counselors will make every effort to assist you. The office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday; evenings by special arrangements.

Professional counseling is available for students experiencing personal, academic or psychological difficulties. Personal development workshops and discussion groups help students with similar needs. Consultation and referral services are also available. Services are free of charge and confidential.

### **7.13.8 DINING SERVICES**

#### **Extension - 7689**

**Beyer Hall Cafeteria** - All contracted boarding students will be identified by a Gannon University ID, which must be presented upon entering the cafeteria. Cards are non-transferable and must be shown at every meal. Guests other than boarding contract students may pay cash at the door.

#### **Hours\***

#### **MONDAY through FRIDAY**

Hot Breakfast	7:15am - 9:30am
Lunch	10:45am - 1:45pm
Dinner	4:30pm - 8:00pm

#### **SATURDAY**

Brunch	11:30am-1:30p
Dinner	4:30pm - 8:00pm

#### **SUNDAY**

Brunch	11:00am - 1:30pm
Dinner	4:30pm - 8:00pm

**The Gannon “Knight Line”** - Just dial 5869 to hear all the delicious daily menu items in the Cafeteria.

**Doc’s Landing Food Court ( Ext. 7516)** - Doc’s Landing Food Court located in the Waldron Center also offers a variety of items, from hand-formed hamburgers and fresh dough pizza to classic deli sandwiches. We also offer an assortment of fresh baked goods, juices and sodas, as well as several “Grab-n-Go”, salads and baked goods. Cash and GU Gold are accepted at this location.

**Hours\***

**Monday - Thursday** 7:00am-10:00pm

**Friday** 7:00am-8:00pm

**Saturday-Sunday** 12:00pm-7:00pm

**Catering ( Ext. 7689)** - Catering is also another dining alternative. We offer an extensive menu or we can customize an event. From coffee service to formal dinners, we can accommodate you. Call for details.

**Knight’s Cove ( Ext. 7319)**

**Hours\***

**Monday through Thursday** 10:30am-6:30pm

**Friday** 10:30am-4pm

The Knight’s Cove features two homemade hot soups, snacks, sandwiches and salads, and many “Grab-n-Go” items for everyone on the run! Cash and GU Gold are accepted at this location.

“Bordertown features south of the border items with burritos, taco salads, quesadillas, and nachos made to order. You may also obtain freshly made subs, sandwiches, wraps and paninis, custom made to your way.

**Intermetzo ( Room 2010)** – Located on the 2nd floor of the Palumbo Center, this location features an upscale coffee program. You will find lattes, cappuccinos, espressos along with Grab-n-Go, salads, sandwiches and baked goods. You will also find two homemade hot soups and a daily hot entrée special.

**Monday through Friday:** 7:30 a.m. to 3:00 p.m.

**Courtyard Café (Ext. 5557)**

Located in the basement of the Morosky Academic Center featuring: Made to order Market Street Deli, Flat Bread Pizza, Homemade soups, hot daily specials, hot breakfast sandwiches, along with fresh baked goods and Grab & Go Salads and desserts. Cash and GU Gold is accepted at this location.

**Monday through Friday** 7:15 a.m. to 2:00 p.m.

*\*Hours are subject to change during school breaks.*

**7.13.9 FINANCIAL AID**

**Extension - 7337**

All scholarships, loans, and student employment opportunities are administered by the Office of Financial Aid, under the advisement of the Financial Aid Committee. Questions concerning federal, state, or other outside awards and loans should be directed to this office.

1. Application Procedures - Students must file a Free Application for Federal Student Aid (FAFSA), annually by March 15th. The forms and current information are available in the Financial Aid Office or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

2. Student Loans - Stafford Student Loans are available through local lenders and/or banks, and require the completion of a Master Promissory Note which can be obtained on-line at [www.aessuccess.org](http://www.aessuccess.org).
3. PELL Grants - PELL grants from the Federal Government can be applied for using the FAFSA application form.
4. Awards - Awards may come in the form of loans, grants, and/ or employment. In most cases, the University will package aid in combinations of scholarships, grants, loans and employment.
5. The Pennsylvania State Grant deadline is May 1st of each year. Application is also available via the FAFSA Form.

### **7.13.10 HEALTH CENTER**

#### **Southwest Corner 6th & Sassafras Streets**

#### **Extension - 7622 or 7490**

Gannon University Health Center (also referred to as the Student Health Services Office) is minor care facility. The office is staffed by a Nurse Director and two staff nurses. A physician is available at scheduled hours during the fall and spring semester. Doctor's visits are by appointment only. Scheduled nursing appointments may also be made. There are no health services hours during the designated vacation breaks; however, office personnel will be available for administrative duties only.

All students who opt to use the services of the Health Center must have the Gannon University Health Examination Form on file in our office. This required medical form, with documentation of immunization completed, must be submitted to be eligible to receive health care services in the Gannon University Health Center. All students at the time of their visits who do not have their form on file will be referred for care. All students in the College of Health Sciences will have two separate forms of eligibility: one for their program requirement (mandated) and one for Health Center services.

The Health Examination Form should be enclosed in the student admission packet. Those students who do not receive the form can pick one up at the Gannon University Health Center or on the Gannon University Student Health Services Office website.

Each student properly registered may, as needed, receive such medical care as the Health Center is equipped to provide at the discretion of the medical staff.

The services provided include:

1. Treatment for minor illness or injury and referrals as necessary
2. Promotion of Wellness Program
3. Health education and information
4. Pharmaceutical purchase for some of the doctor-ordered medication (optional)
5. Gannon Health Insurance Plan Enrollment Packet

Hours are Monday through Friday from 8:00am to 4:00pm.

In the event of an emergency, go to Hamot Emergency Room, 2nd and State Streets or St. Vincent's at 312 W. 25th and/ or if an ambulance is necessary, dial 911.

#### **7.13.10.1 Mandatory Meningitis Vaccine Policy**

All new students who will reside in University-owned housing, which includes residence halls, apartments, and sorority houses on campus, are required by Commonwealth of Pennsylvania law to obtain a meningitis vaccine before admission to housing will be granted. Students may sign a waiver and request an exemption from this mandate if the student (or parent, if the student is a minor) provides a signature as to the reason (i.e., religious or medical reason).

Enrolled students are encouraged to obtain the vaccine from their primary care provider/clinic and present the form of evidence of being vaccinated prior to obtaining the room key to their housing unit. Information regarding meningitis and the vaccine may be obtained from the Student Health Services Office or its website.

#### **7.13.10.2 Medical Excuse Policy**

It is the policy of the Gannon University Student Health Services Office not to issue a written medical excuse for students related to their absence from classes.

It is the responsibility of the student to communicate with his/her professor and to follow the requirements of the professor regarding the course work missed. Penalties for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus.

Written notification to professors regarding student absenteeism due to illness is provided by the Health Center only when a student is hospitalized or has an extended illness requiring three or more consecutive days of absence or hospitalization. Notification is also provided by the Office of Student Living when a student is hospitalized, has an extended illness, has a family emergency, or there is a death in the family.

Professors wishing to verify other cases of student absence due to illness or injury may call the Director of the Student Health Services Office at 871-7490. Dates on which the student received care can be verified; other health information is confidential. Neither the Director of the Student Health Services Office nor the Office of Student Living provides written notification for individual classes missed due to illness.

#### **7.13.11 IDENTIFICATION CARDS**

1. Issuance and Loss. The charge for a student ID card is \$10.00. The ID card is issued by The Office of Campus Police and Safety and must be retained and carried by the student at all times when on University property. Students must be able to present the card at the request of any member of the University staff, faculty, security or administration. Failure to do so constitutes a violation of the University's policy regarding Disrespect/Non-Compliance. Lending this card to another party is prohibited. This card will be replaced only upon the approval of the Office of Campus Police and Safety staff. A replacement fee of \$15.00 will be charged for a lost, stolen or mutilated card. There will be a \$5 increase for each additional card after second issued.
2. Your tuition bill must be finalized with the Office of Student Accounts and Cashier in order to have the card validated.

#### **7.13.12 The Nash Library**

##### **Extension - 7557**

Nash Library's collections contain over 250,000 book volumes and more than 3800 audiovisual items. Special collections include the University Archives and a curriculum library to serve those in the School of Education. The library subscribes to 600 periodicals and provides online access to 27000 more. The library's website, [www.gannon.edu/library](http://www.gannon.edu/library), provides access to the online catalog, online indexes and databases, electronic books and full-text electronic journal collections.

The library is open 96 hours per week during the fall and spring semesters and provides a variety of spaces for study including tables, lounge-type furniture, private study carrels, and group study rooms. There are several computer workstations – all with access to library resources. The full

Microsoft Office productivity suite is available at most of these computers. The entire library is covered by the Gannon wireless network. Laptop computers are available to check out for in-lab use.

Students must present their Gannon University ID card to borrow materials.

#### Fall and Spring Semesters

Monday through Thursday	8am to midnight
Friday	8:00 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 5:30 p.m.
Sunday	12:30 p.m. to midnight

### **7.13.13 LOST AND FOUND**

#### **Extension - 7690**

All losses should be reported to the Office of Campus Police and Safety immediately. Please return all "found items" to the same office. Articles will not be kept beyond the month of June for the preceding academic year. The University assumes no responsibility for loss of personal property on campus.

### **7.13.14 MAIL**

#### **Mail**

The Old Main Mailroom is open Monday through Friday from 10:30 a.m. until 4:15p.m.

You may send letters and parcels out from the Old Main Mailroom. All outgoing mail received before 2:30p.m. will be posted the same day.

All mail received is placed in your mailbox by 10:30 a.m. Monday through Friday. If you receive a package, you will receive a slip of paper in your mailbox the same day the package is delivered, notifying you to stop at the window in Old Main and pick it up. You must show picture ID to retrieve your package - no exceptions.

### **7.13.15 NEW STUDENT SERVICES**

#### **Extension - 7597**

The Office of New Student Services exists primarily to serve new students in their adjustment needs and in their development as successful students. Recognizing that new students undergo a unique period of transition, this office seeks to facilitate their entry into the first year experience through supportive programs and services that provide opportunity for successful academic and personal adjustment to the University.

Programs and services provided by this office include the First Year Experience, New Student Orientation programs, study skills development, self-development courses, four-week grade distribution, Fall Advisor session, academic progress and registration follow-up, and faculty referral for freshmen..

### **7.13.16 OFFICE OF COMMUTER LIFE**

#### **Extension - 5882 (Office) and 5688 (Commuter Corner)**

The Office of Commuter Life provides a "home away from home" for commuter students with four lounges, lockers, a microwave, refrigerator and coffee pot all located in the A.J. Palumbo Academic Center. The lounges are a place to meet other students, receive guidance and information from the Commuter Advisors, and learn about opportunities for involvement and leadership on campus. Programming focuses around the LIFECORE dimensions and allows students to grow and become more connected to Gannon. A parking lottery is done in the summer for any full-time undergraduate student in need of parking in the ramps located by campus.

## **7.13.17 OFFICE OF THE UNIVERSITY CHAPLAIN**

### **Campus Ministry Office (CMO)/Center for Social Concerns (CSC)**

#### **Extension - 7434**

Gannon is a Catholic University committed to fostering the spiritual growth of students, faculty and staff of all faith traditions. The Chaplain's Offices - Campus Ministry Office (CMO) and the Center for Social Concerns (CSC) - are located in the Keim Commons on the second floor of the Waldron Campus Center. In addition to coordinating the work of the CMO and the CSC the Chaplain's Office also focuses on outreach to those who are ill or grieving the loss of a loved one as well as providing hospitality and outreach in an attempt to build community throughout the University.

#### **7.13.17.1 Campus Ministry Office**

The mission of the Campus Ministry Office fosters the spiritual growth and faith development of students, faculty and staff through a wide variety of programs that are open to individuals of the various faith traditions in our diverse world.

Our team works to develop a community of faith through daily and weekend Masses, monthly ecumenical services and luncheons, personal counseling and spiritual direction, retreats, inter-collegiate leadership workshops, Peer Ministry programs, Bible study/faith sharing programs, the Rite of Christian Initiation (RCIA) for those interested in receiving the Catholic Sacraments of Baptism, Eucharist and confirmation, and a week long mission trip to Kentucky.

We seek to empower our students to share responsibility for their life in the church through inviting our students to participate as members of our Liturgy Planning Team, an ecumenical, "Gathering in Praise" Committee, Peer Ministry, as well as to be active in Masses as altar servers, Eucharistic Ministers, Lectors and Music Ministers.

Additionally the Kirk House, located on Myrtle between 6th and 7th streets, offers Gannon students (sophomores and up) the opportunity to live in and experience Christian community through faith-sharing, community-building and service. The Catholic House is a new housing opportunity designed in the same concept as the Kirk House.

The Campus Ministry team itself is ecumenical (various Christian traditions). The ecumenical dimension of the team is enhanced by the Coalition for Christian Outreach. Our team consists of full-time professionals, Graduate Assistants and Resident Campus Ministers.

#### **7.13.17.2 Center for Social Concerns**

The Center for Social Concerns, inspired by Catholic Social Teaching, empowers students to make community service, education for peace and justice, and civic engagement for social change an integral part of Gannon education. Students are encouraged to reflect critically on their experiences to understand their personal responsibilities in the creation of a more compassionate, just, and peaceful world.

The Center sponsors one-day service programs such as GIVE Day (Gannon's Invitation to Volunteer Everywhere) and United Way Day of Caring, a regular group community service program called "Fridays at the Kids' Café Alternative Break Service Trips give students a chance to serve in disadvantaged communities across the United States and abroad. In addition, the Center helps students participate in awareness and advocacy events such as national Hunger and Homelessness Week, Take Back the Night rally, voter registration efforts, Pizza with a Purpose dinner and discussion series, and prayer vigils for relevant social issues.

### **7.13.17.3 Service Learning**

When community service is done in an academic context, it is called Service-Learning. As an experiential teaching method, service-learning connects three main constituencies: students, faculty, and the community. Many Gannon professors, across a wide range of disciplines, use Service-Learning because it challenges students to translate classroom lessons into the "real world," while providing a tangible benefit to the community. For example, Gannon nursing students provide health screenings at senior residences, accounting majors help with income tax preparation at a local community center, and biology students can do marine research for the national government of the Bahamas during Spring Break. Service-learning supports the University mission for a value-centered education, through socially relevant courses that prepare students for lifelong community participation.

The Office of Service-Learning is available to help students find appropriate community sites or to develop innovative service projects. The Service-Learning Office can also assist students with research, logistics or funding sources related to service-learning.

### **7.13.18 OFFICE OF VETERAN AFFAIRS**

#### **Extension - 7483**

Gannon University operates a full-time Veterans Affairs Office to assist student veterans with veteran-related problems, to complete applicable Veteran Administration Forms, and insure that the veteran receives V.A. benefits in a timely manner. This office is located in the Financial Aid Office.

### **7.13.19 REGISTRAR**

The Registrar's Office maintains the official academic records of all students who attend Gannon. Information and services available in the Registrar's Office include:

- Academic Calendar
- Academic Program (Major) and (Minor) changes
- Address and name changes
- AP, CLEP and Challenge credit
- Course schedule books
- Enrollment verification letters and forms
- Final exam schedules
- Grade reports
- Graduation applications and certifications for degree
- Mid-semester grade release form
- Registration and change of schedule forms
- Repeat course forms
- National Student Loan Clearinghouse reports Student schedules
- Transcripts and transcript requests
- Transfer of credit

### **7.13.20 RECREATION AND INTRAMURALS - CARNEVAL ATHLETIC PAVILION**

#### **Extension - 7770**

The Carneval Athletic Pavilion (CAP) is a multi-purpose facility designed to meet the requirements of the University's general recreation and intramurals. The CAP also provides facilities for recreational play and serves as the home for our

intercollegiate swimming meets and water polo matches.

The Center's facilities include:

1. A 100x170 foot, three court area with rubberized surface convertible to basketball, volleyball, badminton, and tennis.
2. A six-lane, 25 yard pool conforming to NCAA specifications with one and three meter diving boards.
3. Six racquetball courts.
4. A suspended rubberized indoor running track (10 laps to a mile).
5. A 40x40 room for Cardio workouts.
6. A fitness center, complete with Cybex Eagle exercise equipment.

**Hours:**

Monday through Thursday	10:00 a.m. to 11:00 p.m.
Friday and Saturday	10:00 a.m. to 10:00 p.m.
Sunday	12:00 p.m. to 10:00 p.m.

**7.13.21 RETURNING TO EDUCATION ADULT PROGRAM (REAP)**

**Extension - 5882 (Office) and 5514 (Lounge)**

The returning to Education Adult Program (REAP) recognizes that adult students face many challenges in balancing their multiple roles and responsibilities and is there to provide support to help make the transition into the classroom easier for non-traditional students.

There is a lounge located in Palumbo (room 3241) for adult students which is complete with many amenities such as a microwave, refrigerator and couches. Many students feel the lounge is a "home away from home" and enjoy socializing, studying, and attending programs there. A non-traditional Commuter Advisor is there to provide support, plan activities, and connect students to things going on around campus.

**7.13.22 STUDENT ACCOUNTS**

**Extension - 7425**

Financial matters (e.g., tuition, room, meal plans, refunds, GU Gold card funds, etc.) are clearly outlined in the Gannon Catalog.

**7.13.23 STUDENT MEDICAL INSURANCE PLAN**

All students are encouraged to maintain health insurance plans while enrolled at the University. Students should be aware of their health insurance plan and the scope of coverage. If you are covered by your parent's health insurance, coverage may be impacted if you change your academic status from full-time to part-time or withdraw from the University.

**NOTE:** Gannon University has a policy that mandates that all enrolled **INTERNATIONAL** students must have Health Insurance coverage; therefore, there will be a charge on their tuition bills for the insurance that Gannon has contracted with an independent insurance carrier to provide. This is an Accident and Sickness Plan. If the International student can provide proof of insurance then he/she will be permitted to sign a waiver and remove this charge.

The University insurance plan is Optional for all other enrolled students. Students who go on internships, rotations, clinicals, etc. need to check with their academic departments to see if there is a requirement to show proof of insurance before going on site. This is particularly true for Health Science majors. Details relating to Gannon University's health insurance coverage, cost, and enrollment instructions can be obtained from the Student Health Services Office or by visiting their website.

### **7.13.24 TUTORIAL SERVICES PROGRAM**

The Tutorial Services Program offers free peer tutoring and study skills assessment to undergraduates during the academic school year. Students who need tutoring should come to the Student Success Center in the CAP, any time between 8:00am and 4:30pm, Monday through Friday, to complete an application. In general, private tutoring is available on a first-come, first-served basis to eligible students. CAAP students, first semester freshmen and other undergraduates with a GPA lower than 2.0 receive high priority for individual tutoring.

The program also provides academic assistance to students in the form of open tutoring in specific subject areas. The subjects offered may vary from semester to semester but generally include biology, chemistry and the Liberal Studies. Students should look for the schedule for each term, which is posted at strategic locations around campus. These sessions are neither formal classes nor are they cram sessions for exams. They are designed to help students with specific questions on a drop-in basis. Students who would like more information or a copy of the schedule should contact the Program Coordinator at 871-7448.

### **7.13.25 THE UNIVERSITY OMBUDSPERSON**

The function of the University Ombudsperson is to provide a mechanism for handling student, faculty, and staff concerns for which no established procedures exist, or for which established procedures have not yielded a satisfactory solution. It is not the function of the Ombudsman to replace existing organizational structure, but to assist the student to make proper use of these structures to facilitate their more effective operation.

### **7.13.26 UNIVERSITY WRITING CENTER**

#### **Extension – 7676/PC 1010**

The primary purpose of the Writing Center is to assist all students in becoming capable and confident writers by helping them with the various steps in the writing process. The Writing Center provides one-to-one conferencing, both in person and via e-mail ([writingcenter@gannon.edu](mailto:writingcenter@gannon.edu)), to fit the writer's needs. Conferences help students develop skills needed not just for individual assignments but also for a lifetime of writing.

You are encouraged to come to the Writing Center for help in any stage of the writing process, from seeking ideas to drafting or revising.

The Writing Center is staffed by members of the English Department and trained peer tutors. The staff will help you become a stronger and more confident writer.

### **7.13.27 Student Success Center**

The newly developed Student Success Center (SSC) is comprised of: the Academic Advising Center, Career Development and Employment Services, Experiential Education, CAAP/Act 101/Tutorial Services, PSDL (Programs for Students with Learning Disabilities), Disability Support Services, Writing Center and Math Center. Each office provides specific academic and non-academic support services for students helping to ensure their success and persistence to graduation. The SSC is located on the first floor of the Palumbo Academic Building. The offices comprising the SSC are listed below with a brief description of their respective services.

#### **Academic Advising Center**

The Academic Advising Center (AAC) is an integral part of the Student Success Center, as it assists students with scheduling courses, evaluating academic options, interpreting academic policies, and following university procedures. Students with academic difficulties are encouraged to visit the AAC, as well as other SSC offices.

The AAC works with all freshmen and their faculty advisor in administering the College Student Inventory (CSI), which assists in a smooth transition into the

university. The AAC also coordinates the General Studies Program, which includes Self-Development Courses. Any student placed on an academic contract is monitored by the AAC and all undergraduate student withdrawals and exit interviews are conducted by the AAC.

## **7.14 ACTIVITIES AND ORGANIZATIONS**

### **7.14.1 Office of Student Organizations and Leadership Development**

The Office of Student Organizations and Leadership Development is responsible for enhancing the total development of our students at Gannon University with an emphasis on leadership skills. This is accomplished by coordinating and promoting a variety of educational, recreational, social, cultural, and entertainment programs and services. Student involvement in campus programs and activities contributes to a well-rounded educational experience. These programs and services provide opportunities for students to develop better insights into group processes, to enhance interpersonal and leadership skills, and to highlight student's individual talents. The active participation in these programs and activities creates unlimited avenues for fostering learning as well as personal growth and development.

The Office's professional staff, along with members of the University's faculty and administration, provides advisement and support to all registered student clubs and organizations. There is an organization or club for almost any interest. If you have an interest to form your own organization, the Office of Student Organizations and Leadership Development will provide you with guidelines and information.

Each academic year the Office of Student Organizations and Leadership Development, the Office of Student Living, APB and SGA publish the Student Datebook/ Handbook, where the University community can publicize its programs and events. This office also assists with the development, promotion, and production of University-wide activities and performing events through the advisement of various student programming and governing organizations. Some popular campus events are Preview GU, Family Weekend, Homecoming, The Distinguished Speakers Series, and Springtopia.

### **7.14.2 Leadership Development**

In partnership with the Student Government Association, the S.O.L.D. office offers the Leadership Development Program (LDP). The LDP offers a variety of workshops and events aimed at improving leadership from a LIFECORE perspective and through hands-on instruction. The LDP aims to strengthen students' experiences so that they may more effectively lead and benefit from their participation in clubs and organizations.

### **7.14.3 Waldron Campus Center**

The Waldron Campus Center (WCC) provides a wide variety of programs and services that give students an outlet for relaxation, interaction, study and fun. The WCC has video games, pool tables, ping pong, an ATM Machine, meeting rooms, lounges, a computer lab, convenience store, and food court. The WCC is also home to the Club and Organization area, which houses the Student Government Association (SGA), Activities Programming Board (APB), IFC and Panhellenic Offices. The Waldron Center staff can assist you in reserving rooms in the building, approving posters, setting up tables for club fund raisers, and answering any questions you may have about upcoming events and activities.

#### **Hours of Operation**

Monday through Friday	7:00 a.m. to 11:00 p.m.
Saturday	10:00 a.m. to 11:00 p.m.
Sunday	12:00 p.m. to 11:00 p.m.

Late Night Study in the Power Room

Sunday through Thursday 11:00 p.m. to 3:00 a.m.

#### **7.14.4 Student Government Association**

The Student Government Association (SGA) is a student-run governing body that represents all full-time undergraduate Gannon students and acts as a liaison between the students, faculty, and administration. It strives to maintain a healthy academic and co-curricular student environment through: a) serving in an advisory capacity on all administrative levels; b) providing a forum for students to voice their concerns on existing university policies, procedures, and practices; and, c) supporting recognized student clubs and organizations.

The SGA General Assembly consists of an eight member executive board, nine representatives elected from each class, and representatives from other student governing boards and councils. Throughout the year the SGA actively participates and has voting rights on University standing committees to ensure that student needs are addressed. There is SGA representation on the Board of Trustees and most University committees, such as Academic Affairs, Liberal Studies, and Budget and Finance.

The SGA encourages students to voice their concerns about University policies, facilities and events by getting involved. There are several SGA committees in which students can participate such as GUTS (Gannon University Team Spirit), and LDP (Leadership Development Program.) Students may also give input by attending the Students' Voice section of any SGA General Assembly meeting and visiting the SGA office located in Keim Commons.

In addition to being the main voice for the students, the SGA allocates funding of the student activities fee to recognized clubs and organizations and co-sponsors a Merit Scholarship for involved students.

#### **7.14.5 Activities Programming Board**

The Activities Programming Board (APB) provides a wide variety of educational and social activities for the student body. This Board is completely student-run, derives its funding from the Activities Fee, and is comprised of 13 student representatives who chair various planning committees. Programs are presented throughout the year to meet the interests of all students which include, but are not limited to, Homecoming, Family Weekend, movies, comedians, hypnotists, lectures, trips, cultural and social events. Come and visit us in the APB office which is located in Keim Commons.

#### **7.14.6 Fraternities and Sororities**

There are five inter/national fraternities and five inter/national sororities on Gannon University's campus which comprise what is commonly know as the "Greek Community". Dating back to the first chartered organization in 1953, fraternities and sororities have played an integral part in developing leadership and social skills in Gannon University students. While students attend college to ultimately attain a degree that will aid in their future employment, students also learn lessons outside the classroom. Interaction with peers through involvement in fraternities and sororities provides scholarship programs, leadership activities, community service and asocial events. Additionally fraternities and sororities offer a variety of other channels through which a student can get involved including the Gannon University Interfraternity or Panhellenic councils, regional leadership events and national conferences. Students in fraternities and sororities are campus leaders, academic scholars and contribute thousands of hours of community service each year at Gannon and in the greater Erie area.

In order to be eligible to join a fraternity or sorority, a student must meet the minimum cumulative grade point average of 2.4 for men and 2.3 for women and in addition to the completion of twelve academic credits at Gannon University. Transfer students will be evaluated upon their grade point average and accrual of credits at their previous institution(s). Additionally, Advanced Placement (AP) credits will not be counted toward the initial twelve credit minimum

### **7.14.7 Honor Societies**

Academic honor societies represent the life blood of the University. Promoting the strength and vigor of our academic heritage, these organizations encourage academic scholarship and recognize the superior academic performance of our students.

### **7.14.8 International Student Office**

The International Student Office (ISO) strives to foster an environment in which international students and their families might thrive intellectually, emotionally, spiritually, physically, professionally, and socially. ISO staff seeks to serve the international community through counseling, advocacy, immigration advising for F-1 and J-1 students and their dependents, and cultural programming, as well as to engage the members of the wider community in cross-cultural dialogue and learning.

#### **ISO Programs and Services**

- Pre-Arrival Correspondence and International Student Orientation Sessions
- ISO Web Site, Monthly Newsletters, and Weekly Listserv
- International Student Information Sessions
- Conversation Partners Program; Host Family Program
- Cultural Programming, including International Night
- Field Trips and Shopping Shuttles
- International Club Support and Advising
- Advocacy, Referral, and International Student and Family Resources

#### **Maintaining Immigration Status**

Staff members of the International Student Office serve as Gannon University's Designated School Officials (DSOs) and Responsible Officers (ROs). They are responsible for student and University compliance with U.S. immigration regulations, as well as reporting required data to the Department of Homeland Security (DHS) through SEVIS. DSO and RO responsibilities include, but are not limited to, the following:

- General Immigration Advising for Students and Dependents
- SEVIS Record Maintenance
- CPT (Curricular Practical Training) Authorization
- OPT (Optional Practical Training) Applications
- Changes to Degree Program Date Authorization
- Address Changes in SEVIS
- Reduced Course Load Authorization
- Reinstatement of Immigration Status Petitions
- Status Form Travel Signatures

**Enrollment Requirements:** International students are required to enroll each semester in a full course of study, making steady academic progress toward completing their program of study by the end date on their I-20 or DS-2019. For most undergraduates, this is 12 credits per semester. For most graduates, this is 9 credits per semester. If a student needs to drop below a full course load, he/she must consult with the International Student Office prior to dropping a course, or his/her immigration status may be terminated.

**Employment under F-1 Status:**

**On-campus employment:** F-1 students are permitted by the Department of Homeland Security to work on campus no more than 20 hours per week while school is in session. F-1 students may work full time during break periods, including summer.

**CPT (Curricular Practical Training):** CPT authorization may be granted for work done on or off campus but only if it is an established curricular requirement of a degree program or track within a degree program. For example, nursing students may participate in a required practicum with or without pay as long as the position is authorized in advance by a Designated School Official in the International Student Office. F-1 students are eligible for CPT after completing one academic year, unless otherwise required by their degree program. At Gannon, students may work no more than 20 hours per week on CPT while school is in session, but may work full time on CPT during break periods, including summer.

**OPT (Optional Practical Training):** The International Student Office assists students in applying to the United States Citizenship and Immigration Services (USCIS) for OPT authorization to work in the U.S. off campus during official breaks and after graduation. Students must attend an information session to learn more about OPT options and regulations before scheduling an application session with an ISO advisor.

*Note: Spouses and dependents in F-2 status may not work in the U.S. under any circumstances.*

**Employment under J Status:** Students and their dependents in J status must meet with a staff member of the ISO in order to discuss authorization for both on- and off-campus employment.

**Address Changes:** F-1 and J-1 students are responsible for submitting a physical address and

any changes to the International Student Office within ten days of arrival or a move. The ISO updates

the address in SEVIS in order to comply with reporting requirements. Failure to update the address

in SEVIS can result in a termination of immigration status, incarceration, or fine. Students must also report address changes to the Registrar, Human Resources, the Post Office, and any other governmental agencies.

### **7.14.9 Gannon University Clubs and Organizations**

Gannon University recognizes the potential in, and the right to, the existence of student clubs and organizations which are in harmony with the mission, goals and objectives of the University. To these various student groups Gannon lends its name, support and resources. Gannon University, exercising its rights and responsibilities, affirms such groups as legitimate and productive members of the University community. Conversely, the University reserves its right to deny or withdraw recognition from any group deemed not to be in concert with its goals and objectives.

Gannon University is a governed community with its ultimate authority residing in the Board of Trustees, delegated authority resting with the President and, through him/her, the various administrative officers and recognized campus bodies. Each of these persons and bodies share, to an appropriate degree, in the role of guardians of the integrity and good name of Gannon University. For this reason, the process of recognizing, supporting and fostering student organizations is a shared responsibility.

#### **7.14.9.1 University Recognition**

University Recognition is granted or denied by the Director of Student Organizations and Leadership Development as the designated University official

responsible for the status of clubs and organizations.

#### **7.14.9.1.1 Recognition and Approval of a club/organization at Gannon University**

The following steps will allow for your club/organization to gain recognition with the University, and if applicable/desired, Student Government Association (SGA) as well. Please contact the SOLD Office at ext. 7657 if you have questions or concerns while completing the recognition process.

1. To obtain University recognition, a club/organization must submit (to the Secretary in the SOLD Office) the following documents:
  - a. A constitution outlining the purpose of the organization, its administrative structure, membership requirements, voting privilege, time frame for election of officers, and a statement supporting the mission, goal and objectives of Gannon University.
  - b. A roster with a minimum of 15 members is required. No member may be on academic probation or have a quality point average of less than 2.0, unless your organization's constitution specifies a different standard.
  - c. A registration form with the list of officers, including their contact information (e-mail address, telephone number).
  - d. A signed statement from a member of the Gannon University faculty, staff or administration stating their commitment and willingness to serve as the campus adviser.
  - e. A copy of the (inter)national constitution or charter (if the organization is a chapter of an (inter) nationally affiliated organization).

A decision to refuse University Recognition may be appealed through the Student Development Committee.

2. A student organization that has received University recognition may petition for Student Government Association (SGA) approval.
  - a. Contact the SGA Vice President for Clubs & Organizations at x7656 and request that this item be put on the agenda for a General Assembly meeting.
  - b. Organization representative must attend that General Assembly meeting and give a brief presentation on the purpose and mission of the organization.
  - c. A decision to refuse SGA approval may be appealed through that body after a period of one (1) semester.

#### **Requirements for Maintaining University Recognition**

- Renew your club/organization registration each Fall with the SOLD Office
- Submit the Change of Officer, Member, and/or Adviser Form to the SOLD Office for any changes in your club/organization within 5 days of a change
- Comply with University regulations as outlined in the Student Handbook regarding alcohol use, drug use, hazing, and other behavior-specific issues
- Adherence to the Posting Policy and the Gannon University Electronic Communications Guidelines for Clubs and Organizations
- Have a faculty/administrator/professional staff member as a Campus

#### Adviser

- Executive officers of the club/organization attend mandatory organization information sessions such as the SGA President/Treasurer Forum (if club/organization is recognized by SGA as well)

Organizations that do not meet these requirements as outlined will be put on probation for 30 days and will not be eligible for the benefits of University status until they are in compliance with the requirements and apply with the Director of Student Organizations and Leadership Development for reinstatement of University status.

Failure to comply within 30 days could result in the permanent loss of University status of the club/organization. A club/organization may appeal the probation by submitting a written explanation of the circumstances of the non-compliance to the Director of Student Organizations and Leadership Development before the end of that 30 day period.

#### **7.14.9.2 Rights and Privileges of Recognized and Approved Clubs and Organizations**

Each recognized club and organization must be registered with the Office of Student Organizations and Leadership Development. Groups which have been granted University Recognition, SGA Approval, and have completed their registration with the Office of Student Organizations and Leadership Development are entitled to the following:

- Use of the University name in the organization's title
- Campus publicity by printed announcements and posters as approved by SOLD, Waldron Campus Center and/or Student Living
- Use of University facilities when appropriate paperwork is complete
- Publishing group events in the Datebook/Handbook
- Advertise club/organization events, fundraisers, etc. on the MyGannon Web Portal (in accordance with the Gannon University Electronic Communications Guidelines for Club & Organizations)
- Petition for SGA funds for group projects and activities (in accordance with current year SGA Guidelines for Funding)
- Raise funds on University property with appropriate approvals
- Reserve the use of University facilities
- Use of a campus mailbox for club mail
- Use of the University printing services (fee charged for services)
- Involvement of members will be added to their Co-Curricular Transcript
- Listing in official University publications
- Approved organizations may open a campus bank account
- Participation in various campus events such as the Activities Fair, Homecoming, Springtopia, etc.
- Support from staff members of the SOLD office

#### **7.13.9.3 University Poster/Flyer Policy**

All clubs and organizations, upon obtaining University and SGA recognition, have the right to advertise programs, events, and fundraisers, according to the following regulations:

- A. All advertising on the Gannon University campus must be written in English or a foreign language (including English translation) as determined by the Office of Student Organizations and Leadership Development (SOLD) and must have the appropriate "APPROVED" stamp on them.

- B. Posters (fastened to wall or bulletin board) may not exceed twenty (20) in number per event. Each poster must be stamped by a professional staff member of the SOLD and/or Waldron Campus Center (WCC) Office. Flyers (handouts) may not exceed fifty (50) in number per event.
- C. All advertising by non-University organizations must adhere to the Gannon University Solicitation policy (as referenced in current Datebook/Handbook), and be approved by a professional staff member of the SOLD and/or WCC Office.
- D. No poster may be hung on any wood, glass or door. All posters must be held with masking tape on walls or thumbtacks on bulletin boards. The use of duct or packing tape is not permitted at any time.
- E. Posters may only be posted in the following locations:
  - 1. Bulletin boards
  - 2. Open stairwells of the academic buildings (except for Morosky)
  - 3. On bulletin boards or designated areas in enclosed stairwells (fire regulations for escape routes) of the academic buildings
  - 4. Glass pillars of the Power Room (WCC)
  - 5. Entrance hallway to the Beyer Cafeteria
  - 6. Marble wall space of Keim Commons (WCC)
  - 7. Zurn Hall curved wall (outdoors only)
  - 8. Keim Commons (outside on west wall only)
  - 9. Bulletin boards located in the Student Lounge areas on the 1st and 2nd floors and in departmental student resource rooms (Morosky).
- F. Posters/Flyers will not be approved until the proper paperwork (event authorization form) has been completed.
- G. All posters/flyers may not be posted any earlier than fourteen (14) days prior to the event and must be removed by the club/organization or individual responsible for the posting within three (3) days after the event.
- H. Unapproved or expired posters/flyers may be removed by the initial hanger, SOLD, WCC, Campus Services Office staff members or any SGA member.
- I. Posters/flyers may not contain reference to alcoholic beverages, images and/or language that is in conflict with the mission of Gannon University.
- J. Additional posters/flyers may be displayed in the residence halls and apartment buildings, subject to the approval of each Residence Hall Director and/or the Office of Student Living. All postings must be received by the Student Living Office Mondays by 9:30 am. Postings are only distributed to buildings once a week and the RD/RA Staff will hang them.
- K. Posters may not exceed four (4) feet in height or width.
- L. Advertising methods other than posters and flyers are not permitted on Gannon University property (i.e. chalk on sidewalks), unless approved by the Office of Student Organizations and Leadership Development.
- M. This poster/flyer policy does not apply to departments and/or offices of the University as long as the department and/or office name(s) is printed on the poster.

Any breach of this policy may be just cause to revoke the privilege of advertising on Gannon's campus. All violations concerning a Social Greek Organization will be reported to IFC or Panhellenic. All other club/organization violations will be reported to the SGA Executive Board. Any club

or organization wishing to appeal a governing board's decision may do so to the Director of Student Organizations and Leadership Development.

Approved 12/08/06 by the Student Development Committee

#### **7.14.9.4 Fund-Raising Guidelines**

All clubs and organizations have the privilege to fund-raise. All fund raising projects must be registered by and approved with the SOLD Office within the proper time frame through the use of the Event Authorization Form. Any fund raising that occurs in residence halls or apartments must have the approval of the Office of Student Living. Fund-raising tables must be reserved five (5) days in advance with a professional staff member of the WCC.

#### **7.14.9.5 Gannon University Electronic Communications Guidelines for Clubs & Organizations**

All club and organization messages are communicated to the Gannon community via the My.Gannon Web Portal ([my.gannon.edu](http://my.gannon.edu)). Contact Nancy Kujawinski, [kujawins004@gannon.edu](mailto:kujawins004@gannon.edu), or call 871-5657 for questions regarding these guidelines

An event/meeting/fundraiser must be approved by the SOLD Office and the proper paperwork must be completed before the request will be posted on the portal.

An organization must be a University approved organization to request Informational postings to the My.Gannon Web Portal under the organization name. A one-time approval will be made to an organization seeking members in order to obtain University recognition.

**Under Gannon Information on the Home Page choose "Request a Portal Announcement." You will then be directed to complete an online form. Please select Nancy Kujawinski as the poster.**

1. Posting requests should be sent at least 3 working days in advance of the event date.
2. The event being advertised must be in compliance with the University regulations as outlined in The Student Datebook/Handbook.
3. An organization is limited to two postings per event/meeting/fundraiser.
4. The posting request may not contain any inappropriate or offensive language or material.
5. The posting request must be in simple text format.
6. The posting must clearly indicate the date, time, place, and reason for the event.
7. Postings regarding fund raising activities of organizations must include specific information pertaining to the use of the proceeds.
8. Posting requests pertaining to major student University events such as SGA elections, Homecoming, Springtopia, and other events as determined by the S.O.L.D. office will be communicated in the Announcement section.
9. Events may only be posted in the Main section of the Web Portal for three days. After the three days, the notice will appear in the Announcement Archive section.
10. Clubs/Organizations may use the plasma screen in the Waldron Campus Center main lobby to promote student events. PowerPoint or Word Document slides must be sent to the Activities Programming Board (APB) Technical Assistant for inclusion on the plasma screen at [apbdisplay@gannon.edu](mailto:apbdisplay@gannon.edu).

#### **7.14.9.6 Co-Curricular Transcript**

The Co-Curricular Transcript is an official record of activities and accomplishments of undergraduate students. Official copies of the transcript are used to complement your resume and academic transcript for applications to graduate school and prospective employers. Your involvement in co-curricular activities is a statement of commitment just as your diploma is a measure of your ability to learn. You may also place a copy of the transcript in your senior file in the Office of Career Services and Cooperative Education.

The Co-Curricular Transcript is divided into four sections:

- a. Leadership activities: includes any leadership role in any organization, activities, or program of any duration, i.e. Fraternity president, Student Government member, Activities Programming Board, committee chairperson, athletic team captain, etc.
- b. Professional or educational development: includes participation in any extracurricular learning experience, such as workshops, seminars, conferences, training programs, campus organized volunteer service experiences generally related to personal or professional development, non-credit co-op/internship, SGA Leadership Conferences, Resident Advisor, etc.
- c. Honors, awards, recognition: includes any type of formal recognition bestowed on you individually or as part of a group such as Founder's Day, Senior Awards, NCAA recognition, etc.
- d. Participation: includes membership in any organization, activity, athletic team, community service, GIVE day, Hooked on Books, or theater production.

You may access your co-curricular transcript through GU Express. To request additions or changes to your co-curricular transcript or to receive a copy of your official co-curricular transcript, you may access the Entry and Validation form of the Co-Curricular Transcript Request form at <http://www.gannon.edu/life/sold/cocurricular.asp>.

University Statement Concerning the Use of:

Facebook, MySpace, Rate My Professors and Similar Internet

- Gannon University encourages its current and former students to use extreme caution when participating in these types of Web sites. Anyone choosing to participate in one of the above sites should keep the following in mind:
  - Review the site's "Terms of Use" and/or "Privacy Policy" very carefully before registering. For example, you are likely granting the site full rights to distribute and use any material you post.
  - The University is not responsible for any material posted on these sites.
  - University policies, as presented in the Student Handbook, do apply to information posted on these Internet sites.
  - Students must adhere to the University's Code of Conduct for Information Technology as found in the Student Handbook. Please pay particular attention to the section on Prohibitions.
  - The University reserves the right to review the materials publicly posted to these Web sites as evidence or for documentation in a disciplinary or criminal investigation.

- Students are encouraged to report any questionable information (threats, danger to others, suspicion of criminal activity, etc.) to the proper University or law enforcement authorities.
- Students should consider carefully the potential risks of using such sites and should avoid posting information such as date of birth, social security number, address, phone number or any other personal information. Posting of such sensitive information could lead to identity theft, harassment, stalking, discipline, loss of future employment, and other forms of personal injury.
- Students should be aware that by registering their e-mail address (either University or personal); they are increasing their risk of spam, e-mail borne viruses and other harmful software which could damage their computer and/or the Gannon University network.

## Gannon University Information Technology Services

### Statement on Peer-to-Peer File-sharing

Approved by the Technology Advisory Committee – February 7, 2008

#### What is Peer-to-Peer File-sharing?

Programs that allow you to share files from another computer directly are called peer-to-peer or P2P. File sharing programs also allow others using the same software to access your computer and your files. Some of the most popular P2P programs are KaZaa, Aimster, Gnutella, iMesh, Limewire, Bearshare and Grokster.

#### What's the Big Deal?

The issue is not P2P file-sharing; the issue is illegally distributing copyright-protected materials. When you obtain music or a movie using P2P technology without compensating the copyright holder you are violating university policies, including the IT Code of Conduct, and various federal laws, including the Digital Millennium Copyright Act (DMCA).

#### Why Should I Care?

If you do not have legal permission, but copy or make available for distribution copyrighted material, you can be prosecuted in criminal court and/or sued for damages in civil court. The Recording Industry Association of America (RIAA) and the Motion Picture Association of America (MPAA) are aggressively taking legal action against thousands of individuals sharing copyrighted material over P2P networks. The "best-case" scenario for a violator is to settle out of court and pay fines between \$3,000 and \$15,000. However, criminal penalties for first-time offenders can be as high as five years in prison and \$250,000 in fines. Civil penalties can run into many thousands of dollars in damages and legal fees.

#### Are there Other Risks?

Yes. As if facing steep fines and criminal prosecution isn't enough, P2P software opens you up to many other risks. Many P2P programs install debilitating viruses and/or malicious spyware that can take over your computer or provide someone the information they need to "become you" through identity theft.

#### Isn't Participation in a P2P Network Anonymous?

No. When a DMCA complaint is received by the university, the registered user of the machine connected to the identified Internet address (IP#) at the time of the observed incident is determined. If the machine is registered to you, you will be notified and it will be your responsibility, legally and financially, to respond to the complaint and face any related consequences.

#### What Should I Do?

1. Stop Sharing Copyrighted Materials (or better yet, don't start)  
The University of Chicago has written an excellent set of instructions for how to disable these P2P file sharing networks - [security.uchicago.edu/peer-to-peer/no\\_fileshare.shtml](http://security.uchicago.edu/peer-to-peer/no_fileshare.shtml).
2. Delete all unlawfully-obtained Copyrighted Material in your possession
3. Investigate legal methods for obtaining digital music - [www.campusdownloading.com/legal.htm](http://www.campusdownloading.com/legal.htm)
4. Stay (or Become) Informed  
RIAA Frequently Asked Questions - [www.riaa.com/faq.php](http://www.riaa.com/faq.php)  
MPAA Information - [www.mpaa.org/piracy.asp](http://www.mpaa.org/piracy.asp)  
Computer Crime and Intellectual Property - [www.usdoj.gov/criminal/cybercrime/](http://www.usdoj.gov/criminal/cybercrime/)  
"What Do You Think?" Documentary - [law.richmond.edu/ipi/whatdoyouthink.htm](http://law.richmond.edu/ipi/whatdoyouthink.htm)







