BUCKNELL UNIVERSITY STUDENT HANDBOOK
2015-2016

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

The policies of Bucknell University are under continual examination and revision. This Student Handbook is not a contract; it merely presents the policies in effect at the time of publication and in no way guarantees that the policies will not change. For the most up-to-date policies and information, please check the link at www.bucknell.edu/StudentHandbook.

The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if it is deemed by the University to be in its best interest or in the best interest of the student to do so.

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

Inquiries concerning the Americans with Disabilities Act, the Rehabilitation Act and related issues may be directed to Heather Fowler, Director of the Office of Accessibility Resources, 212 Carnegie, Lewisburg, PA 17837, 570-577-1188, hfowler@bucknell.edu.

Inquiries concerning Title IX and related issues of sex discrimination may be directed to Kathleen Grimes, Title IX Coordinator and Clery Compliance Officer, 306H Elaine Langone Center, Lewisburg, PA 17837, 570-577-1554, TitleIX@bucknell.edu as well as the Office for Civil Rights, United States Department of Education, 800-421-3481.
# TABLE OF CONTENTS

## I. UNIVERSITY GOVERNANCE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>Diversity Statement</td>
<td>1</td>
</tr>
<tr>
<td>Board of Trustees</td>
<td>1</td>
</tr>
<tr>
<td>President</td>
<td>1</td>
</tr>
<tr>
<td>Operations and Management Group</td>
<td>2</td>
</tr>
<tr>
<td>Provost</td>
<td>2</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>2</td>
</tr>
<tr>
<td>Class Advisers</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Council</td>
<td>2</td>
</tr>
<tr>
<td>Bucknell Student Government</td>
<td>3</td>
</tr>
<tr>
<td>Community Responsibility</td>
<td>3</td>
</tr>
</tbody>
</table>

## II. UNIVERSITY RESOURCES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Resources</td>
<td>3</td>
</tr>
<tr>
<td>Athletics &amp; Recreation</td>
<td>3</td>
</tr>
<tr>
<td>Bookstore</td>
<td>3</td>
</tr>
<tr>
<td>BUID Card Services</td>
<td>3</td>
</tr>
<tr>
<td>Bucknell Message Center</td>
<td>3</td>
</tr>
<tr>
<td>Bucknell Student Health</td>
<td>4</td>
</tr>
<tr>
<td>Bursar and Financial Services</td>
<td>4</td>
</tr>
<tr>
<td>Campus Activities &amp; Programs</td>
<td>4</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>4</td>
</tr>
<tr>
<td>Center for the Study of Race, Ethnicity &amp; Gender</td>
<td>4</td>
</tr>
<tr>
<td>Center for Sustainability &amp; the Environment</td>
<td>4</td>
</tr>
<tr>
<td>Chaplains &amp; Religious Life</td>
<td>4</td>
</tr>
<tr>
<td>Civic Engagement &amp; Community Service</td>
<td>4</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>4</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>4</td>
</tr>
<tr>
<td>Counseling &amp; Student Development Center</td>
<td>4</td>
</tr>
<tr>
<td>Dining Services</td>
<td>5</td>
</tr>
<tr>
<td>Events Management Office</td>
<td>5</td>
</tr>
<tr>
<td>Film/Media Production Clinic</td>
<td>5</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>5</td>
</tr>
<tr>
<td>Forrest Brown Conference Center at Cowan</td>
<td>5</td>
</tr>
<tr>
<td>Fraternity &amp; Sorority Affairs</td>
<td>5</td>
</tr>
<tr>
<td>Global &amp; Off-campus Education</td>
<td>5</td>
</tr>
<tr>
<td>Golf Club</td>
<td>5</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>5</td>
</tr>
<tr>
<td>Griot Institute for Africana Studies</td>
<td>5</td>
</tr>
<tr>
<td>Housing Services</td>
<td>5</td>
</tr>
<tr>
<td>Information Technology</td>
<td>5</td>
</tr>
<tr>
<td>Institute for Leadership in Technology &amp; Management</td>
<td>6</td>
</tr>
<tr>
<td>Institute for Public Policy</td>
<td>6</td>
</tr>
<tr>
<td>International Student Services</td>
<td>6</td>
</tr>
<tr>
<td>Lesbian, Gay, Bisexual, Trans and Queer Resources</td>
<td>6</td>
</tr>
<tr>
<td>Library</td>
<td>6</td>
</tr>
</tbody>
</table>
Lost & Found ................................................................. 6
Multicultural Student Services ....................................... 6
Orientation ................................................................. 6
Outdoor Education & Leadership .................................... 6
Parents & Family Programs .......................................... 6
Public Safety ............................................................. 6
Publications, Print & Mail ............................................ 6
Registrar ................................................................. 6
Residential Colleges ................................................... 7
Residential Education .................................................. 7
ROTC ........................................................................ 7
Samek Art Museum ..................................................... 7
Seventh Street Studio .................................................. 7
Small Business Development Center ............................... 7
Student Affairs .......................................................... 7
Student Clubs and Organizations ................................... 7
Student Media ........................................................... 7
Summer Session ......................................................... 7
Switchboard & Information .......................................... 8
Transportation & Student Transit ................................... 8
Tutoring and Study Skills ............................................. 8
Weis Center for the Performing Arts ................................. 8
Women’s Resource Center ............................................ 8
Writing Program & Writing Center ................................. 8

III. BUCKNEILL UNIVERSITY STUDENT CODE CONDUCT ....................... 8
Community Conduct ................................................... 8
General Provisions ...................................................... 8
Prohibited Conduct .................................................... 9
Medical Amnesty Policy .............................................. 11
Off-campus Conduct .................................................. 11
Student Conduct Process ............................................. 12
Definitions and Application ........................................... 12
Resolution Procedures ............................................... 14
Interim Suspension ..................................................... 17
Administrative Action .................................................. 17
Maintenance of Conduct Records ................................ 17
Appeals ...................................................................... 17
Grounds for Appeal .................................................... 17
Procedures ............................................................... 17
Presidential Appeal ..................................................... 18
Sanctions .................................................................... 18
Sanctions for Students ............................................... 18
Sanctions for Organizations ........................................ 19
Sanctions for Prohibited Conduct Involving Alcohol and Other Drug .................................................. 20
Aggravated Offenses – Bias Related Offenses ............... 21
IV. SEX DISCRIMINATION, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE & STALKING POLICY & PROCEDURES FOR RESOLVING COMPLAINTS AGAINST STUDENTS

Policy Definitions & Violations ................................................... 21
Reporting .............................................................................. 25
Confidentiality ........................................................................ 26
Interim Measures ..................................................................... 26
Investigating Reports of Sex Discrimination (Including Sexual Misconduct), Relationship Violence & Stalking ........................................ 26
Disciplinary Proceedings ............................................................. 26
Sanctions ................................................................................. 29
Remedies .................................................................................. 31
Appeal ....................................................................................... 31
Sexual Discrimination (Including Sexual Misconduct), Relationship Violence & Stalking Abroad ........................................ 31
Resources & Support Services ..................................................... 32

V. ACADEMIC POLICIES ................................................................. 34
Enrollment ................................................................................. 34
Academic Responsibility ............................................................... 34
Honor Code ................................................................................. 34
Class Attendance Policy and Conflicts ........................................ 35
Policy for Medical and Other Absences from Classes ....................... 36
Academic Requirements ............................................................... 36
Academic Expectations ................................................................ 37
Grading System and Quality Points ............................................. 37
Grade Changes ........................................................................... 38
Academic Standing ..................................................................... 38
Dropping and Adding Courses .................................................... 38
Final Exams ............................................................................... 38
Policies on Withdrawal, Leave of Absence and Readmission ........... 39
Behavioral Assessment ................................................................. 40

VI. ADDITIONAL POLICIES AND REGULATIONS .................................. 42
Animals on Campus and in Campus Buildings ................................. 42
Bicycles ...................................................................................... 42
Cell phones ............................................................................... 42
Film License .............................................................................. 43
Hazing ....................................................................................... 43
Health Insurance Requirement .................................................. 43
Immunization Policy ................................................................... 43
Parking, Driving on Campus and Traffic Regulations ....................... 44
Release of Student Information ................................................... 46
Residential Living Policies .......................................................... 47
Residential Living Requirement .................................................. 49
Room Inspections ..................................................................... 49
Room Entry and Search ................................................................ 50
Smoking Policy .......................................................................... 50
Student Files .............................................................................. 50
University Name, Seal and Trademarks ......................................... 50
University Vehicles .................................................................... 51
VII. POLICIES FOR STUDENT GROUPS AND STUDENT ORGANIZATIONS ........... 52
Recognition of Student Organizations ........................................ 52
Fraternities & Sororities .......................................................... 52
Scheduling Events ................................................................. 53
Contracting with Outside Agencies ........................................ 54
Student Events with Alcohol .................................................... 54
Security at Events ................................................................. 56
Insurance/Indemnification ...................................................... 56
Ticketed Events ................................................................. 56
Sales and Promotions ............................................................ 56
Student Media Organizations ................................................. 58
I. UNIVERSITY GOVERNANCE

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

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

DIVERSITY STATEMENT
Bucknell University’s diversity efforts broaden and deepen our personal and intellectual horizons, preparing all of us – students, staff and faculty – to make thoughtful, responsible contributions as individuals, community members and professionals in a diverse, globally integrated world.

An essential component of Bucknell’s commitment to academic excellence is our commitment to fostering an inclusive, diverse campus community. Bucknell’s understanding of diversity is broad-based, emphasizing the identity and experiences of groups that have been historically under-represented in higher education, and encompassing age, class, culture, (dis)ability, ethnicity, gender identity, gender expression, immigration status, national origin, race, religion and spirituality, sex and sexual identity, among others. We affirm that diverse experiences and perspectives in the classroom and across campus enhance everyone’s educational experience.

Together, we are building and nurturing a community that embraces, respects and celebrates diversity in all its forms.

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

THE PRESIDENT
John Bravman

The President of the University is the chief executive officer and a voting member of the Board of Trustees, responsible for the management and governance of the University, including carrying out and interpreting the policies of the Board. In this capacity, the President works with diverse groups of Bucknell stakeholders including trustees, faculty, staff, students, alumni, parents and friends of the University. He is the chief spokesperson for Bucknell and responsible ultimately for the vision of the University as the principal architect of the University’s strategic plan.
OPERATIONS AND MANAGEMENT GROUP
The Operations and Management Group consists of the senior administrative officers who report to the president. These individuals oversee the major administrative and operational responsibilities of the university and represent the administration in working with faculty on shared governance. The OMG consists of the President, the Provost, the Chief Communications Officer, the Vice President for Human Resources, the Vice President for Development and Alumni Relations, the Vice President for Enrollment Management, the Vice President for Finance and Administration, the Vice President for Library and Information Technology, the Dean of the College of Arts and Sciences, the Dean of the College of Engineering, the Director of the School of Management, the General Counsel, the Dean of Students, the Director of Athletics and Recreation and the Director of the Office of the President.

PROVOST
Barbara Altmann
The Provost is the University’s chief academic officer, responsible to the President for integrating the living and learning environments to achieve Bucknell’s goal of transforming students through rigorous and sustained academic study supported and enriched by co-curricular and residential experiences. The Dean of Students, the Dean of the College of Arts & Sciences, the Dean of the College of Engineering and the Director of the School of Management report directly to the Provost and sit with the associate provosts on the Provost’s Council.

DEAN OF STUDENTS
Amy Badal
The Dean of Students is the chief student affairs officer directing the Division of Student Affairs. The division is responsible for a broad range of student-life matters including new student orientation, student conduct, residence education and off-campus living, campus activities and organizations, fraternity and sorority affairs, student government, religious life, multicultural interests, student leadership and wellness services, among other areas of student life.

CLASS ADVISERS
Members of the Division of Student Affairs assist each of the four student classes in providing special support and advice specific to the unique challenges associated with each year on campus. The staff work closely with the Bucknell Student Government Class Officers and Congress providing support for class related initiatives.

First Year Student Class: Beth Bouchard
Sophomore Class: Dan Remley
Junior Class: Chip Marrara
Senior Class: Kari Conrad

FACULTY COUNCIL
Faculty Council fosters the operation of a responsive and inclusive Faculty governance system. Faculty Council supports the committee system by consulting with and coordinating the Faculty and University committees, by facilitating inter-committee communication, and by providing advice, oversight and guidance to insure that Faculty governance processes are executed effectively. The Faculty Council insures that committees other than the Committee on Academic Freedom and Tenure (see Faculty Handbook, section II.F) are populated by preparing lists of nominees, soliciting additional nominees from the Faculty, and organizing elections to fill positions vacated by the routine cycle of terms, and by that means or by appointment to fill positions vacated mid-term. The Faculty Council also plays a role in some termination of contract issues and in proceedings to impose severe sanctions on a member of the faculty (see section III.M.1 and section III.N of the Faculty Handbook, and Regulation 5b of the AAUP Recommended Institutional Regulations on Academic Freedom and Tenure (1999)).
BUCKNELL STUDENT GOVERNMENT

Bucknell Student Government is a body of elected undergraduate students charged with representing the general student body in University affairs. The purposes served by the BSG include providing a forum for Bucknell students’ concerns, interests and opinions; providing a means of communicating those sentiments to the University faculty, staff, and administration; serving as an agent for improving academic policies, campus life, community relations, diversity awareness, event publicity and social welfare; providing activities and services to promote class unity, identity and spirit; justly representing the interests and welfare of class constituents as a whole, and officially recognizing student organizations and allocating funding from the Student Activities Fee to them.

COMMUNITY RESPONSIBILITY

Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of respect and integrity in all areas. Upon entry to Bucknell, students read and retype the following statement that mirrors expected conduct described in the Student Code of Conduct.

We are a community of learners who value personal and intellectual honesty.
Our actions reflect maturity, social responsibility and respect toward others.
We value individual differences and will not tolerate harassment or discrimination.
Our actions show respect for our own health and well-being.
We honor Bucknell by upholding the policies that support our community standards.

II. UNIVERSITY RESOURCES

Links to these resources can be found on the Student Handbook webpage. For additional resources and information, please view the Everything Directory at www.bucknell.edu and the Involvement Network at getinvolved.bucknell.edu/organizations.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Web Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility Resources</td>
<td><a href="http://www.bucknell.edu/Accessibility">www.bucknell.edu/Accessibility</a></td>
</tr>
<tr>
<td>Athletics &amp; Recreation</td>
<td><a href="http://www.bucknell.edu/Athletics">www.bucknell.edu/Athletics</a></td>
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<tr>
<td>Bookstore</td>
<td><a href="http://www.bucknell.bncollege.com">www.bucknell.bncollege.com</a></td>
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<tr>
<td>BUID Card Services</td>
<td><a href="http://www.bucknell.edu/BUID">www.bucknell.edu/BUID</a></td>
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<tr>
<td>Bucknell Message Center</td>
<td>my.bucknell.edu</td>
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Accessibility Resources
Bucknell University is committed to providing accessibility and reasonable accommodations to all who visit, work and study on campus.

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

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

BUID Card Services
The BU ID card is an official Bucknell University identification card. It provides students with privileges for multiple campus services.

Bucknell Message Center
Announcements about events or activities are sent to campus via email through the Bucknell Message Center. Guidelines and instructions for using the message center are available in myBucknell.
<table>
<thead>
<tr>
<th><strong>Bucknell Student Health</strong></th>
<th><a href="http://www.bucknell.edu/StudentHealth">www.bucknell.edu/StudentHealth</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bucknell Student Health (BSH) provides confidential care right on campus. Services include treatment for routine illnesses and injuries, gynecology visits, drug and alcohol counseling, travel medicine and campus outreach and education.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bursar and Financial Services</strong></th>
<th><a href="http://www.bucknell.edu/Bursar">www.bucknell.edu/Bursar</a></th>
</tr>
</thead>
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<tr>
<td>This office includes accounts receivables, cashier, check cashing policies, refund policies and more.</td>
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<table>
<thead>
<tr>
<th><strong>Campus Activities &amp; Programs</strong></th>
<th><a href="http://www.bucknell.edu/CAP">www.bucknell.edu/CAP</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>The CAP Center provides a vast array of entertainment and activities designed to complement life outside the classroom and enhance students’ overall experience at Bucknell.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Career Development Center</strong></th>
<th><a href="http://www.bucknell.edu/CDC">www.bucknell.edu/CDC</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>The CDC assists students with all career planning, preparation and decisions including resume writing, internship opportunities, graduate school applications and full time jobs.</td>
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<th><strong>Center for the Study of Race, Ethnicity &amp; Gender</strong></th>
<th><a href="http://www.bucknell.edu/CSREG">www.bucknell.edu/CSREG</a></th>
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<tr>
<td>Through CSREG, faculty members whose interests span the globe lead campus conversations as they examine our differences through scholarship, lectures, reading groups, curriculum, film series and more.</td>
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<th><strong>Center for Sustainability &amp; the Environment</strong></th>
<th><a href="http://www.bucknell.edu/BCSE">www.bucknell.edu/BCSE</a></th>
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</thead>
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<tr>
<td>The Bucknell Center for Sustainability &amp; the Environment supports faculty, staff and students dedicated to environmental and nature-related learning, teaching, scholarship, service and action.</td>
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</table>

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<thead>
<tr>
<th><strong>Chaplains &amp; Religious Life</strong></th>
<th><a href="http://www.bucknell.edu/Chaplains">www.bucknell.edu/Chaplains</a></th>
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<tr>
<td>Regardless of students’ religious and spiritual tradition, the chaplains support all members of the university community.</td>
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<th><strong>Civic Engagement &amp; Community Service</strong></th>
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</thead>
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<tr>
<td>Academically based service-learning and co-curricular community service and volunteering are integral parts of the educational experience for faculty and students.</td>
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<th><strong>College of Arts &amp; Sciences</strong></th>
<th><a href="http://www.bucknell.edu/ArtsAndSciences">www.bucknell.edu/ArtsAndSciences</a></th>
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<tr>
<td>In the College of Arts &amp; Sciences, students will choose from hundreds of courses in the humanities, social sciences, natural and physical sciences and mathematics.</td>
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<th><strong>College of Engineering</strong></th>
<th><a href="http://www.bucknell.edu/Engineering">www.bucknell.edu/Engineering</a></th>
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<tr>
<td>Bucknell’s nationally ranked College of Engineering offers students close relationships with professors, outstanding laboratory facilities and an emphasis on learning in a liberal arts context.</td>
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<th><strong>Counseling &amp; Student Development Center</strong></th>
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<tr>
<td>The Counseling &amp; Student Development Center offers a wide range of confidential mental health and personal development services to help students make their college years more satisfying, rewarding and productive.</td>
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<tr>
<td><strong>Dining Services</strong></td>
<td><a href="http://www.bucknell.edu/Dining">www.bucknell.edu/Dining</a></td>
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<td>Dining services at Bucknell are provided by Parkhurst Dining Services.</td>
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<th><strong>Events Management Office</strong></th>
<th><a href="http://www.bucknell.edu/Events">www.bucknell.edu/Events</a></th>
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<tr>
<td>The Events Management Office provides high quality services in event management, scheduling and transportation, and also provides a general information center for the University.</td>
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<th><strong>Film/Media Production Clinic</strong></th>
<th><a href="http://www.bucknell.edu/FMPC">www.bucknell.edu/FMPC</a></th>
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<tr>
<td>Today’s tech-savvy students learn to use their skills to produce powerful media content. The FMPC gives them real-world opportunities to produce broadcast-quality content for non-profit organizations.</td>
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<tr>
<td>The Office of Financial Aid offers various grant, scholarship, loan and student employment programs to help students and parents finance a Bucknell education.</td>
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<tr>
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<th><a href="http://www.bucknell.edu/Cowan">www.bucknell.edu/Cowan</a></th>
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<tr>
<td>The Forrest D. Brown Conference Center, a University-owned retreat center located seven miles from campus is available for groups to schedule.</td>
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<thead>
<tr>
<th><strong>Fraternity &amp; Sorority Affairs</strong></th>
<th><a href="http://www.bucknell.edu/GreekLife">www.bucknell.edu/GreekLife</a></th>
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<tr>
<td>Bucknell is home to 16 nationally recognized fraternities and sororities.</td>
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<th><strong>Global &amp; Off-campus Education</strong></th>
<th><a href="http://www.bucknell.edu/GlobalEducation">www.bucknell.edu/GlobalEducation</a></th>
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<tr>
<td>Nearly half of Bucknell University students take part in an off-campus experience in one of the over 130 Bucknell University approved programs around the world</td>
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<thead>
<tr>
<th><strong>Golf Club</strong></th>
<th><a href="http://www.bucknell.edu/GolfClub">www.bucknell.edu/GolfClub</a></th>
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</thead>
<tbody>
<tr>
<td>Open to all students, the Bucknell Golf Club is a semi-private golf club and the home course for the Bucknell men’s and women’s golf teams.</td>
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<tr>
<th><strong>Graduate Studies</strong></th>
<th><a href="http://www.bucknell.edu/GradStudies">www.bucknell.edu/GradStudies</a></th>
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<tbody>
<tr>
<td>Bucknell provides an ideal setting for graduate students looking for intensive, personal educational and professional opportunities.</td>
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<tr>
<th><strong>Griot Institute for Africana Studies</strong></th>
<th><a href="http://www.bucknell.edu/GriotInstitute">www.bucknell.edu/GriotInstitute</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>At the Griot, faculty and students focus on intellectual and creative interdisciplinary investigation of the cultures, histories, narratives, peoples, geographies and arts of Africa and the African diaspora.</td>
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<tr>
<th><strong>Housing Services</strong></th>
<th><a href="http://www.bucknell.edu/Housing">www.bucknell.edu/Housing</a></th>
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<tbody>
<tr>
<td>Bucknell is a student’s home away from home, and Housing Services provides resources for students living both on and off-campus.</td>
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<tr>
<th><strong>Information Technology</strong></th>
<th><a href="http://www.bucknell.edu/IT">www.bucknell.edu/IT</a></th>
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<tbody>
<tr>
<td>IT provides all computing and technology services.</td>
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<tr>
<td><strong>Institute for Leadership in Technology &amp; Management</strong></td>
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<tr>
<td>---------------------------------------------------------</td>
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<tr>
<td>In ILTM, 18 to 24 rising juniors in engineering, management and the liberal arts participate in an intensive summer program that focuses on globalization, ethics, communication skills, critical thinking, teamwork and leadership.</td>
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<tr>
<td><a href="http://www.bucknell.edu/ILTM">www.bucknell.edu/ILTM</a></td>
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<tr>
<th><strong>Institute for Public Policy</strong></th>
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<tr>
<td>BIPP supports social science research analysis and teaching in topic areas that include aging, labor, migration, healthcare, education, political polling, taxation and more.</td>
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<tr>
<td><a href="http://www.bucknell.edu/PublicPolicy">www.bucknell.edu/PublicPolicy</a></td>
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<tr>
<th><strong>International Student Services</strong></th>
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<tr>
<td>ISS provides immigration and employment-related advising, cultural programming for the international and general campus, and also manages the Projects for Peace 10k initiative. ISS supports international students and works with campus partners toward campus internationalization.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/ISS">www.bucknell.edu/ISS</a></td>
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<tr>
<th><em><em>Lesbian, Gay, Bisexual, Trans</em> &amp; Queer Resources</em>*</th>
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</thead>
<tbody>
<tr>
<td>LGBTQ Resources provides support services, educational programming and resources to the lesbian, gay, bisexual and transgender community at Bucknell and for anyone who wants to learn how to be more welcoming and inclusive.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/LGBTQ">www.bucknell.edu/LGBTQ</a></td>
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<thead>
<tr>
<th><strong>Library</strong></th>
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<tbody>
<tr>
<td>The Ellen Clarke Bertrand Library is the home of all library services, borrowing privileges, equipment desk, research help and library cafe.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/Library">www.bucknell.edu/Library</a></td>
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<tr>
<th><strong>Lost &amp; Found</strong></th>
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<tbody>
<tr>
<td>A University-wide lost-and-found service is located at the Switchboard on the second floor of the Elaine Langone Center.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/Switchboard">www.bucknell.edu/Switchboard</a></td>
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<tr>
<th><strong>Multicultural Student Services</strong></th>
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<tbody>
<tr>
<td>MSS provides cross-cultural learning opportunities and support for students with a focus on advocacy, leadership development, global literacy and service-learning.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/MSS">www.bucknell.edu/MSS</a></td>
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<tr>
<th><strong>Orientation</strong></th>
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<tbody>
<tr>
<td>The New Student Orientation Program is an extensive five-day program that focuses on scholarship, tradition and community.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/Orientation">www.bucknell.edu/Orientation</a></td>
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<tr>
<th><strong>Outdoor Education &amp; Leadership</strong></th>
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<tr>
<td>The Outdoor Education &amp; Leadership Program is a connection to the many outdoor adventures in and around Lewisburg.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/OutdoorEducation">www.bucknell.edu/OutdoorEducation</a></td>
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<tr>
<th><strong>Parents &amp; Family Programs</strong></th>
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<tbody>
<tr>
<td>Information for parents and families of Bucknell students.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/Parents">www.bucknell.edu/Parents</a></td>
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<thead>
<tr>
<th><strong>Public Safety</strong></th>
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<tbody>
<tr>
<td>Public Safety information for the Bucknell community, including policies, parking maps and emergency response information.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/PublicSafety">www.bucknell.edu/PublicSafety</a></td>
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<tr>
<th><strong>Publications, Print &amp; Mail</strong></th>
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<tbody>
<tr>
<td>The Office of Publications, Print and Mail is a full-service agency that manages publications and printing projects for University clients from concept to completion.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/PPM">www.bucknell.edu/PPM</a></td>
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<tr>
<th><strong>Registrar</strong></th>
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<tbody>
<tr>
<td>The Registrar’s Office maintains the accuracy and security of all student records in accordance with university policy and the law.</td>
</tr>
<tr>
<td><a href="http://www.bucknell.edu/Registrar">www.bucknell.edu/Registrar</a></td>
</tr>
<tr>
<td><strong>Residential Colleges</strong></td>
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<tr>
<td><strong>Residential Education</strong></td>
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<tr>
<td><strong>ROTC</strong></td>
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<tr>
<td><strong>Sameek Art Museum</strong></td>
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<tr>
<td><strong>Seventh Street Studio</strong></td>
</tr>
<tr>
<td><strong>Small Business Development Center</strong></td>
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<td><strong>Student Affairs</strong></td>
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<tr>
<td><strong>Student Clubs and Organizations</strong></td>
</tr>
<tr>
<td><strong>Student Media</strong></td>
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<tr>
<td><strong>Summer Session</strong></td>
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</tbody>
</table>
Switchboard & Information  
Located on the 2nd floor, Elaine Langone Center, downhill side, the University Switchboard connects incoming telephone calls, provides general information and serves as a lost and found.  
www.bucknell.edu/Switchboard

Transportation & Student Transit  
Daily shuttle service is offered throughout the day on campus and to the downtown Lewisburg area. In addition, shuttle service is available to nearby airports, train stations and bus stations at the beginning and end of the fall and spring semester as well as the beginning and end of the fall and spring break.  
www.bucknell.edu/Shuttles

Tutoring and Study Skills  
The Teaching and Learning Center’s program in student learning support coordinates the tutoring program for introductory math and science courses. The TLC also conducts study groups with trained peer facilitators. Workshops, classroom support and individual consultations are also available.  
www.bucknell.edu/TLC

Weis Center for the Performing Arts  
Professional and campus music, dance and theatre events, as well as lectures, convocations, and other functions are held in the 1,200-seat Weis Center for the Performing Arts.  
www.bucknell.edu/WeisCenter

Women’s Resource Center  
The WRC celebrates women’s impact on society, advocates for equity and provides support and programming for the Bucknell community.  
www.bucknell.edu/WomensResourceCenter

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

III. BUCKNELL UNIVERSITY STUDENT CODE OF CONDUCT

A. COMMUNITY CONDUCT

Bucknell University has certain expectations of the student members of its community, including that:

- Students will act in a manner that reflects personal and intellectual honesty.
- Students will act in a manner that reflects maturity, social responsibility and respect toward the person and property of others.
- Students will act in a manner that reflects respect for their own health and well-being.
- Students will act in a manner that reflects respect toward the policies, procedures and laws that are in place to maintain and support community standards at the University and beyond.

   
a. This Code, including the above expectations, applies to student organizations, as well as individual students.
b. The list of prohibited conduct is not all-inclusive, but is illustrative of conduct that may breach the above expectations, exposing a student or student organization to disciplinary proceedings and sanctions, regardless of whether the conduct occurred on or off campus.

c. Students are expected to familiarize themselves with University policies and this Code. Lack of familiarity will not constitute an excuse for failing to meet these expectations.

d. Students who assist others in violating any provision of this Code may be charged with a Code violation to the same extent as those persons committing the violation.

e. Students may be held responsible for conduct in violation of this Code, regardless of whether such conduct occurs on or off campus.

f. Students are responsible for the activities that occur in their residence hall rooms and the shared living spaces in suites, mods or apartment-style residence halls. All assigned occupants of a room, suite, apartment or mod may be subject to the same sanction as the actual violators. Likewise, a student may be held accountable for any violation that is committed by the student’s non-student guest.

g. Students who attempt conduct in violation of this Code, even if unsuccessful, may be charged to the same extent as a completed violation.

2. Prohibited Conduct

   a. Failure to act in a manner that reflects personal and intellectual honesty.

   i. Academic misconduct. Violations of the University’s Academic Responsibility policy (www.bucknell.edu/AcademicResponsibility) are subject to disposition according to that policy.

   ii. Providing or using false information, including furnishing false information to any University official, faculty member, department or office; forging, altering or misusing any University document, record or instrument of identification; or assuming the name of a University official, faculty member or another student.

   b. Failure to act in a manner that reflects maturity, social responsibility and respect toward the person and property of others.

   i. Engaging in conduct that threatens the health or well-being of another.

   ii. Sexual misconduct or relationship violence. Violations of the University’s Sexual Misconduct and Relationship Violence policy (see pg 21) are subject to disposition according to that policy.

   iii. Physical abuse, injury, constraint on another’s physical movement or threat of harm toward another person.

   iv. Harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment.

   v. Bullying and cyberbullying, which generally involve an imbalance of power, an intent to cause harm and repetition. Cyberbullying is bullying using the internet, mobile phones or other digital technologies.

   vi. Hazing, as defined by the University’s Hazing policy (see pg 43).

   vii. Arson or interfering with fire protection or prevention.

   viii. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University and surrounding community, breaches the peace or violates the rights of others.
ix. Possession or storage, even if legally owned, of weapons, explosives, fireworks, ammunition or other materials that could be harmful to the members of the community.\(^1\)

x. Theft, misuse or damage to the property or belongings of another individual, group or entity, including unauthorized use of the University’s corporate name, logo, marks or symbols, as well as other copyright violations.

xi. Unauthorized possession, duplication or use of keys or swipe cards for any University premises, or unauthorized entry to or use of University premises.

xii. Any Community Conduct violation motivated by the race, gender, sexual orientation, religion, national origin, cultural background, disability or other protected characteristic of another individual or group, as further detailed in the University’s Bias-Related Harassment Policy (www.bucknell.edu/diversity) constitutes a violation in addition to the original underlying violation.

c. Failure to act in a manner that reflects respect for one’s own health and well-being, or, with regard to drugs and alcohol, that of others.

i. Engaging in conduct that threatens the health and safety of oneself.

ii. Engaging in irresponsible, unsafe or otherwise improper conduct involving drugs or controlled substances on or off campus, including by the:

1. Use, possession or distribution of illegal drugs or controlled substances or drug paraphernalia.

2. Unauthorized possession, misuse, adulteration or redistribution of prescription or other legal drugs, synthetic drugs or household products.

iii. Engaging in irresponsible, unsafe or otherwise improper conduct involving alcohol on or off campus (except as specifically indicated below), including by:

1. Purchasing, possessing, consuming or being under the influence of alcoholic beverages under 21 years of age.

2. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.

3. Hosting, facilitating or otherwise participating in drinking games.

4. Using devices designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).

5. Effecting excessive and/or other harmful consumption of alcohol through peer pressure or subterfuge.

6. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.) on campus, except when expressly authorized at on-campus events.

7. Possessing alcoholic beverages in areas on campus other than where expressly permitted by University policy, including in the room of an underage student, in the public or similar common areas of residence halls, outdoors on campus, etc.

8. Hosting, facilitating or otherwise participating in on-campus events or parties involving alcohol that have not received required University authorization.

\(^1\)Storage and use of military training devices by the ROTC under conditions developed by ROTC with the approval of the University is not a violation, nor is the use of target bows and arrows for special programs that receive prior University approval for use at a designated target range.
9. Level of intoxication representing a danger to health or safety.
11. Refusing to take a P.B.T. as requested by a Department of Public Safety officer.

iv. Operating a vehicle while under the influence of alcohol or other drugs.

d. Failure to act in a manner that reflects respect toward the policies, procedures and laws that are in place to maintain and support community standards at the University and beyond.

i. Failure to comply with University policy, agreements and/or the directions of University officials or law enforcement officers acting in performance of their duties or to identify oneself to these persons when requested to do so.

ii. Violating the University’s Library and Information Technology Appropriate Use policy (www.bucknell.edu/Documents/LIT/Policies/AppropriateUsePolicy.pdf).

iii. Violating the University’s regulations relating to residential living (see pg 48).

iv. Contempt of the student conduct system, including by:
   1. Failing to attend a student conduct meeting or hearing.
   2. Falsifying or misrepresenting information before an Administrative Hearing Officer, Community Conduct Board Hearing Panel, Student Conduct Administrator, or other student conduct officer, or instituting a student conduct charge in bad faith.
   3. Attempting to discourage an individual’s proper participation in, or use of, the student conduct process, or retaliating against an individual bringing a complaint, or participating in an investigation or hearing, in good faith.
   4. Failing to comply with sanctions imposed under the Code.

v. Violating any University policy, rule or regulation published in hard copy or available electronically on the University website.

vi. Violating any federal, state or local law.

OFF-CAMPUS CONDUCT
In the event that prohibited conduct occurring off-campus subjects a student to action by local law enforcement, including citation or arrest, the student may be required to provide the Dean of Students with related documentation and/or an authorization for such authorities to disclose information to the University. As with on-campus housing, if a violation occurs at an off-campus residence, all residents of the premises may be held accountable.

B. MEDICAL AMNESTY POLICY
Through its Medical Amnesty Policy, Bucknell University encourages its students to seek and/or call for assistance for themselves or others when someone is overly intoxicated and is in need of medical assistance. Amnesty is available to the student calling as well as the student needing assistance. A call for assistance should be made promptly because the health, safety and well-being of the student that is potentially in danger is paramount. A call for assistance may be directed to Bucknell Public Safety (BUPS), a local police officer or agency (such as Buffalo Valley Regional Police Department or by calling 911), the Student Affairs Staff On-Call (SASOC) or in the residence halls, the RA. Bucknell’s goal through this amnesty policy is to reduce barriers and alleviate potential consequences to ensure that our students seek the appropriate and necessary assistance.

A student for whom a call for assistance is made will not be subject to official sanctions and conduct record under the Student Conduct process, nor will the individual who made the call. Likewise, when leadership of a recognized student organization makes a call for assistance for a student or a guest attending the organization’s
function, the organization will not be subject to university code of conduct sanctions, nor will the student who made the call.

While not resulting in official sanctions, a call for assistance under this policy may result in educational outcomes including, but are not limited to:

- Referral to the Alcohol and Other Drugs Counselor through the Counseling & Student Development Center for an alcohol assessment to be completed within 35 days.
- Parental, guardian or emergency contact notification.
- Educational opportunities to assist in avoiding future high risk situations.
- A summary report of the incident to be included in the student’s or student organization’s file.

**Important Information Regarding Amnesty**

If a student is repeatedly the subject of calls for assistance, there may be additional consequences as a result of the University’s increased concern for that student, including additional counseling sessions, educational follow up with university administrators and/or a full behavioral assessment which may lead to a university mandated leave of absence.

Failure to complete appointments or follow-up as prescribed by a university official could result in the revocation of amnesty for the student or organization in question and standard university sanctions could apply.

Amnesty does not prevent the filing of criminal charges.

Amnesty may not apply to students who persistently refuse to cooperate with medical, law enforcement or university personnel at the time of initial contact.

A student organization that fails to seek assistance for a member or guest in need at its function or on its controlled property may be charged with violations of the Student Code of Conduct. It is paramount that organizations seek assistance in any emergency situation.

This Policy applies only to those students or organizations seeking emergency medical assistance in connection with an alcohol-related medical emergency and does not apply to individuals experiencing an alcohol-related medical emergency who are found by University employees (i.e. Public Safety Officers, faculty, administrative staff, residence hall staff including RA’s).

**C. THE STUDENT CONDUCT PROCESS**

As discussed in Section A, Bucknell University expects the student members of its community to uphold certain standards of community conduct which, in turn, promote and support the University’s mission. When the action of a student or student organization violates Bucknell’s expectations of community conduct, those actions are subject to a process of review and resolution. This section describes the procedures employed for the resolution of alleged conduct violations. Any questions regarding Prohibited Conduct or the student conduct system should be referred to the Office of the Dean of Students.

It should be noted that certain violations may also be subject to adjudication under other University policies and procedures. The decision as to whether charges are to be pursued under the student conduct system or another system rests with the Dean of Students.

**1. Definitions and Application**

**Administrative Hearing Officer:** The individual appointed by the Dean of Students to conduct an Administrative hearing.

**Adviser:** The Respondent is entitled to be assisted by an Adviser during an Administrative or Community Conduct Board hearing. The Respondent is responsible for identifying the Adviser, whose option it is to consent to serve in that role. The Adviser must be a current student or employee of the University, but may not have a law degree or be related to the Respondent. The Adviser may help
prepare the Respondent for the hearing, and may accompany the Respondent to the hearing if identified to the Student Conduct Administrator 24 hours in advance of the hearing. The Adviser cannot speak on behalf of the Respondent or otherwise address the Administrative Hearing Officer, Community Conduct Board hearing panel or witnesses during a hearing. The Administrative Hearing Officer or Chair of the Community Conduct Board hearing panel may determine that an Adviser is being disruptive to the hearing process, and dismiss that Adviser from the hearing room. If the Complainant, if any, attends the Administrative or Community Conduct Board hearing, the Complainant is entitled to be assisted by an Adviser of choice to the same extent as the Respondent.

Community Conduct Board (CCB): The Community Conduct Board is comprised of approximately 15 students, 15 faculty members and 15 staff members. From the CCB membership, the Student Conduct Administrator constitutes a CCB hearing panel to hear cases, and a CCB appeal panel to hear appeals. Each hearing and appeal panel is normally comprised of three people, including one student and two University employees. The Student Conduct Administrator may reconstitute the makeup of a hearing panel as deemed necessary.

Selection of Community Conduct Board Members
Student members of the CCB will be selected during the preceding spring semester following a thorough application and interview process. Student members, insofar as possible, should be representative of all academic class years. Nominations for faculty and staff members will be solicited during the spring semester. The Dean of Students has ultimate approval authority with regard to all individuals nominated to serve on the CCB. Likewise, the Dean of Students may remove a member of the CCB for violating the applicable “Statement of Expectations for Community Conduct Board Members,” or other reason.

If a hearing or appeal panel is to be empanelled at the conclusion of a semester, over a break or between academic years, the Student Conduct Administrator may constitute the panel from the CCB members who are reasonably available or appoint other available members of the University community to serve on that panel. The Student Conduct Administrator may also choose to defer the matter until the beginning of the next semester, when additional CCB members are available, or proceed with an Administrative hearing instead.

Term of Office
The term of office for each CCB member will be for a minimum of two years, except when student members are appointed with less time remaining before they graduate. The term of office for all members will be staggered to assure continuity with the term of office beginning on the first day of the fall semester following appointment to the CCB.

Training
Prior to serving on a hearing or appeal panel, new CCB members will be required to complete a training program coordinated by the Office of the Dean of Students. Returning CCB members must complete the training at least every-other-year.

Election of a Chair
Members of a hearing or appeal panel will elect a chair prior to the beginning of a CCB hearing or appeal, from either the faculty or staff members of the panel.

Complainant: Any individual who claims to have been aggrieved by a student or student organization’s violation of Bucknell’s Community Conduct standards.

Respondent: Any student or student organization accused of violating Bucknell’s Community Conduct standards. Withdrawing from the University after engaging in conduct alleged to constitute a violation of the Community Conduct standards does not impact a student’s status as a Respondent, and conduct proceedings will still go forward, with relevant sanctions reflected in the Respondent’s conduct record and, if applicable, on the Respondent’s transcript.

Student Conduct Administrator (SCA): The individual assigned by the Dean of Students to oversee the investigation and resolution of an alleged violation of Bucknell’s Community Conduct standards.
The SCA conducts Pre-Hearing Resolutions and assists Administrative Hearing Officers, as well as CCB hearing and appeal panels, on matters of procedure. The Dean of Students may serve as the SCA, in which case the Provost will fill the Dean of Students’ role in any appeal.

2. Resolution Procedures

Reports of conduct violating Bucknell’s Community Conduct standards should be filed with or forwarded to the SCA. Alleged conduct constituting a potential violation of state or federal law may also be referred to the Department of Public Safety in connection with possible criminal charges.

a. Pre-Hearing Procedures

Upon receipt of a written report including, to the extent available, the identity of the student alleged to have violated Community Conduct standards, the date of violation, and the nature of violation, the SCA will direct a further investigation, to the extent necessary, and make an initial determination of whether a student and/or student organization may have violated the Community Conduct standards. If the SCA makes a threshold determination that the information available does not support a finding of a violation, the SCA will advise the Complainant, if any, in writing. If the accused student or student organization has been notified of the alleged violation as of that time, the SCA will notify that student or organization as well. If a threshold determination that a violation may have occurred has been made, the SCA will issue a charge letter to the Respondent, identifying the Community Conduct standards the Respondent is alleged to have violated.

The charge letter will indicate whether the violations will be subject to an Administrative or CCB hearing, and shall set a hearing date as promptly as is practical, but generally five to ten business days from the date of the charge letter. Alternatively, if the SCA believes Pre-Hearing Resolution may be appropriate, the charge letter will include the date and time for the Pre-Hearing Resolution meeting with the SCA, deferring notice of a hearing pending exhaustion of the Pre-Hearing Resolution efforts.

These timeframes are included by way of guidance only, and may be altered by the SCA or Dean of Students, as appropriate. Except in the case of an emergency, any request by the Respondent or Complainant (if any) to reschedule the hearing must be made within three business days from the date of the charge letter.

The charge letter will include the date, time and place of the hearing, as well as the name(s) of the Administrative Hearing Officer or CCB hearing panel members assigned to hear the case. The Respondent may challenge a member(s) of the CCB hearing panel based on a perceived conflict of interest by submitting the challenge in writing to the SCA within three business days of the date of the charge letter. Challenges based on alleged conflicts of interest will be resolved by the SCA in consultation with the Dean of Students, based on an assessment of whether the individual can render a fair and impartial decision, and are not subject to appeal.

i. Pre-Hearing Resolution

Bucknell seeks to respond to student misconduct in an educational and restorative manner when appropriate. Pre-Hearing Resolution has as its goals to resolve conflict, restore a student or student organization’s relationship with the community, and promote community trust and civility through outcomes mutually agreed to by the University and the Respondent. Pre-Hearing Resolution will be conducted by the SCA or appropriate Student Affairs staff member.

Whether Pre-Hearing Resolution is appropriate in a specific situation is at the discretion of the SCA. In order for charged conduct to be subject to Pre-Hearing Resolution, however, the following factors must be met:

- The facts of the alleged Prohibited Conduct are not in dispute;
- The Respondent has accepted responsibility for the Prohibited Conduct in writing; and
Based upon the Prohibited Conduct for which the Respondent has accepted responsibility, the likely sanction if Formal Resolution was pursued would not be suspension or expulsion.

If Pre-Hearing Resolution is pursued, the SCA or Student Affairs staff member conducting the process may end the Pre-Hearing Resolution in order to pursue Formal Resolution at any time, including if the Respondent withdraws acceptance of responsibility, the circumstances of the alleged Prohibited Conduct cease to meet the above requirements, the Respondent fails to engage in amicable and respectful discussion, or the Respondent and SCA or Student Affairs staff member are not able to agree on an outcome. The Respondent may request to proceed by Formal Resolution at any point prior to a resolution being agreed upon.

Because the outcomes of Pre-Hearing Resolution are developed collaboratively and agreed upon, no appeal is permitted.

In the event that Pre-Hearing Resolution is not successful, statements made during the Pre-Hearing Resolution process regarding the manner in which a Respondent or Complainant (if any) is willing to resolve the matter may not be used in subsequent formal proceedings, unless approved by the Dean of Students in exceptional circumstances.

The results of Pre-Hearing Resolution are maintained in the Office of the Dean of Students and may be taken into consideration if additional violations occur.

**ii. Formal Resolution:** For alleged conduct violations not or no longer eligible for Pre-Hearing Resolution, or where the Respondent has so requested, Formal Resolution proceedings will be commenced. Formal Resolution may take the form of an Administrative or CCB Hearing, at the sole discretion of the SCA, subject to the provisions below.

The individuals who may participate in an Administrative or CCB Hearing include the Respondent and any individuals who appear as witnesses, including the complainant, if any. Advisers may attend as well, subject to the participation limitations above. The Complainant and other witnesses may only be present while they are providing information to the Administrative Hearing Officer or CCB hearing panel.

**Administrative hearings.** Alleged violations involving drugs or alcohol that do not meet the criteria for Pre-Hearing Resolution normally will be heard by an Administrative Hearing Officer assigned by the Dean of Students.

**CCB hearings.** All other alleged violations normally will be resolved through a CCB hearing. Where there are alleged violations in addition to drug or alcohol violations related to a single incident, all violations normally will be resolved through a CCB hearing.

**b. Hearing Procedures**

The same general hearing procedures apply regardless of whether the matter is heard by an Administrative Hearing Officer or a CCB hearing panel.

Five business days prior to the hearing, the SCA will provide the Respondent with the documentation supporting the charged violations to be relied upon at the hearing, and a list of witnesses to offer information at the hearing. At least three business days prior to the hearing, the Respondent will provide the SCA with any additional documentation to be presented and witnesses to provide information at the hearing in defending against the charged violation, with a brief summary of the information to be presented by the witness. The SCA will provide all such documentation to the Administrative Hearing Officer or CCB hearing panel members at least 24 hours prior to the hearing. The Complainant, if any, will be considered a witness at the hearing.

The Respondent is encouraged to participate fully in all aspects of the disciplinary process, including appearing at the hearing in person. If the Respondent elects not to participate in any part of the process, the investigation and hearing may proceed without the benefit of the Respondent’s input. The Respondent will be held accountable for any sanctions issued as a result of a hearing.
The Administrative Hearing Officer or CCB hearing panel will listen to and consider all relevant information presented at the hearing. The Respondent will have the opportunity to make an opening and closing statement at the start and conclusion of the hearing. While the Administrative Hearing Officer or CCB hearing panel chair have ultimate discretion regarding the manner in which a hearing is conducted, generally the SCA will present the information supporting the charged violations first, followed by the Respondent.

Information supporting the charged violations may be in the form of documents or oral information from the Complainant, University personnel, and other witnesses. The Respondent shall have the opportunity, and is encouraged, to respond to the allegations and present information available to defend against the charged violations, including documents or oral information. Individuals identified to provide information about a Respondent’s character may not serve as witnesses.

Hearing participants are expected to respond to questions posed by the Administrative Hearing Office or CCB hearing panel members. The Respondent and SCA will have the opportunity to ask questions of witnesses present at the hearing. All procedural and substantive questions that arise during the course of a hearing will be decided by and at the discretion of the Administrative Hearing Officer or CCB hearing panel chair, depending on the nature of the hearing.

Once all relevant information has been presented, everyone will be dismissed from the hearing room so that the Administrative Hearing Officer or CCB hearing panel may deliberate. A violation will be deemed to have occurred if the preponderance of the evidence (more likely than not) presented at the hearing, as evaluated by the Administrative Hearing Officer or CCB hearing panel, supports the conclusion that the Respondent is responsible for the alleged violation. If the Respondent is found responsible, the Administrative Hearing Officer or CCB hearing panel will also determine sanctions, taking into account any previous Community Conduct violations for which the Respondent has been found responsible, including through Pre-Hearing Resolution. In the case of a CCB hearing, a majority vote of the CCB hearing panel is required for all sanctions.

The hearing, but not the deliberations of a CCB Hearing Panel, will be audiorecorded. The audio recording is created for two limited purposes only: for reference by the Administrative Hearing Officer or CCB Hearing Panel during deliberations and for review by the Appeal Panel during an appeal. The audio recording is kept for 10 days after all appeal options are exhausted. After that time, the audio recording is destroyed.

The Administrative Hearing Officer or CCB hearing panel chair will notify the Respondent of the outcome of the hearing in writing (which may include by email) promptly once a decision is reached, but typically no later than three business days from the conclusion of the hearing. The Complainant, if any, will be notified to the extent consistent with law.

The goals and objectives of the University’s Community Conduct expectations and conduct processes differ from those of civil or criminal courts, and student conduct proceedings may move forward without regard to pending civil litigation, criminal arrest and/or prosecution. On-campus adjudication does not preclude or limit a student’s access to the state and federal judicial systems. Student conduct hearings are not courts of law and are not bound by the formal rules of evidence.

c. Additional Information Applicable to Student Organizations

The SCA will determine whether another individual or body is appropriate to conduct the Pre-Hearing Resolution, if any, for student organizations (e.g. fraternities, sororities, athletic teams and authorized student organizations). In the event a matter is referred to an individual or other body for Pre-Hearing Resolution, the outcome will be promptly reported to the SCA, in writing.

The national headquarters, adviser, and/or alumni corporations of a student organization charged with a violation of the Student Code of Conduct will be advised of the charge(s) and the nature of the misconduct. If the organization is determined responsible for misconduct, those individuals and entities, as well as the campus community, may be advised of the sanction(s) imposed.
3. **Interim Suspension**

The Dean of Students may impose an interim suspension on the Respondent pending the resolution, including appeal, of an alleged Community Conduct violation when determined, in the Dean’s sole discretion, that it is necessary in order to protect the safety and well-being of members of the Bucknell community, to protect the Respondent’s own physical or emotional safety and well-being, to preserve University property or if the Respondent poses an ongoing threat of disruption of or interference with the normal operation of the University.

4. **Administrative Action**

Following consultation with the Provost, the Dean of Students may take action against a student or student organization in a manner external to, and as an alternative to, this code of conduct system when the Dean believes such action is warranted in order to protect the safety and well-being of members of the Bucknell community, to protect the accused student’s own physical or emotional safety and well-being, to preserve University property or if the accused student or student organization poses an ongoing threat of disruption of or interference with the normal operation of the University.

5. **Maintenance of Conduct Records**

Records of conduct proceedings are maintained in an individual student’s file normally for a period for five years following the date of last attendance.

C. **APPEALS**

Any Respondent found responsible for a Community Conduct violation may appeal the decision and/or sanctions as outlined below. The Dean of Students has discretion to determine whether a sanction imposed following a hearing is to take effect pending the disposition of any appeal.

1. **Grounds for Appeal**: Appeals may be based only on the following grounds: (1) there is previously unavailable relevant evidence that could have significantly impacted the outcome of a hearing; (2) there was procedural error that could have significantly impacted the outcome of the hearing; or (3) the sanctions imposed were substantially disproportionate to the findings.

2. **Procedures**: Within five business days from the date the Administrative Hearing Officer or CCB hearing panel’s decision is issued, the Respondent shall submit a written statement to the SCA requesting review of the decision or sanction and detailing the grounds for appeal. The Dean of Students shall determine whether the appeal is based on appropriate grounds. That decision is final and not subject to appeal. If the appeal is permitted to move forward, the Administrative Hearing Officer or CCB hearing panel chair will be directed to submit a written response to the appeal.

The appeal panel will typically meet within approximately five business days of notification that the grounds for appeal have been met. The appeal panel will consider the merits of the appeal based on information provided in the Respondent’s written appeal statement, the written statement of the Administrative Hearing Officer or CCB hearing panel chair, and the record of the original hearing. The SCA is available to answer questions regarding the underlying hearing.

If previously unavailable relevant information is presented, and the appeal panel determines that the information could have significantly impacted the outcome of the underlying hearing, the appeal panel will ask the original CCB hearing panel or Administrative Hearing Officer to consider the information and render a determination after considering the new information.

If the appeal is based on a procedural error, and the appeal panel determines that the error could have significantly impacted the outcome of the hearing, the appeal panel will order a new hearing before a new hearing panel or Administrative Hearing Officer.

If the appeal panel finds the sanction to substantially disproportionate to the findings, it may revise the sanction or order a new hearing before a new CCB hearing panel or Administrative Hearing Officer solely for the purpose of sanctioning.
Any decision of the appeal panel shall be made by majority vote. The appeal panel will notify the Respondent, SCA and Administrative Hearing Officer or CCB hearing panel chair of its decision in writing (which may include by email) promptly once a decision is reached, but typically no later than three business days from the conclusion of the hearing. The Complainant, if any, will be notified to the extent consistent with law.

3. Presidential Appeal

All appeal panel decisions are final, with the exception of those resulting in expulsion. The Respondent may further appeal a decision of expulsion to the President of the University. The appeal must be in writing, addressed to the President, and delivered to the SCA within five business days from the date the appeal panel’s decision is issued. The Administrative Hearing Officer or CCB hearing panel chair and the appeal panel chair will have five business days to submit a written statement in opposition to the appeal. This appeal will be conducted in writing only.

The President will notify the Respondent, SCA, Administrative Hearing Officer or CCB hearing panel chair and appeal panel chair of the decision in writing (which may include by email). The Complainant, if any, will be notified to the extent consistent with law. The President’s decision is final and is not subject to further appeal.

D. SANCTIONS

Sanctions are intended to educate students, individually and as members of student organizations, regarding the effects of their behavior, and to invoke change in future decision-making.

1. Sanctions for Students

a. Sanctions. It is expected that Respondents found responsible for a violation of the Student Code will be subjected to at least one of the following official disciplinary sanctions.

   i. Warning: An indication that the behavior was inappropriate and warrants a modification for the future. Unlike other sanctions, a warning does not appear on a student’s conduct record, but a record of such result is maintained in the Office of the Dean of Students and may be taken into consideration if additional violations occur.

   ii. Letter of Censure: Letter conveying to the student that the behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action.

   iii. Disciplinary Probation: Period in which the student’s behavior is under University review, conveying that the student’s behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action.

   iv. Deferred Suspension: Although suspension is sanctioned, the student is permitted to remain on campus and enrolled in classes. The initial sanction of suspension shall be imposed immediately if conduct leading to another finding of responsibility for Prohibited Conduct occurs during the deferred suspension period. A student on deferred suspension may continue to participate in student activities, but shall be ineligible to represent the University in any official function or leadership position (e.g. committee chair, BSG congress member or officer or elected office in any recognized student organization). Disciplinary probation may be imposed for a period not to exceed three semesters at the conclusion of the deferred suspension.

   v. Suspension: Separation from the University for a period of time no less than the remainder of the current semester and no more than seven semesters. Suspension may be effective immediately or at a later date as determined by the Administrative Hearing Officer or CCB hearing panel. During the period of suspension, the Respondent is not permitted on campus without written permission from the Dean of Students. The record of suspension will be maintained by the Office of the Dean of Students in accordance with the retention of student records policy. The record will be maintained by the Office of the Registrar only during the
period of suspension. No academic credit will be earned for that semester. Students may not
transfer in academic credit earned from other institutions of higher education during the
period of suspension unless specifically allowed by their academic dean or assistant director of
the school of management.

vi. Expulsion: Permanent separation from the University effective immediately. The record
of expulsion is maintained in both the Office of the Dean of Students and the Office of the
Registrar. No academic credit may be earned for that semester.

b. Student Accountability Plan Options. Respondents may also be subject to a Student
Accountability Plan, which is designed to educate and encourage reflection on the student’s role
in and impact on the Bucknell community. The following is a non-exhaustive list of elements that
may be included in the plan:

i. Parent/Guardian notification.

ii. Research or reflection essays designed to educate the student on a particular topic that is
relevant to the prohibited conduct, or that requires the student to reflect on the violation and
its consequences.

iii. Fines, fees or restitution for loss, damage or actual expenses incurred as a result of the
student’s behavior.

iv. Service within the University or Lewisburg communities.

v. Letter of apology to the individual, entity or organization impacted by the prohibited conduct.

vi. On-line tutorials designed to educate the student on a particular topic that is relevant to the
prohibited conduct and/or designed to improve the student’s decision-making.

vii. Participation in educational programming, including alcohol and other drugs evaluations,
assessment or reflection activities.

viii. Change in housing assignment or academic schedule.

ix. Loss of privileges, including housing, organization participation or event attendance.

x. Restriction of contact with other specified members of the University community.

c. Additional Sanctions. Additional sanctions may be imposed as appropriate, including:

i. Temporary or permanent withholding of the diploma of a student who has completed all
graduation requirements but has not yet graduated.

ii. With the approval of the Board of Trustees, revocation of the degree of a student who
graduated after engaging in the prohibited conduct.

iii. Sanctions imposed as a condition of re-enrollment.

2. Sanctions for Organizations

a. Sanctions. It is expected that organizations found responsible for a violation of the Student Code
by virtue of the conduct of any number of their members will be subjected to at least one of the
following official disciplinary sanctions. Individual members of the organization also may be found
responsible and sanctioned accordingly.

i. Warning: An indication that the behavior was inappropriate and warrants a modification for
the future. Unlike other sanctions, a warning does not appear on an organization’s conduct
record, but a record of such result is maintained in the Office of the Dean of Students and may
be taken into consideration if additional violations occur.

ii. Letter of Censure: Letter conveying to the organization that the behavior was unacceptable
and that any future prohibited conduct may result in more severe disciplinary action.
iii. Disciplinary Probation: Period in which the behavior is under University review, conveying that the behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, up to and including suspension or termination.

iv. Suspension: The loss of University recognition for a period of time, including the loss of privilege to use the University’s name or represent it in any capacity during the period of suspension. At the end of the dissolution period, the organization shall contact the Dean of Students Office and be required to follow re-recognition processes established at that time. Dissolution will be imposed in terms of years, not semesters.

v. Termination: The permanent loss of University recognition, including the loss of privilege to use the University’s name or represent it in any capacity or to use University equipment, facilities or resources.

b. Organization Accountability Plan Options. Organizations found responsible under the Code may also be subject to an Organization Accountability Plan, which is designed to educate the members of an Organization and encourage their reflection on the Organization’s role in and impact on the Bucknell community. The following is a non-exhaustive list of elements that may be included in the plan:

   i. National/International office and/or Adviser notification.
   ii. Fines, fees or restitution for loss, damage, or actual expenses incurred as a result of the organization’s behavior.
   iii. Service within the University or Lewisburg communities.
   iv. Letter of apology to the individual, entity or organization impacted by the prohibited conduct.
   v. Social probation prohibiting the organization from sponsoring any social activity for a specified period of time, and specifying what activities can and cannot be held.
   vi. Alcohol-free housing which includes all individual student rooms and common rooms.
   vii. Removal of specific members or officers from the organization.
   viii. Mandatory educational programs for members.
   ix. Loss of privileges for a specific period of time, including housing, activity participation and event attendance.

3. Sanctions for Prohibited Conduct Involving Alcohol and Other Drugs

The following guidelines may inform sanctioning for alcohol and other drug violations. It is important to understand that these guidelines are not binding, and sanctions will be based on the specific circumstances of a violation.

First Offense: An accountability plan that includes an on-line tutorial and other appropriate actions.

Subsequent Offense: An accountability plan that includes evaluation and intervention by an alcohol and other drug specialist, parent/guardian notification and other appropriate actions.

Serious Offense: Disciplinary probation and an accountability plan that includes evaluation and intervention by an alcohol and other drugs specialist, parent/guardian notification and other appropriate actions. Although suspension may be imposed for students with one serious incident involving alcohol, students with two serious offenses with alcohol or other drugs will be suspended for at least one semester. Examples of serious offenses include, but are not limited to, driving while under the influence of alcohol or other drugs, intoxication representing a danger to health or safety, and engaging in any additional conduct representing a risk to self or others.

See the University’s Medical Amnesty Policy (see pg 11) for more information regarding sanctioning in instances of medical amnesty.
4. Aggravated Offenses – Bias Related Offenses

Aggravating circumstances will be taken into consideration when determining the appropriate level of sanctioning. A finding of responsibility for certain prohibited conduct, particularly that based on bias as set forth in “Community Conduct” above, may result in more severe sanctioning.

IV. BUCKNELL UNIVERSITY SEX DISCRIMINATION, SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE & STALKING POLICY & PROCEDURES FOR RESOLVING COMPLAINTS AGAINST STUDENTS

Bucknell University is committed to maintaining an academic environment in which members of its community can pursue their academic and professional activities. This environment cannot thrive unless each member of the University community is valued as an individual and is treated respectfully. Sex Discrimination (which includes Sexual Misconduct), Relationship Violence and Stalking are antithetical to the standards and values of the University, violate University policy and, in some instances, state and federal law and will not be tolerated.

This Policy sets forth the options and resources available to an individual making a report of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. Reports alleging such conduct committed by students will be resolved according to the procedures outlined in this Policy. Reports alleging such conduct committed by faculty or staff members will be resolved consistent with the procedures outlined in the faculty and staff handbooks and policies.

I. POLICY DEFINITIONS & VIOLATIONS

This Policy prohibits “Sex Discrimination” (including “Sexual Misconduct”), “Relationship Violence” and “Stalking,” broad categories encompassing the conduct defined below. Anyone can be found responsible for having committed Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking (regardless of sex or gender), which can occur between people of the same or different sexes or genders.

SEX DISCRIMINATION

Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., prohibits discrimination on the basis of sex in educational programs and activities operated by recipients of federal financial assistance, including in employment by such institutions. Title VII of the Civil Rights Act of 1964 likewise prohibits discrimination in employment. The University complies with Title IX and Title VII and does not discriminate on the basis of sex in educational programs and activities, admissions or employment. It complies with all applicable federal and state laws regarding nondiscrimination and equal opportunity. www.bucknell.edu/noticeofnondiscrimination

Sex Discrimination occurs when someone is treated adversely because of, or on the basis of, their sex or gender. It is important to understand that Sex Discrimination includes sexual harassment, sexual assault and other forms of misconduct as discussed below. Sex Discrimination also includes discrimination or harassment of a person based on the person’s nonconformity with gender stereotypes.

Sex Discrimination is a violation of this Policy.

Sexual Misconduct

Sexual Misconduct is a form of Sex Discrimination and encompasses the conduct described below:

Sexual Harassment: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person’s employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual
Harassment also includes gender-based harassment and harassment based on an individual’s failure to conform with gender stereotypes.

**Sexual Assault:** Having or attempting to have sexual intercourse or oral sex (cunnilingus or fellatio) without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

**Non-Consensual Fondling:** The touching or attempted touching of another’s breasts, genitals or buttocks (over or under clothes), for the purpose of sexual gratification, without Consent. Non-consensual fondling also includes forcing or attempting to force another to touch the breasts, genitals or buttocks of the Respondent, for the purpose of sexual gratification, without Consent.

**Sexual Exploitation:** The abuse or exploitation of another person’s sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties and knowingly exposing an individual to a sexually transmitted infection without that individual’s knowledge.

### RELATIONSHIP VIOLENCE

Relationship Violence includes the following violations:

**Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Pennsylvania law.

**Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

### STALKING

**Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person or interferes with a person’s property.

### OTHER PROHIBITED CONDUCT

**Complicity:** Assisting, facilitating or encouraging the commission of a violation of this Policy.

**Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion or discrimination. Title IX prohibits Retaliation.

For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

**Other Definitions**

- **Alleged Victim:** Any individual who has allegedly experienced a violation of this Policy.
- **Adviser:** An individual who has agreed to serve as an informal provider of support and advice for an Alleged Victim or Respondent. The Adviser may accompany an Alleged Victim or Respondent to any proceeding or meeting that is held in connection with the Investigation and resolution of a Complaint. The Adviser may not speak aloud during the proceeding or meeting, including by addressing anyone other than the Alleged Victim or Respondent whom the Adviser is advising. The Adviser may confer quietly or by means of written
notes with that Alleged Victim or Respondent. An Adviser whose presence is deemed at the sole discretion of the University employee conducting the proceeding or meeting to be improperly interfering with the proceeding or meeting will be required to leave and may be prohibited from participating in further meetings or proceedings under this Policy.

The Office of the Dean of Students keeps a list of Advisers who have received training on this Policy. Parties may (but are not required to) select a trained Adviser from this list.

This Policy does not create a privileged relationship between an Alleged Victim or Respondent and an Adviser. If the Adviser for an Alleged Victim is a member of the University community, the Adviser is obligated under this Policy to inform the Office of the Dean of Students of information that contradicts the report or charges. Likewise, if the Adviser for the Respondent is a member of the University community, the Adviser is obligated to similarly disclose information that supports the allegations.

• **Appellant:** A Party appealing a decision of the Hearing Panel.

• **Appellee:** A Party opposing an appeal.

• **Complainant:** An individual who invokes the University’s processes to determine whether this Policy has been violated. The Complainant is normally the Alleged Victim.

• **Complaint:** A written statement submitted by the Complainant to the Title IX Coordinator for the purpose of initiating an Investigation. The University reserves the right to investigate and take action with regard to information brought to its attention regardless of the wishes of the parties or whether any Complaint is filed.

• **Consent:** Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent.

Consent must be knowing and voluntary. To give Consent, a person must be of legal age. Assent does not constitute Consent if obtained through Coercion or from an individual whom the Respondent knows or reasonably should know is Incapacitated.

Coercion is the use of express or implied threats, intimidation or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant or similar substance with the intent to impair that person’s ability to Consent prior to engaging in sexual activity.

An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily Incapacitated. Individuals who are asleep, unresponsive or unconscious are Incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting or inability to perform other physical or cognitive tasks without assistance.

An individual’s use of alcohol or drugs does not diminish that individual’s responsibility to obtain Consent.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving Consent.

A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility for misconduct.

• **Hearing Panel:** The three-member panel charged with adjudicating an alleged violation of this Policy. The Hearing Panel is typically drawn from the Hearing Panel Pool and comprised of three University employees. The Office of the Dean of Students has sole discretion to make exceptions to this composition to ensure a
timely hearing, including by appointing other available members of the University community to serve on that panel. A member of the Hearing Panel shall be appointed to serve as the Hearing Panel Chair.

All members of a Hearing Panel will receive at least annual training on i) issues related to Sex Discrimination, including Sexual Misconduct, Relationship Violence, and Stalking; ii) the purpose and implementation of this policy; and iii) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- **Hearing Panel Pool:** The group of University employees from which members of a Hearing Panel is selected.

- During the spring semester, the faculty and staff will respectively nominate members who may serve on the Hearing Panel Pool. The Dean of Students has ultimate discretion and approval authority with regard to all individuals nominated to serve. The Dean of Students may also appoint additional University employees to the Hearing Panel Pool. Likewise, the Dean of Students may remove a member of the Hearing Panel Pool for any reason.

- **Hostile Environment:** Alleged discrimination that is sufficiently serious to limit or deny a student’s ability to participate in or benefit from the University’s educational program.

  In evaluating whether a Hostile Environment has been created, the University will consider the alleged conduct from both a subjective and objective perspective. Specifically, it will evaluate the alleged conduct from the perspective of a reasonable person in the Alleged Victim’s position, considering all the circumstances. If the University determines that a Hostile Environment exists, it will take steps to eliminate the Hostile Environment, prevent its recurrence and, as appropriate, remedy its effects.

- **Investigation:** An investigation of a Complaint, which may include a hearing.

- **Investigator:** An individual, typically the Title IX Coordinator, who is appointed by the Dean of Students to investigate a Complaint.

- **Party or Parties:** A term referring individually or collectively to the Complainant and/or Respondent.

- **Respondent:** Any student alleged to have violated this Policy.

- **Responsible Employee:** Any regular full or part-time University employee, unless the employee is authorized or required by law to keep information confidential by virtue of the employee’s professional role (The Advocates, Bucknell Student Health, Counseling & Student Development Center and the Chaplains’ office, for example).

- **Student Conduct Investigative Report:** A report prepared by the Investigator for the purpose of resolving a Complaint.

- **Witness:** Any individual who has seen, heard or otherwise knows or has information about facts related to an alleged violation or attempted violation of this Policy. Expert witnesses are not permitted unless the expert has specific, factual information related to an alleged violation or attempted violation of this Policy. Individuals identified to provide information about a Party’s character may not serve as witnesses. The Investigator’s role is not that of a witness, and the Investigator may not be questioned by the Complainant or Respondent.

**RELATIONSHIPS WITH INDIVIDUALS INVOLVING DISPROPORTIONATE AUTHORITY**

A sexual or romantic relationship between students and faculty/staff and between employees in a supervisory/subordinate relationship (one individual being directly or indirectly supervised or evaluated by the other) is strongly discouraged. There will be a strong presumption that sexual activity between students and faculty/staff members and between employees in a supervisory/subordinate relationship is unwelcome and nonconsensual. Furthermore, such interactions may constitute violations of other University policies and professional standards.
II. REPORTING

The University encourages anyone who has information pertaining to a potential violation of this Policy to report it to the Title IX Coordinator.

**Title IX Coordinator:** 570-577-1554
306H Elaine Langone Center, Bucknell University
Lewisburg, PA 17837
titleix@bucknell.edu
www.bucknell.edu/titleix

If the incident involves alleged criminal activity or presents a safety concern, it may also be reported to the Department of Public Safety.

**Department of Public Safety:** 570-577-1111 (emergency) 570-577-3333 (non-emergency)
580 Snake Road, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/publicsafety

Students have the option to make an anonymous report to the Department of Public Safety using the anonymous tip form at www.bucknell.edu/publicsafety. The amount of detail provided will determine the University’s ability to respond.

Incidents involving University faculty or staff members may be reported as specified above or to Human Resources.

**Human Resources:** 570-577-1631
1st Floor, Cooley Hall, Bucknell University
Lewisburg, PA 17837
hr@bucknell.edu
www.bucknell.edu/humanresources

The University does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the University’s ability to take certain actions. The University retains the authority to pursue disciplinary action against students who withdraw or are on a leave of absence from the University after an incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking is alleged to have occurred. The University may withhold a student’s diploma where a report of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking is pending. It may also, with Board of Trustee approval, revoke any degree awarded for an individual who is found responsible for prohibited conduct occurring prior to conferral of the degree.

Alleged Victims have other reporting options, which they can pursue regardless of whether or not they choose to invoke the disciplinary process on campus. These options are not mutually exclusive. Alleged Victims can pursue criminal charges (through the University’s Department of Public Safety or local authorities) and, in some instances, may wish to talk with a private attorney about civil litigation. University personnel will assist the Alleged Victim in notifying authorities if the Alleged Victim so requests. It is important to understand that the standard for criminal prosecution is different from that used in student conduct proceedings. As a result, decisions rendered in either forum are not determinative of what will happen in the other. Additionally, in most situations, where a report is made on campus, it will move forward without regard to thestatus of criminal or civil proceedings.

**Responsible Employees:** If a Responsible Employee becomes aware of an instance of alleged Sexual Misconduct, Relationship Violence or Stalking involving a student, the employee must promptly report that information to the Title IX Coordinator. The Title IX Coordinator makes an online reporting form available for this purpose at www.bucknell.edu/TitleIX.
III. CONFIDENTIALITY
The University will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The University will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the Alleged Victim. It will also maintain as confidential any interim measures or remedies provided to the Alleged Victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

Confidential resources and support services, such as the Advocates, are listed in Section XI of this Policy.

IV. INTERIM MEASURES
During the investigation and prior to a final determination, the Title IX Coordinator and/or the Dean of Students will take appropriate interim measures to protect the Alleged Victim. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. The Dean of Students or designee may limit a student’s access to certain University facilities or activities pending resolution of the matter. The Dean of Students may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Dean determines, in the Dean’s sole discretion, that it is necessary in order to protect the safety and well-being of members of the Bucknell community, to protect the Respondent’s own physical or emotional safety and well-being, or if the Respondent poses an ongoing threat of disruption of or interference with the normal operation of the University.

V. INVESTIGATING REPORTS OF SEX DISCRIMINATION (INCLUDING SEXUAL MISCONDUCT), RELATIONSHIP VIOLENCE & STALKING
The University will investigate reports of Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking to the extent appropriate and possible.

Resolution of all reports made under this Policy will be conducted in a prompt and equitable manner by an Investigator who has received appropriate training.

Other Code of Conduct Violations: The University has discretion whether or not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. Such violations may be resolved in a hearing held under this Policy, may be resolved under the Code of Conduct, or may not be pursued.

VI. DISCIPLINARY PROCEEDINGS
Complaint: To initiate an Investigation, the Complainant must submit a written statement to the Title IX Coordinator that contains:

- The name of the Respondent, if known,
- A description of the alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking, and
- The date, approximate time and location of the alleged violation, if known.

The Title IX Coordinator will provide the Complainant with a copy of this Policy, review procedures, and inform the Complainant of available resources, support services, and options, including the option to be assisted by an Adviser of choice.

The Title IX Coordinator will meet with the Respondent to notify the Respondent that a Complaint has been filed and will be investigated. The Title IX Coordinator will provide the Respondent with a copy of this Policy,
review procedures, and inform the Respondent of available resources, support services and options, including the option to be assisted by an Adviser of choice.

**Student Conduct Investigative Report:** After a Complaint is filed, the Investigator will conduct an Investigation and prepare a Student Conduct Investigative Report, which may be accompanied by supporting documentation or items (for example, statements, photographs, etc.). The Investigator will move forward with a hearing if sufficient information of a violation of this Policy is found.

If the Investigator determines to hold a hearing, the Investigator will inform the Parties in writing of the date, time and place of the hearing, the alleged violations that will be investigated in the hearing, and the names of those who have been selected to serve as the Hearing Panel.

Each Party shall have an opportunity to challenge Hearing Panel members for bias or conflict of interest. The challenge must be rooted in a specific bias or conflict of interest (e.g., the proposed Hearing Panel member is someone with whom a Party has had a previous conflict or relationship) rather than a general objection (race, religion, gender, etc.). A challenge must be made in writing to the Investigator within two (2) calendar days of notification of the composition of the Hearing Panel. The Dean of Students, in the Dean’s sole discretion, shall determine whether a Hearing Panel member will be removed for possible bias or conflict of interest.

**Acceptance of Responsibility:** If the Respondent chooses to accept responsibility for the alleged violation(s), the Respondent will provide the Investigator with a written statement identifying the specific violation(s) and/or conduct to which the Respondent admits. The Investigator will share the Respondent’s statement with the Complainant and the Hearing Panel. Sanctions will be determined by the Hearing Panel, which may hold a hearing solely for the purpose of determining sanctions.

**Information:** Information relevant to the alleged violation(s) or defenses thereto may be presented at the hearing. Statements concerning a Party’s character do not constitute Information.

The Hearing Panel Chair will review the Student Conduct Investigative Report with the Investigator and will determine which witnesses, documentation, and other information will be called or presented at the hearing. No later than five (5) calendar days prior to the hearing, the Investigator will provide the Parties with a copy of the alleged violation(s), the Student Conduct Investigative Report, the list of witnesses, and any other information that will be presented at the hearing. The Investigator may redact the Student Conduct Investigative Report to the extent necessary to comply with the law.

No later than three (3) calendar days prior to the hearing, the Parties may request that additional witnesses, supporting documentation or other information be presented at the hearing. The request must be in writing, submitted to the Investigator, and include a brief description of why the information is relevant to the determination of responsibility. The Parties may not introduce witnesses, documentation or other information at the hearing that were not provided to the Investigator by this deadline. Exceptions may be made at the sole discretion of the Hearing Panel Chair if the identity of the witness or the documentation or other information was not available to the Party as of this deadline or for other extenuating circumstances.

The Investigator has sole discretion to alter the time frames provided in this Policy for good cause and with written notice of the delay and reason for delay to the Parties.

Prior to the hearing, the Investigator will offer to meet with each Party to review hearing procedures, the alleged violation(s), and the list of witnesses and other information that will be presented at the hearing.

The Investigator will forward a copy of the alleged violation(s), the Student Conduct Investigative Report, the list of witnesses, and any other information that will be presented at the hearing to the Hearing Panel in advance of the hearing.

Hearing Panel members and Advisers are required to keep the information learned in preparation for the hearing and at the hearing confidential. No copies of documents provided are to be made or shared with any third parties. All copies provided must be returned to the Investigator, or deleted if provided in electronic form, at the conclusion of the hearing or, if applicable, the appeal. The Investigator will advise when materials are to be returned or deleted.
**Statements Relevant to Sanctioning:** On or before the day of the hearing, the Respondent may submit a written statement relevant to sanctioning and the Alleged Victim or Complainant may submit a written impact statement for consideration by the Hearing Panel. The statement must be provided to the Investigator in a sealed envelope. The statements will be read by the Hearing Panel only if it has found the Respondent responsible. If the Hearing Panel does not find the Respondent responsible, the envelopes will be destroyed, unopened, by the Investigator.

**Hearing:**

**Participants:** Hearings are closed proceedings. The individuals who may appear before a Hearing Panel are: the Complainant (who may be accompanied by an Adviser), the Respondent (who may be accompanied by an Adviser), and Witnesses. The Complainant and Respondent, and their Advisers, may be present throughout the responsibility phase of the hearing. Witnesses are permitted in the hearing room only when they providing information to the Hearing Panel. The Investigator will attend and question witnesses. Other University personnel may attend as necessary at the discretion of the Dean of Students.

**Attendance at Hearings:** If a Party fails to attend a hearing, the hearing may be held in the Party’s absence. The Hearing Panel Chair has discretion to reschedule a hearing if the Chair determines that it is necessary in order to achieve a prompt and equitable resolution.

**Standard of Proof:** The Hearing Panel will find the Respondent responsible if a preponderance of the evidence indicates that the Respondent violated this Policy. This means the Hearing Panel must determine whether it is more likely than not, based on the information presented at the hearing, that the Respondent is responsible.

**Supplemental Material:** If the Hearing Panel Chair believes further information is necessary to make an informed decision, the Chair may allow additional information to be presented and/or call additional witnesses, regardless of whether or not such information or individuals were previously identified.

**Audio Recording:** The Investigator will audio-record the hearing, but not the deliberations of the Hearing Panel. The audio recording is created for two limited purposes only: for reference by the Hearing Panel during deliberations and for review by the Appeal Panel during an appeal. The audio recording is kept for ten (10) days after all appeal options are exhausted. After that time, the audio recording is destroyed by the Investigator.

**Hearing Procedures:** The following procedures are meant to be general guidelines for conducting a hearing. The Hearing Panel Chair may vary the procedures, including adjourning the hearing, if the Chair determines it is appropriate to do so in order to reach a full and fair understanding of the facts. Procedural issues that arise during the hearing (e.g., relevancy determinations) will be resolved by the Hearing Panel Chair, who may consult with the Hearing Panel, the Investigator, and/or the Dean of Students before making a determination. The Dean of Students also has authority to vary procedures as necessary to ensure the prompt and equitable resolution of Complaints.

1. **Introduction:** After the Parties enter the hearing room, the Hearing Panel Chair will call the hearing to order. The Investigator will introduce all of the individuals present and provide an opportunity for the Parties to ask procedural questions. The Investigator will inform the Parties that the hearing is being recorded.

2. **Reading of the Alleged Violation(s):** The Investigator will read the alleged violation(s). To each alleged violation, the Respondent will either accept or deny responsibility. If the Respondent declines to answer, the hearing will still proceed. If the Respondent admits responsibility, the Investigator may question the Respondent to identify the conduct to which the Respondent is admitting.

If the Respondent admits responsibility to the conduct giving rise to all of the alleged violations, the Hearing Panel will abbreviate the hearing and only consider information relevant to sanctioning.

If the Respondent admits responsibility to some but not all of the alleged violations, the Hearing Panel may abbreviate the hearing, considering information relevant both to responsibility and sanctioning on the disputed violation(s) and relevant only to sanctioning on the violation(s) admitted.
3. **Presentation of Information:** The Investigator will call and question all witnesses, including the Parties. The Parties may ask the Investigator to pose additional questions or inquire further into specific matters by submitting these requests in writing or orally, at the discretion of the Chair. The Chair is empowered to reframe or disallow any questions that are irrelevant, redundant or otherwise inappropriate. The Hearing Board Panel may pose additional questions or inquire further into specific matters.

Parties and Witnesses are expected to respond honestly, and to the best of their knowledge, without guessing or speculating.

Parties have the option not to provide information at the hearing. The Hearing Panel will base its decision on the Investigative Report and the information provided at the Hearing.

**Complainant Presentation:** Generally, the Complainant will be questioned first and is encouraged to provide all pertinent information to the Hearing Panel regarding the alleged violation(s). The Complainant may also be questioned about written statements, documents, items or oral information.

**Respondent Presentation:** After the Complainant has been questioned, the Respondent will be questioned and encouraged to provide all pertinent information regarding the alleged violation(s) or any defense thereto. The Respondent may also be questioned about written statements, documents, items or oral information.

**Witness Presentations:** A similar process will be followed for each Witness called by the Investigator.

Questions about the Complainant’s sexual history with anyone other than the Respondent are not permitted. The Investigator and/or the Hearing Board Chair reserve the right to recall any Party or Witness for further questions and to seek additional information.

4. **Closing Statements:** After all information is presented, each Party will have the opportunity to make a brief closing statement. The Hearing Panel Chair has the authority to limit lengthy or irrelevant statements. Closing statements are not subject to questioning by the Parties.

5. **Determination of Responsibility:** After the closing statements, everyone will be dismissed from the hearing room and the audio-recording device will be turned off so that the Hearing Panel may deliberate in private. The Investigator is not an active member of deliberations but is available to answer questions during the deliberations. In determining responsibility, the Hearing Panel is not limited to a consideration of only the violations alleged, and may find the Respondent responsible for other violations of this Policy. The Hearing Panel must reach a decision on responsibility by majority vote. The vote itself will not be shared with the parties.

6. **Determination of Sanction:** If the Hearing Panel finds the Respondent responsible, it will immediately deliberate sanctions. Only the Hearing Panel and the Investigator are present for the deliberations. The Investigator will share the Respondent’s prior conduct record and the sanctioning statements with the Hearing Panel. Any sanction imposed upon the Respondent must be selected from the sanctions identified in the Policy. The determination of sanctions is based upon a number of factors, including: the nature of the violation; the harm suffered by the Victim; any ongoing risk to either the Victim or the community posed by Respondent; the impact of the violation on the University community; any previous conduct violations; and any mitigating or aggravating circumstances. The Hearing Panel will determine sanctions by majority vote.

7. **Notification of Outcome:** Within three (3) calendar days from the date of the conclusion of the hearing, the Investigator will communicate in writing to both Parties the results of the hearing (consistent with the University’s obligations under federal law) and procedures for appeal.

**VII. SANCTIONS**

A Hearing Panel will impose at least one of the sanctions listed below for any Respondent found responsible of a violation of this Policy. At the recommendation of the Hearing Panel, Respondents may also be subject to an accountability plan, as described below. The accountability plan is developed by the Dean of Students. It is
designed to educate and encourage reflection on the part of the students regarding their role and effect in the Bucknell Community.

**SANCTIONS**

- **Letter of Censure**: official disciplinary action conveying to the student that the student’s behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Disciplinary Probation, Suspension or Expulsion.

- **Disciplinary Probation**: pre-suspension period in which the student’s behavior is under University review, conveying that the student’s behavior was unacceptable and that any future prohibited conduct may result in more severe disciplinary action, including Suspension or Expulsion.

- **Deferred Suspension**: although suspension is sanctioned, the student is permitted to remain on campus and enrolled in classes. The initial sanction of suspension (for a period of time no less than the remainder of the current semester and no more than seven (7) semesters) shall be imposed immediately if any other conduct prohibited by this Policy or the Code of Conduct occurs during the deferred suspension period. A student on deferred suspension may continue to participate in student activities but shall be ineligible to represent the University in any official function or leadership position (e.g., varsity athletics, student leadership position, cheerleader, committee chair, BSG congress member or officer, or elected office in any recognized student organization).

- **Suspension**: separation from the University for a period of time no less than the remainder of the current semester and no more than seven (7) semesters. Suspension may be effective immediately or deferred until the end of the current semester, subject to the limitations on University representation described above. During the period of suspension, the Respondent is not permitted on campus without the written permission from the Dean of Students. The record of suspension will be maintained by the Office of the Dean of Students in accordance with the retention of student record policy. The record will be maintained by the Office of the Registrar only during the period of Suspension. Any refund of room, board, tuition or fees as result of the suspension shall be in accordance with applicable policies.

- **Expulsion**: permanent separation from the University effective immediately. The record of expulsion is maintained in both the Office of the Dean of Students and the Office of the Registrar. Any refund of room, board, tuition, or fees as result of the expulsion shall be in accordance with applicable policies. No academic credit may be earned for that semester.

- **Revocation of any degree awarded for a student who is found responsible for prohibited conduct but has already received a degree.** Revocation of a degree requires Board of Trustee approval.

**Accountability Plan Options**

a. Restitution for loss, damage, or actual expenses incurred as a result of the student’s behavior.

b. Work service as a corrective measure or learning experience within the University or Lewisburg communities.

c. On-line tutorials designed to educate the student on a particular topic that is relevant to the prohibited conduct and/or designed to improve the student’s decision-making.

d. Participation in educational programming, including alcohol and other drugs evaluations, assessment, or reflection activities.

e. Change in housing assignment or academic schedule.

f. Loss of privileges, including housing, organization participation, or event attendance.

g. Restriction of contact with other specified members of the University community.

h. Any other measure determined appropriate by the Dean of Students.
VIII. REMEDIES
Following a hearing, the Title IX Coordinator, in consultation with the Dean of Students, will determine whether remedies for the Alleged Victim and/or the University community are necessary to eliminate any Hostile Environment, prevent its occurrence, and remedy its effects.

Remedies for the Alleged Victim may include, but are not limited to, the imposition or continuation of a no-contact order, employment, transportation, residence, or academic modifications, support services and other measures to ensure safety. Remedies for the broader University community may include, but are not limited to, training and education, support services, review and, if appropriate, revision of policy, assessment of campus climate and other measures to promote safety.

IX. APPEAL
Either Party may appeal a Hearing Panel decision within five (5) calendar days from the time of written notification of the decision. The appeal may be based only on one or more of the following grounds:

1. there is previously unavailable relevant evidence that likely would have significantly impacted the outcome of a hearing;
2. there was procedural error that likely would have significantly impacted the outcome of the hearing; or
3. the sanctions imposed were substantially disproportionate to the findings.

Appeals must be in writing and submitted to the Dean of Students. The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining grounds for appeal. The Appellee will be provided a copy of the appeal (with grounds not subject to appeal redacted) and will have three (3) calendar days from date of the written notification to submit a written response to the Dean of Students, if desired. A copy of the response will be provided to the Appellant. No further communications from the Parties in support of or opposition to the appeal will be accepted. The Hearing Panel Chair may have the opportunity to submit a written statement explaining the basis for the decision and/or sanction(s).

The Dean of Students or designee shall determine whether grounds for appeal have been met. The decision will typically be made within ten (10) calendar days after the time for the Appellee to respond to the appeal has passed.

If the Dean of Students or designee determines that previously unavailable relevant information is presented that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will ask the original Hearing Panel to reconvene to consider the information and render a determination after considering the new information.

If the Dean of Students or designee determines there was procedural error that likely would have significantly impacted the outcome of the hearing, the Dean of Students or designee will order a new hearing before a new Hearing Panel.

If the Dean of Students or designee determines the sanction to substantially disproportionate to the findings, the Dean of Students or designee may revise the sanction or order a new hearing before a new Hearing Panel solely for the purpose of sanctioning.

The Dean of Students or designee will provide written notification (which may include by email) of the result of the appeal (consistent with the University’s obligations under federal law) to the Parties within three (3) calendar days from the date of the decision.

X. SEX DISCRIMINATION (INCLUDING SEXUAL MISCONDUCT), RELATIONSHIP VIOLENCE & STALKING ABROAD
Students who have experienced Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking in a study-abroad program are encouraged to promptly report incidents to on-site program staff, who can explain options for disciplinary action and reporting criminal offenses to local authorities, arrange for medical treatment and offer resources and interim measures.
Students may also report incidents to the Title IX Coordinator:

**Title IX Coordinator:** 570-577-1554
306H Elaine Langone Center, Bucknell University
Lewisburg, PA 17837
titleix@bucknell.edu
www.bucknell.edu/titleix

**XI. RESOURCES & SUPPORT SERVICES**
Bucknell University recognizes that in instances of alleged Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking, community assistance is both necessary and helpful. Parties are encouraged to access the support services identified below:

**CONFIDENTIAL RESOURCES**

**The Advocates** (24 hours) 570-850-6115
For Alleged Victims
www.bucknell.edu/sexualmisconductadvocates

The Advocates are trained members of the campus community who provide information and support to students regarding the legal, medical, counseling, academic and housing options a student may have following an incident of Sex Discrimination (including Sexual Misconduct), Relationship Violence or Stalking. They help to facilitate referrals, accompany students to medical treatment, answer questions about legal and judicial options and help to ensure appropriate follow-up and support. The Advocates also assist students in connecting with resources that can help minimize the impact an incident may have on a student’s academic career.

The Advocates are available to provide 24/7 confidential support and referral.

**Counseling & Student Development Center (CSDC)** (business hours and after hours crisis service) 570-577-1604
For Alleged Victims & Respondents
University Avenue, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/counseling

CSDC provides individual and group counseling, psychiatric consultation, crisis intervention, consultation and outreach programming. Services are available for all students free of charge.

**Bucknell Student Health** (business hours) 570-577-1401
Ziegler Health Center, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/studenthealth

Bucknell Student Health provides medical attention that includes treatment of any physical injuries and treatment to prevent pregnancy and certain sexually transmitted infections (generally most effective within 72 hours).

**Bucknell University Chaplains & Religious Life** (business hours) 570-577-1592
For Alleged Victims & Respondents
109 Rooke Chapel, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/chaplains

The University Chaplain, the Chaplain for the Catholic Community and the Jewish Chaplain are available to discuss religious, spiritual and personal issues.
Transitions (24 hours) 800-850-7948
For Alleged Victims

Transitions is a local crisis center that provides confidential counseling services, advocacy, emergency shelter and relocation assistance to survivors of sexual assault, domestic violence and other serious offenses.

Evangelical Community Hospital: 570-522-2640
Evangelical Community Hospital’s Sexual Assault Nurse Examiners (SANE nurses) are on call 24 hours a day to conduct sexual assault evidentiary examinations to collect and preserve evidence (generally within 96 hours of an incident). Ordinarily, when an evidentiary examination is performed, the hospital will contact local police to inform them that evidence was collected, but this does not mean that one has to proceed with criminal charges. Treatment is also available to prevent pregnancy and certain sexually transmitted infections (generally within 72 hours of an incident) and for injuries.

ADDITIONAL RESOURCES
Title IX Coordinator: 570-577-1554
306H Elaine Langone Center, Bucknell University
Lewisburg, PA 17837
titleix@bucknell.edu
www.bucknell.edu/titleix

The University’s Title IX Coordinator is responsible for overseeing all reports of Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking and identifying and addressing any patterns or systemic problems that arise during review of such reports. Allegations may be reported directly to the Title IX Coordinator. The Title IX Coordinator can answer questions and provide information concerning this Policy, available resources and support services, and external criminal and legal options. The Title IX Coordinator may issue no-contact orders. The Dean of Students may arrange other accommodations in consultation with the Title IX Coordinator. An Alleged Victim who wishes to initiate disciplinary proceedings should submit a Complaint to the Title IX Coordinator.

Department of Public Safety (24 hours) 570-577-1111 (emergency) 570-577-3333 (non-emergency)
580 Snake Road, Bucknell University
Lewisburg, PA 17837
www.bucknell.edu/publicsafety

Buffalo Valley Regional Police (24 hours): 911 (emergency) 570-524-5151 (non-emergency)
2009 West Market Street
Lewisburg, PA 17837

Human Resources: 570-577-1631**
1st Floor, Cooley Hall, Bucknell University
Lewisburg, PA 17837
hr@bucknell.edu
www.bucknell.edu/humanresources

Sex Discrimination (including Sexual Misconduct), Relationship Violence and Stalking allegedly committed by a faculty or staff member may be reported to Human Resources. Complaints against faculty or staff members will be handled consistent with applicable procedures in the faculty or staff handbook and policies.
Associate Deans of Students**
For Alleged Victims & Respondents
Associate Dean Kari Conrad, 570-577-1217
Associate Dean Dan Remley, 570-577-1195
www.bucknell.edu/student-affairs/leadership-team.html
The Deans are available to talk with students about issues and concerns related to alleged Policy violations and disciplinary proceedings.

International Student Services** 570-577-3794
Elaine Langone Center, Room 064, Bucknell University
Lewisburg, PA 17837
iss@bucknell.edu
www.bucknell.edu/iss
International Student Services provides support and services to meet the unique needs of international students and the international campus constituency.

Office of Financial Aid** 570-577-1331
621 Saint George Street, Bucknell University
Lewisburg, PA 17837
finaid@bucknell.edu
The Office of Financial Aid is available to answer questions about a student’s financial aid package.

** These resources will protect privacy and confidentiality to the extent possible and allowed by law, but they are required to inform the Title IX Coordinator of any reports of sexual misconduct or relationship violence. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University’s responsibility to provide a safe and nondiscriminatory environment to all members of its community.

V. ACADEMIC POLICIES

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

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

BUCKNELL UNIVERSITY HONOR CODE
As a student and citizen of the Bucknell University community:

1. I will not lie, cheat, or steal in my academic endeavors.
2. I will forthrightly oppose each and every instance of academic dishonesty.

3. I will let my conscience guide my decision to communicate directly with any person or persons I believe to have been dishonest in academic work.

4. I will let my conscience guide my decision on reporting breaches of academic integrity to the appropriate faculty or deans.

Bucknell students are responsible to the academic community for the preparation and presentation of work representing their own individual efforts. Acceptance of this responsibility is essential to the educational process and must be considered as an expression of mutual trust, the foundation upon which creative scholarship rests. Students are directed to use great care when preparing all written work and to acknowledge fully the source of all ideas and language other than their own. Each incoming first-year student is asked to read the online version of the pamphlet, *Academic Responsibility at Bucknell* and to complete an interactive Academic Responsibility Orientation before coming to campus. They will also receive a paper version of the brochure after they arrive on campus. Students should familiarize themselves with the University’s policies concerning academic responsibility and ask their instructors for clarification concerning academic responsibility whenever they have questions. Complete information about what constitutes academic misconduct and the consequences of such misconduct can be found at [www.bucknell.edu/AcademicResponsibility](http://www.bucknell.edu/AcademicResponsibility).

**CLASS ATTENDANCE POLICY AND CONFLICTS**

**Principles**

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

**Policy**

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

2. **Responsibilities about non-class activities**
   
   a. Extra-curricular advisers should, during the first week of classes, inform students of those dates upon which they will be asked to miss a class due to an extra-curricular activity.
   
   b. Students should give faculty as much advanced warning of a class absence as possible.
c. University units regularly sponsoring extra-curricular activities are urged to develop guidelines about the appropriate level of demands to place upon student participants with respect to missing class.

3. General responsibilities
   a. Since students are ultimately responsible for their education at Bucknell, they must be the ones to weigh the consequences of missing classes or other activities and make their choices accordingly.
   b. Both faculty and advisers of extra-curricular activities are encouraged to be as flexible as possible in addressing attendance requirements.

Students and faculty may seek advice in these matters from their College Dean or assistant director of the school of management.

Adopted by Committee on Instruction and Committee Complementary Activities; reported to university faculty, March 1994.

POLICY FOR BUCKNELL MEDICAL AND OTHER ABSENCES FROM CLASS
Each professor has his or her own attendance policy, and if it is not printed on the syllabus, students should ask about it. It is students’ responsibility to know each professor’s policy and what counts as an approved absence. An approved absence does not excuse a student from completing assignments or making up missed exams. Student should work with their professor to make arrangements for completing missed work.

Following is the Bucknell Student Health policy regarding medical absences from class:
- If a student is too sick to go to class, the student is responsible for notifying the instructor.
- If students are seen in Bucknell Student Health and the doctor determines that they need to be out of class for three days or more, the doctor will call the academic dean’s office or assistant director of the school of management so they can notify the students’ instructors of the absence.
- Doctors will not approve absences for routine illnesses that do not require a student to miss class.
- If students miss an exam for health reasons, the students should notify the professor of the illness and go to Bucknell Student Health for evaluation, if needed. If the doctor agrees the student is too sick to take the exam, the doctor will call the academic dean’s office or assistant director of the school of management and they will send a memo to the student’s instructors.
- Presenting to Bucknell Student Health alone does not guarantee an approved absence from class or from an exam. One must meet significant clinical criteria as judged by a medical professional to warrant missing exams or classes.

Please note that the academic deans or the assistant director of the school of management will not be able to approve medical absences to professors.

If students need to leave campus for treatment, they should call their academic dean’s office or assistant director of the school of management in advance to let them know details of the absence. The academic office will send a notice to professors. Students should have their doctor(s) at home contact a provider at Bucknell Student Health so that provider can keep important information about medical history in students’ file on campus.

If students need to leave campus for a non-medical reason such as a funeral, wedding, graduation or family emergency, they should call their academic office as soon as possible.

ACADEMIC REQUIREMENTS
Every major has specific course requirements, outlined in the Catalog. In addition, Bucknell has some general requirements which must be fulfilled. In many cases the general requirements overlap with the specific major course requirements. The curriculum requirements may change from time to time; your requirements will be described in the Catalog for the year in which you entered Bucknell.
ACADEMIC EXPECTATIONS
Courses at Bucknell that receive one unit of academic credit have a minimum expectation of 12 hours per week of student academic engagement. Student academic engagement includes both the hours of direct faculty instruction (or its equivalent) and the hours spent on out of class student work. Half and quarter unit courses at Bucknell should have proportionate expectation for student engagement.

GRADING SYSTEM AND QUALITY POINTS
Complete information on the Bucknell grading system is available in the Catalog or from your academic college. This summary is provided to answer the most frequently asked questions.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

I  Incomplete work; to be assigned only in accordance with the restrictions indicated below.
AU  Work as an auditor, for which no credit is given.
IP  Incomplete work in continuing courses for thesis, research or honors project.
W  Approved withdrawal from a course during the extended drop period. Also may signify an authorized health withdrawal from a course at any time.
WP  Approved withdrawal from a course after the prescribed time limits with a passing grade; usually approved only when the student is voluntarily withdrawing from the University or is suspended.
WF  Approved withdrawal from a course after the prescribed time limits with a grade below a D; usually approved only when the student is voluntarily withdrawing from the University or is suspended. Course credit is not given for a grade of F, AU, W, WP, or WF.

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

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

The temporary grade of Incomplete will be authorized in the event of serious illness or personal emergency when requested by a student and approved by the course instructor and the associate dean or assistant director of the school of management of the student’s college prior to the end of the examination period. Normally such a request will be in the form of a written petition, which will specify the date for its resolution, usually not later than three weeks after the end of the semester. The grade to which the Incomplete will revert if the required work has not been completed by the specified date will be assigned by the instructor at the time the Incomplete is authorized. Extension of the deadline must be approved by the associate dean of the student’s college or assistant director of the school of management and will be granted only under exceptional circumstances, such as may occur in the case of missed laboratory work.

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

GRADE CHANGES
Student-initiated requests for changes in a final course grade must be submitted by the first day of classes of the second academic year following the year in which the course was originally taken. For example, if a course was taken in spring 2015, the student’s request for a grade change must come to the faculty member by the first day of the fall 2016 semester. Such a time period allows for individuals to appeal grades if they have been away from campus for study abroad, leave-of-absence or other separations from the University.

ACADEMIC STANDING
To maintain good academic standing – and to be eligible for continued enrollment – you must normally pass a minimum number of courses and earn a minimum cumulative grade point average. Please check the University Catalog for more details – [http://coursecatalog.bucknell.edu/](http://coursecatalog.bucknell.edu/).

DROPPING OR ADDING COURSES
Students may add and drop courses, subject to space availability, during the first two weeks of the semester. Students should pick up a Drop/Add form from the Registrar’s Office. You will need to fill out the form and get appropriate signatures.

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

The faculty recommends that all courses be concluded with a final examination that stresses the integration of the course material unless inapplicable to the subject matter.

From 7 a.m. the day following the last day of class to the end of the period of final examinations, no student events of any kind other than voluntary academic review sessions may be scheduled either officially or unofficially including: additional class hours, meetings, seminars, social events with or without alcohol, athletic games, professional interviews, special programs, or any examinations beyond the final exams scheduled through the Registrar’s office.

The dates for final examinations are given in the University calendar. In no case may a final examination, including a take-home examination, be administered or fall due in advance of the time appointed for the final examination. Students are expected to lodge a complaint with the associate dean of the appropriate college should their instructor violate this regulation.

Individual faculty members may not reschedule final exams for individual students without approval of the associate dean of the student’s college or the assistant director of the school of management.

A student may be excused from a final examination in the case of serious illness or other grave emergency. Such excuses can only be authorized by the associate dean of the student’s college or the assistant director of the school of management. In such cases, make-up examinations will be given at such time as the instructor appoints.

Students who wish to reschedule an exam in order to participate in a culminating academic event or culminating varsity-level athletic event may be allowed to do so upon the agreement of the associate dean of the student’s college or the assistant director of the school of management and the faculty member whose exam conflicts with the event. In order to be eligible for this accommodation, the student must be an active participant in the event; the event must be scheduled by a non-Bucknell organization; and there must be no suitable alternative to the event.

A student who has three final exams that begin and end within a 24-hour period may ask to have one of the exams rescheduled. The student must consult with the associate dean of their academic college or the assistant director of the school of management.
The University policy regarding the last week of classes and the final examination period will be posted each semester on the Registrar’s office web page.

POLICY ON LEAVE OF ABSENCE, WITHDRAWAL AND READMISSION

Separation from Bucknell
There are several reasons for which a student may be separated from the University. The forms of separation recognized by the University include: Withdrawal, Voluntary Leave of Absence, Health Leave of Absence and Involuntary Leave of Absence. Students on any type of leave or withdrawal must leave campus within 24 hours of initiating the leave. Students subject to any leave or withdrawal covered by this policy may not attend classes, participate as a member of a student organization, or be on campus for any reason without prior permission from the Dean of Students.

Withdrawal
Students who decide, for any reason, to discontinue their educational experience at Bucknell and do not intend to return will complete the process for withdrawal. Students interested in withdrawing from Bucknell should contact their academic office to initiate the process.

Voluntary leave of absence prior to the start of the semester
A student in good standing who wishes to temporarily interrupt studies following the end of a semester may apply to their academic office for a leave-of-absence if the student intends to complete degree requirements at Bucknell University and if the courses for the semester preceding the leave have been satisfactorily completed. The leave-of-absence will be for one semester. A student on leave will not be considered enrolled at Bucknell University during the period of the leave. A student may be approved for only one leave-of-absence in any 12-month period. The 12-month period begins on the first day of the student’s leave-of-absence.

Applications for a leave of absence normally will be submitted by August 1 for the fall semester, and by January 1 for the spring semester.

During a leave of absence, students wishing to take academic courses elsewhere to transfer back to Bucknell must receive prior permission of the associate dean of the college or the assistant director of the school of management and in no case will more than two course credits be approved.

Students on leave-of-absence who subsequently fail to return to Bucknell University will be administratively withdrawn with an effective date reverting back to the last date of attendance at the University. If a student decides to enroll at another institution and not return to Bucknell University, they must contact the associate dean of the college or the assistant director of the school of management and initiate withdrawal from Bucknell University. In both cases a student will be required to submit an application to the dean of admissions to return to Bucknell University.

Voluntary leave of absence during the semester
A student who, during any semester, is unable to meet the demands of his or her academic program should contact their academic office to discuss possible options. Such a student may be well advised to consider a voluntary leave. Voluntary leave after the second week of the semester will result in the recording of WP (withdraw passing) or WF (withdraw failing) grades for each course determined by their faculty based on progress in the course at the time of their withdrawal. It should be noted that grades of WF will be factored into the student’s GPA as failing grades. A voluntary leave once classes have begun will result in the loss of some or all tuition (see Credit and Refund Policies). A voluntary leave must be initiated by the last day of classes for the semester; the student must fill out a form that is available on-line. Students should contact their academic office for additional information.

A student on a leave of absence from the University must apply to return to Bucknell for the subsequent semester. A written request should be sent to the associate dean of the student’s academic college or the assistant director for the school of management before June 1 for a fall semester readmission, before November 1 for a spring semester readmission, and before March 1 for a summer session readmission. Normally, a student who requests a leave of absence after the first four weeks of the semester will not be considered for
readmission for the next regular semester. **A student who enrolls full time (more than two courses per semester) at another university following a leave of absence and wishes to return to Bucknell University must apply as a transfer student.**

**Leave of absence for health related reasons**

Bucknell Student Health and the Counseling & Student Development Center will consider supporting a student’s request for a leave from the University during a semester or following the conclusion of a semester based on physical, psychological or mental health reasons if the student has been actively engaged in treatment either with Bucknell Student Health, the Counseling & Student Development Center or with another clinician/agency and has documentation supporting the health related leave. If a student has not been engaged in treatment, thereby lacking the documentation needed to support a leave, Bucknell Student Health or the Counseling & Student Development Center will assist the student to obtain the necessary assessment or diagnosis. This might be with Bucknell Student Health, the Counseling & Student Development Center, a clinician in the community, or a clinician at home. A student must provide all supporting documentation to Bucknell Student Health or the Counseling & Student Development Center before the last day of classes. A health leave after the first four weeks of the semester requires the student’s absence from the University for at least one complete regular semester before consideration will be given for readmission.

In the event of a health-related leave of absence during the semester, grades of W (withdraw) will be recorded for all courses for the semester, except in courses where student have been found responsible for academic responsibility misconduct. A health leave may result in the loss of some or all tuition unless the student has purchased tuition insurance that is offered before the start of each academic year (see Credit and Refund Policies on the Finance Office web page or contact Bursar Services in the Finance Office at 570-577-3733 or email bursar@bucknell.edu.)

**Involuntary leave of absence and/or**

Bucknell University endeavors to provide an environment that respects the safety and well-being of its students. Bucknell may require an involuntary administrative leave of any student whose conduct is not consistent with that goal, including because the student:

- Is not regularly attending classes and/or
- Engages, or threatens to engage, in behavior which poses a danger of causing physical harm to self or others, and/or
- Engages, or threatens to engage, in behavior which would cause significant property damage, or which directly and substantially impedes the lawful activities of other members of the University or the University’s regular operations, and/or
- Demonstrates an inability to satisfy personal needs (e.g., nourishment, shelter) and/or
- Commits a violation of the University’s Student Conduct Code and lacks the capacity to comprehend and participate in the University’s disciplinary process and/or
- Commits a violation of the University’s Student Conduct Code and lacks the capacity to understand the nature or wrongfulness of the conduct at the time of the offense.

The student will be given the opportunity to elect voluntary leave or will participate in a Behavioral Assessment.

**Behavioral Assessment**

The Student Code of Conduct notes that it is the duty of each student to protect and promote the health and safety of themselves and of others in the Bucknell community. Therefore, acts that deliberately put into serious jeopardy the health and/or life of the individual or members of the Bucknell community (suicide attempts, suicide threats, destructive self-mutilation, inability to care for self, alcohol and other drug abuse, physical assaults, threats of harm to others, etc.) contradict a fundamental standard of the Bucknell community. The student who engages in such activities may be required, by the Dean of Students, to participate in a Behavioral Assessment, a professional assessment of the student’s condition.

The Behavioral Assessment Committee is chaired by the Dean of Students and also consists of the Director of Bucknell Student Health and the Director of the Counseling & Student Development Center. Students have
the opportunity to fully and completely discuss their situation and provide all information they deem relevant to the Committee. In addition to this assessment, students may request an independent professional review for consideration by the committee. The decision of the Dean of Students at the conclusion of the Behavioral Assessment process is final.

The result of a Behavioral Assessment may include relevant restrictions while the student remains on campus: for example, the student might need to refrain from consuming substances that intensify problematic behavior; or the student may have to relocate into more supportive housing on campus. And in certain cases, the student may be required to take a leave of absence from the university.

Students referred to a Behavioral Assessment are required to sign a release of information so that their general circumstances can be discussed with the Dean of Students. The release does not require that the therapist and/or physician discuss all the details or background of the case, but it must allow the therapist/physician to share information on four elements: 1) that the student has been seen; 2) the general nature of the problem; 3) that a course of treatment has been set and is either on-going or completed; and 4) whether, in the professional opinion(s) of the therapist and/or physician, the student is fit or unfit to return to studies and represents (or does not represent) a continuing threat to themselves or others.

A student who refuses to comply with a Behavioral Assessment, and/or who refuses to sign limited releases (noted above) will have the case assessed on the behavioral circumstances, by the Dean of Students. In dealing with suicide, serious self-harm and harm to others, the Dean of Students must consider both the welfare of the individual and the wider Bucknell community.

The Dean of Students, or other member of the Behavioral Assessment Committee, may consult with the parents, guardians or emergency contact of the student in question, when appropriate.

Returning from a leave of absence
To apply to return after a health leave of absence or an involuntary leave of absence, the student must submit a letter to the Dean of Students asking to return. The Dean of Students will work with the associate dean of the student’s college or the assistant director of the school of management and the directors of the Counseling & Student Development Center or Bucknell Student Health to determine the student’s readiness to return. The Dean of Students will ask the student to provide the following documentation from the treating clinician(s) or physician(s): 1) Diagnosis or clinical assessment, 2) Summary of treatment, including progress in treatment and resolution of the issues that prompted the withdrawal, 3) Current medications, 4) Evaluation of the student’s readiness to resume university responsibilities, and 5) Any recommendations for follow-up treatment or support. Once these criteria are satisfied and the student is deemed ready to return, readmission procedures can be initiated. The deadline for submission of these materials is June 1 for fall semester, November 1 for spring semester, and March 1 for summer session. The Dean of Students may refer students applying for readmission to a Behavioral Assessment if she feels a more comprehensive assessment of the student’s situation is required.

Financial Aid Information
If the student is a financial aid recipient and is on a voluntary leave, a health leave, or an involuntary leave, it is important to note that financial aid cannot be guaranteed upon return. Students are expected to meet the April 15 financial aid application deadline just like any other returning student. The Office of Financial Aid will try to award as much financial aid as possible, but due to limited funding, may not be able to award as much aid as in a previous year. In addition, any Federal Stafford Loans borrowed in the past will go into repayment six months after dropping below half-time enrollment, unless in an approved leave of absence status. Questions should be directed to the Office of Financial Aid.

Credit and Refund Policies
Please see the “Credit and Refund Policies” on the Finance Office web page or contact Bursar Services in the Finance Office at 570-577-3733 or email bursar@bucknell.edu.

Protection for Health-Related Withdrawal/Leave of Absence
Bucknell is pleased to offer a way to help families protect their substantial financial investment in a college education. The Tuition Refund Plan is an optional private insurance plan through A.W.G. Dewar, Inc.,
that assures subscribers who withdraw or on leave for illness or accident a refund throughout the semester according to the terms of the policy, even if Bucknell’s own refund policy has expired. For costs, benefit levels, further information, or an application form, please contact John Strain at A.W.G. Dewar, Inc.

VI. ADDITIONAL POLICIES AND REGULATIONS

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

ANIMALS ON CAMPUS AND IN CAMPUS BUILDINGS

Except for Service or Emotional Support Animals, approved animals owned by faculty and staff living in University housing units, and those animals specifically approved for the educational purposes of the University, the presence of animals in University buildings (residence halls, special interest houses, classroom and office buildings, University-owned fraternity houses, public buildings, etc.) is prohibited. Dogs and other animals are permitted on campus roads, walks and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner’s responsibility to clean up after the animal.

A Public Safety Officer will respond to reports of animals loose on campus or in buildings. The officer will remind the animal owner (if available) of the University policy and request compliance. If there are reports in the future involving the same animal, and the municipal ordinances are violated, Public Safety will contact the Union County Animal Control Officer and request that the animal be removed. If the presence of the animal does not violate municipal ordinances, a University sanction will be levied for the second and each subsequent violation of this policy.

The Animals on Campus Policy is available through myBucknell at the Forms and Policies link at the upper left. It is under the Policy tab in the Campus Wide section. The Service and Emotional Support Animal Policy can be accessed on the Office of Accessibility Resources website, www.bucknell.edu/Accessibility.

BICYCLES

They are quick, easy to park and environmentally friendly.

All bicycles stored on campus should be registered with the Department of Public Safety. Since bicycles are popular items of theft, owners are urged to engrave their bicycles at the Department of Public Safety, especially those without a serial number. Registration also enables Public Safety officers to return lost or stolen bicycles to their owners.

Bicycles should be secured in the designated bicycle racks located throughout campus with strong locking devices. All bicycles must be removed from the bicycle racks the last day of finals at the end of the year. Any bicycles left past this period are subject to removal by the University.

• Bicycles are not to be locked to trees, signposts, lampposts, railings, or places where they may be an obstruction.

• Any bicycles found abandoned (locked in an improper location, left in a bicycle rack after the end of the academic year) will be removed and placed in a Department of Public Safety storage area for 90 days. The Department will attempt to locate the owners of lost, abandoned or confiscated bicycles. After 90 days, Public Safety will dispose of such bicycles.

• The Department of Public Safety and the University assume no responsibility or liability for bicycles abandoned, left in improper locations or not claimed after 90 days.

CELL PHONES

Because of the university’s need to contact students in case of emergency, every student is required to register their cell phone number through banner web on myBucknell. This information is then stored for use as part of the university’s emergency notification system which uses alerting methods that include both text messages and phone calls.
FILM LICENSE
The Office of Campus Activities and Programs with support from the Bucknell Student Government purchases a Public Performance Film License that permits the use of films for feature movie showings on campus and complies with the U.S. Copyright Law (Public Law 94-553). This law prohibits the use of films rented or purchased from local stores or catalogues to be shown publicly. Purchased films can be shown publicly if the purchase price included coverage under the Copyright Law.

DVD’s marked “Public Domain” can also be shown publicly. Films shown at Bucknell in “common space” areas (e.g., lounges, suite living rooms, auditoriums, any University rooms) are considered “public viewing” areas and require films ordered via the film license.

Films need to be ordered at least two weeks in advance through the Office of Campus Activities and Programs (CAP Center), 47 Elaine Langone Center. Contact the CAP Center for assistance or visit https://getinvolved.bucknell.edu/organization/CAP/availableforms.

HAZING
Under Pennsylvania law, hazing is defined as follows and may constitute a misdemeanor crime:

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. (24 P.S. §§5252-5253).

The University prohibits hazing.

Students and community members may anonymously report hazing by completing a reporting form located on the Public Safety and Greek Life websites or by contacting Bucknell University Public Safety. In case of emergency or to report criminal activity, please contact Public Safety immediately at 570-577-3333.

HEALTH INSURANCE REQUIREMENT
Bucknell University makes available an Affordable Care Act compliant student health insurance plan. All full-time undergraduate and graduate students are required to enroll or waive out of the University offered plan. Students that wish to waive coverage must provide proof of comparable coverage. All International students are required to enroll in the plan. Further details on how to enroll or waive can be found at www.bucknell.edu/general-counsel/student-health-insurance.html

IMMUNIZATION POLICIES
Immunization records must be received no later than June 15 for fall enrollment and January 3 for spring enrollment. Students who do not meet these immunization requirements will not be permitted to receive their residence hall room key. Questions may be directed to Bucknell Student Health, 570-577-1401.
PARKING, DRIVING ON CAMPUS AND TRAFFIC REGULATIONS
Students who drive vehicles on campus will be responsible for proper registration, use and operation of their vehicles in accordance with the regulations set forth by Bucknell University policy and Pennsylvania state law. The Department of Public Safety has developed a website www.bucknell.edu/publicsafety (also offered in print format) for the use of vehicles on campus, containing all traffic rules and regulations, as well as the campus parking map.

General Rules and Regulations
Bucknell students, including the dependent children of Bucknell faculty and staff members who are enrolled at Bucknell, are required to purchase student-parking decals and abide by the parking rules.

- Students are eligible to receive a parking permit when they are in their sophomore, junior or senior year, providing there are not any restricting sanctions from the Office of the Dean of Students.
- All parking spaces, except visitor parking, on University property are parking by permit only.
- Bucknell University does not guarantee parking will be available. All legal parking areas are posted. If an area is not posted or lined for parking, vehicles may not park there.
- By bringing a vehicle on campus, the operator is agreeing to comply with the parking regulations of the University. Every vehicle must be registered with the Department of Public Safety. The vehicle must properly display a decal or temporary permit issued by the Department of Public Safety. Students may request permits online at www.bucknell.edu/parking. Parking decals or visitor permits that are not displayed properly are not considered valid.
- Permit holders are responsible for all violations and fines incurred by a vehicle registered to them, regardless of who operates the vehicle.
- Guests who wish to park on University property may obtain a visitor permit valid for up to three days, from the Department of Public Safety. Hosts are responsible for notifying their guests of the parking rules and regulations to ensure their compliance.
- Permits are for the registered vehicle only. It is not permissible for students to transfer permits from one vehicle to another. A new vehicle or change of license plate must be reported to the Department of Public Safety. Parking permits cannot be sold to another person and an individual may not register a vehicle for another person.
- Students who intend to have a vehicle on campus for a short period of time may purchase a temporary permit online. Students may not renew these and must register any vehicle that will be on campus in excess of three days.
- Street legal 2-wheeled transports, such as motorcycles, motor scooters, motorized bicycles, mopeds or Segways, must comply with all parking and traffic regulations. Two-wheeled transport parking is available.
- Hoverboards are not permitted.
- The maximum speed on campus roads is 15 miles per hour. The parking lot speed limit is 5 miles per hour.
- All vehicles must be parked within the two designated white lines provided. Only authorized handicap or service vehicles may park within the designated blue or green lines.
- 15 minute parking spaces are monitored and tickets are issued to violators. Tickets use a chalk timer and photographic evidence log for violation tracking.
- Lost or stolen decals must be reported immediately or you may be responsible for any tickets accrued for that decal.

Ticketing and Ticket Appeals
The Bucknell University Parking Appeals Committee reviews all current appealed parking tickets. The committee is comprised of one faculty member, one staff member and one student member to review
all current appealed parking tickets. The determination of the Appeals Committee is final. The Parking
Appeals Committee remains anonymous to the campus community just as the appealing individual remains
anonymous to the Parking Appeals Committee. No member of Public Safety holds a position on the Parking
Appeals Committee. All tickets can be appealed online as www.bucknell.edu/parking no later than 10 days after
the ticket is issued.

Habitual offenders, those with five or more violations, may be booted and have their parking privileges
revoked. They will be required to meet with the Parking Management Coordinator before having their
privileges reinstated. They may also be placed in restricted parking without use of their vehicle. Additional
violations may result in towing and loss of further vehicle privileges.

Vehicles subject to towing at the owner’s/operator’s expense include but are not limited to:

- Those posing a danger to campus property and/or any individual.
- Those that have been abandoned or unidentified.
- Those that interfere with emergency personnel in the performance of their duties.
- Those habitual offenders who have demonstrated a lack of concern and respect for University policies.

**Person with a Disability Access**

Students who become medically in need of a Person with a Disability placard or plate may apply online at
www.dmv.org. Students in possession of a Person with a Disability placard or plate, may park in any valid
accessible parking space. If these are occupied, students may park in staff, student, 15 minute or visitor parking
areas.

Bucknell University does not issue Person with a Disability parking placards, but can issue a temporary
University placard with documentation from a medical doctor. This will allow students to park in student,
staff, 15 minute and visitor spaces, but not the valid accessible parking spaces. Students should indicate on the
application, where provided, if in possession of a current Person with a Disability placard or plate.

**Violations and Fines**

Vehicle operators apprehended operating a motor vehicle while under the influence of alcohol, in an unsafe
manner or involved in major violations of University traffic regulations may have their parking and driving
privileges suspended for one year or longer.

All violations accrued by any driver operating a motor vehicle will be charged to the registrant of that vehicle.

**First-Year Students**

First-year students are not permitted to bring or possess motor vehicles on the campus or in the Lewisburg
area while the University is in session; this restriction applies to any vehicle regardless of its type, ownership, or
registration. However, a first year student is permitted to drive a vehicle registered to an upperclass student.

Upon receipt of the notice of violation, the student has seven days to permanently remove their vehicle from
campus. Any student found in violation of this regulation is fined by the Department of Public Safety for
unauthorized possession of a motor vehicle and automatically loses their parking/operating privileges for the
first semester of their second year.

**Exceptions**

Exceptions to the policy are granted according to guidelines established by the University Parking Committee
– and normally only for brief periods of time. All requests for exceptions must be addressed to Chief Stephen
Barilar at publicsafety@bucknell.edu with appropriate documentation, at least five days in advance. Appeals
may be forwarded to the Dean of Students Office for review.

**Emergencies**

In cases of emergency, requests may be directed to the Department of Public Safety, 24 hours a day at
570-577-1111.
Visitor Parking
Because students, regardless of class year, will be held accountable for its presence, it is necessary for parents, siblings and friends who bring a vehicle to campus, even for a short period of time (and whether the vehicle is “on campus” or not), to obtain a visitor pass. Three-day visitor passes are available free of charge. The guest, not the student host, must be present to obtain the pass, and the actual vehicle registration must be provided. Students that reside off campus are not eligible to park in Visitor Parking.

Visitors to the University for less than 72 hours may themselves, or have the office they are visiting, telephone their vehicle information to the Department of Public Safety office at 570-577-3333.

Loading and Unloading
Any persons desiring to park their vehicles close to a building, outside authorized parking areas, for the purpose of loading or unloading items, must contact the Department of Public Safety.

Disabled Vehicles
The Department of Public Safety must be notified immediately of a disabled vehicle on campus. Disabled vehicles must be removed from campus within 24 hours or they may be subject to towing. Disabled vehicles parked illegally will be subject to the appropriate violations and penalties.

RELEASE OF STUDENT INFORMATION
Federal law (the Family Educational Rights and Privacy Act of 1974, as amended) limits the information that the University can make available to third parties, including parents, unless written consent has been given on forms available in the Office of the Registrar and the Office of the Dean of Students. For detailed information, please visit Bucknell.edu/Registrar

The University’s policy statement on the release of student information is as follows:

• Bucknell communicates with the student directly and releases information about a student to others, including parents, only with the student’s consent.

• The University transmits bills and academic status reports (grade reports and official letters concerning academic standing) as directed in advance by the student.

• The release by University personnel of other information, including communications to parents from academic deans, individual faculty members, the student’s faculty adviser and staff members of the Office of the Deans of Students, requires the consent of the student prior to each release.

• Exceptions to the above, as permitted by the Family Educational Rights and Privacy Act of 1974, are:
  ◦ Directory information.
  ◦ Release of information in an emergency where such information is necessary for the protection of health or safety.
  ◦ Release of information to Bucknell staff members who have a legitimate educational need for the information.
  ◦ In connection with financial aid for which the student has applied.
  ◦ Under court order or subpoena.
  ◦ Release of information to parents of a “dependent” student in those instances where notice of “dependency” status has been provided in writing in advance to the Registrar’s Office. Such notice is effective for one academic year and must be renewed annually. For the purpose of the Act, a student is a “dependent” (as defined in section 152 of the Internal Revenue Code of 1954) if over half of the support of the student is received from the parent. The Registrar’s Office will furnish a copy of the notification to the student together with a written statement indicating that “dependency” status authorizes the University to release academic status reports to parents and to communicate with parents directly about financial matters, conduct and student life issues without the student’s consent.
When the University believes it appropriate in its sole discretion, the University will release to a student’s parent or legal guardian information regarding that student’s violation of any federal, state or local law or any rule or policy of the University governing the use or possession of alcohol or a controlled substance if (a) the student is under the age of 21 and (b) the University determines that the student has committed a disciplinary violation with respect to that use or possession. Note: the Office of the Deans of Students reserves the right to notify parents/guardians of a violation of policies regarding alcohol or other drugs.

RESIDENTIAL LIVING POLICIES

Community Living
The residential living environment is designed to foster a community in which students form lasting relationships and develop as individuals throughout the collegiate experience. In an effort to enhance the experience, students are encouraged to make suggestions to Residential Advisers, initiate program ideas, engage with friends and make the most of their time on campus. An essential component of community living is mutual respect among residents. All students residing in Bucknell housing are expected to treat each other, their staff and their building with respect and courtesy.

Staff
Residential Advisers (RAs) are upperclass students who work with an assigned residential floor or floors to create a sense of community among residents. RAs are expected to support all residents and serve as a resource. Additionally, RAs serve in an on-call rotation where they can provide support after hours to residents in need. RAs will also confront violations of residential and university policy. Residents are required to comply with authorized requests from a university staff member, including RAs and professional staff members. In addition to RAs, each residential area is overseen by a full-time professional Community Director (CD). These professional staff members are available as resources to all residents.

Guests and Visitors
Bucknell residential facilities are welcoming and open to guests and visitors. For the purposes of these policies, “guests” refer to current Bucknell students who live in another location on or off campus, and “visitors” refer to individuals not enrolled or employed at Bucknell, who are visiting campus. Roommate(s) must approve of guests and visitors within individual residence hall room spaces. Residents are responsible for their guests and visitors and can be held responsible through the student conduct process for their visitor and guest’s actions while in the residence halls. Bucknell students are expected to reside in their assigned residential space. Guests and visitors are permitted to stay with their host for up to six (6) days in one calendar month, but no more than three (3) days consecutively.

Individual Room and Furnishings
Students may be held responsible for any act, behavior or conduct that originates from their assigned residential space regardless of whether or not they are present. Students can face student conduct sanctions for any actions based from their room. Within each living space, the university provides certain furniture. It is the responsibility of the residents of the room to ensure that all university-provided furniture stays within the assigned space and remains undamaged.

Noise
Quiet hours begin officially at 11 p.m. Sunday through Thursday and begin at 1 a.m. on Friday and Saturday evenings. Quiet hours end at 8 a.m. on Monday through Friday and at 10 a.m. on Saturday and Sunday. Official quiet hours may not be shortened by individual community agreements, but they may be extended. Courtesy hours are always in effect and it is expected that residents be respectful of others. Excessive noise caused by radios, stereos, speakers facing out the windows, or other behavior that infringes on a resident’s need for proper study or rest, or University operations, will not be permitted at any time of day. During final examinations all university residential areas must abide by 24 hour quiet hours.
Residential living policy prohibited conduct

1. Health and Safety

a. FIRE SAFETY
   i. Tampering with fire safety equipment, including fire alarms, door stoppers, smoke detectors, fire extinguishers and/or hanging items from sprinkler heads.
   ii. Possession and/or use of prohibited electrical appliances including, but not limited to, refrigerators larger than 4.5 cubic feet, microwaves drawing more than 750 watts, and any personal appliances drawing more than 400 watts including George Forman grills, hot plates, toasters, toaster ovens, hot pots and oil popcorn poppers. Residents in independent living (Bucknell West, South Campus Apartments and Gateways) should check with the RAs about additional appliances permitted in the kitchens.
   iii. Tampering with, covering, disabling, or otherwise damaging fire safety equipment including smoke detectors and fire extinguishers, improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows and other means of ingress/egress.
   iv. Possession and/or use of candles (lit or unlit), oil lamps and incense.
   v. Failure to evacuate during a fire or emergency alarm.
   vi. Possession and/or use of extension cords which are not UL approved.
   vii. Hanging items from the ceiling including tapestries, fishnets, ceiling fans and decorations of any kind.

b. UNAUTHORIZED ACCESS
   i. Unauthorized access or use of restricted areas within residential areas, including but not limited to roofs, ledges, terraces, basements, storage areas, or emergency exits.
   ii. Unauthorized entry into any part of a university residence hall, or contributing to such unauthorized entry of another individual. This includes allowing an unauthorized individual to enter a building without properly swiping their Bucknell ID card.
   iii. Solicitation, loitering and/or unauthorized presence or activity within university residential areas.

c. SMOKING: Smoking inside of any residence halls or buildings on campus including patio/porch areas, inside individual rooms, smoking out of windows and balconies, or smoking within 25 feet of the entrance of any building. This includes the use of e-cigarettes, pipes, cigars, hookah’s, etc.

d. PETS: Possession, for any period of time, pets of any kind (with the exception of fish in a tank not exceeding 30 gallons) within individual or common residential spaces.

e. HALL SPORTS: Participating in “hall sports” with the potential of damage to smoke detectors, sprinkler heads and individuals or personal belongings.

2. Guest Policy
   a. Failure to abide by the terms of the residential guest and visitor policy.

3. Noise Policy
   a. Failure to abide by the terms of the residential noise policy.

4. Housing and Residential Education Administrative Policy
   a. Occupying a residence hall space other than the one officially assigned by Housing Services.
   b. Altering an individual residence hall room (painting, installing shelving, defacing or destroying university provided furnishings, etc).
c. Unauthorized duplication of residence hall room keys.
d. Possession of an air conditioning unit without written approval from the Director of Accessibility Resources.
e. Unauthorized construction of a loft or other furniture within a residence hall room.
f. Failure to retain all residence hall room furnishings in appropriate undamaged condition.

5. Community Space Usage

a. PERSONAL ITEMS
   i. Storage of personal belongings of any type in common areas.
   ii. Storage (within or in close proximity to residential areas) of motorcycles, mopeds, ATVs, grills, petroleum products and/or any other items with combustible engines and materials.

b. COMMON BUILDING SPACES
   i. Use of common space resulting in the space being obstructed from other individuals’ use.
   ii. Removing and/or damaging lounge/common space furniture from its designated location.
   iii. Failure to maintain an appropriate level of cleanliness in residential common areas.
   iv. Damage, destruction, vandalism and/or defacing of residential common areas.

c. TRASH AND RECYCLING
   i. Failure to properly dispose of trash and/or recycling material.
   ii. Failure to keep individual living space in clean, livable condition and properly disposing of trash and food items and maintaining an appropriate level of cleanliness.

RESIDENTIAL LIVING REQUIREMENT
As a residential liberal arts institution, Bucknell University strongly believes that the residential setting is home to the foundational learning, growth and development of our students. The impact of residential living on the development of critical thinking, strong leadership and intellectual exploration is grounded in research and is the driving force behind our philosophy of providing students with a variety of on-campus living options during their four years as an undergraduate at Bucknell.

Students are required to live in University housing for the first four years of their undergraduate enrollment unless granted an exception by Housing Services. A student must be enrolled in a minimum of two full-credit courses to be eligible to live in University housing.

A limited number of students will be approved during the fall of their junior year to live off the following fall for their fourth year at Bucknell. If a student is not approved to live off for their last year at Bucknell, then they should proceed through the room selection process. A student’s conduct record will be reviewed in evaluating the student’s application to live off-campus and may be the basis for denial.

ROOM INSPECTIONS
Once each semester, staff members of the Facilities, Housing Services and/or Residential Education offices will conduct an inspection of each individual residence unit to ensure that rooms meet fire and safety requirements and are in compliance with other standards as outlined in the Residential Living policies, to determine the need for repairs, to ensure that all furnishings remain in the space throughout the year, and to evaluate the general condition, safety and maintenance of the room. The resident will be billed the current replacement value of those items damaged or broken. Notices will be posted outlining a range of dates and times that the inspections will take place. In the event that the staff member, during the course of the inspection, observes in plain view in a student room misplaced University property or prohibited items, the staff member may remove the item/s and pursue conduct charges, as appropriate.
ROOM ENTRY AND SEARCH

Room Entry
For purposes of conducting a room inspection, authorized University personnel may enter a student’s room or residence unit for the following purposes:

1. To ensure maintenance and general repair.
2. To address an emergency or health risk.
3. To provide for the health and safety of all residents.
4. To investigate possible violations of University policies and regulations, where credible information suggests such a violation has occurred or is occurring.

If a staff member enters a room for one of the above reasons and notices in plain sight evidence of a violation of University policy, the staff member may refer the matter to appropriate University personnel for further action.

Room Search
Authorized University personnel may conduct a search of a residence room or unit without further approval by a University official (1) in the case of emergency involving danger to health or safety, or (2) for the limited purpose of searching the contents of a refrigerator where alcohol is observed in plain view upon entering a residence room or unit. Furthermore, a full search of a residence room or unit may be conducted to investigate possible violations of University policies and regulations, where credible information suggests such a violation has occurred or is occurring, if approved by the Dean of Students or the Dean’s designee.

This policy does not apply to searches conducted by the Department of Public Safety, or other law enforcement officials, with an appropriate warrant.

SMOKING POLICY
Smoking is prohibited in all of the following University environments: buildings, University vehicles, the stadium, tent events, outdoor eating areas and sporting and recreation events, as well as near windows and openings of University buildings, or within 25 feet of public University entrances. The success of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All faculty, staff and students share the responsibility of adhering to and enforcing this policy. Any problems should be brought to the attention of the appropriate supervisor. The smoking policy prohibits the use of cigarettes, cigars, e-cigarettes, pipes, hookahs, etc.

STUDENT FILES
Student files are maintained in the Office of the Dean of Students from the time of a student’s first enrollment until five (5) years after graduation or departure from the University. Included in these records are behavioral incidents; student work history; appointments to committees, boards and task forces, honors; and other materials. It is on the basis of these records that the Deans of Students complete various recommendations and references consistent with the University’s FERPA obligations.

UNIVERSITY NAME, SEAL AND TRADEMARKS
Items bearing any of the Bucknell University trademarks may not be manufactured, sold or otherwise distributed without proper approvals. The University’s trademarks include “Bucknell,” “Bucknell University,” the “split-B,” “Bucknell Bison,” and the several configurations of the Bison. Individuals should consult with the Events Management Office prior to such manufacture, sale or distribution, which will seek approval from the Office of General Counsel and/or Athletic Department, as appropriate. The decision of the General Counsel or her designee shall be final with regard to such approvals and requests. In addition:

1. The University name, seal or logo should not be used on unofficial stationery if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.
2. All uses of the University name, seal or logo must follow Bucknell’s visual identity and style guidelines, which are available on the University website.

3. The Bucknell seal is the copyrighted property of the University and is to be used only for official University purposes. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel, through the Events Management Office.

4. Printed reproductions of the seal may be used on official publications or stationery, with the approval of the Office of Communications.

5. The name, seal, logo or pictures of the University shall not be used in any advertisement that sponsors a commercial product or service, except on the recommendation of the Office of Communications with the approval of the President.

UNIVERSITY VEHICLES
A limited number of University vehicles are available for official University business. University business is defined as that business necessary to facilitate the operation of the University and its programs, which includes transportation in support of academic affairs and administrative process, transportation in support of participation in athletic competition and that which is used in the group activity of BSG-recognized organizations which is consistent with the organization’s chartered purpose.

Any recognized student organization can request a University vehicle for official (not personal) use. To reserve a vehicle go to myBucknell and under “Quick Links” select “Make a Reservation”. The request will be scheduled and confirmed “pending approval” from the adviser. The adviser will receive an email notification. Once approved by an adviser, Transportation Services will send an event confirmation to the requesting organization.

Student organizations traveling a distance of 200 miles or greater, or for a period longer than two nights, must have additional approval of the Vice President for Finance and Administration. Generally speaking, lengthy class trips or a vacation-break project at a great distance from the campus will be subject to careful consideration.

A student driver must possess a valid United States driver’s license for at least two years prior to the request, must complete an annual driver history questionnaire and must have successfully completed the Bucknell Driver Safety Program before driving any University vehicle. The program includes all classroom testing, and on-the-road testing when applicable. It also includes behind-the-wheel testing for mini-buses when applicable.

Because of insurance requirements, only those people officially affiliated with the University and traveling on University business are permitted to be transported in University vehicles.

On the day of travel, the driver must supply a complete passenger list to Transportation Services.

The driver is responsible for picking up the key from Transportation Services.

If for any reason the vehicle is not needed, or transportation is needed for fewer people than expected, call Transportation Services (570-577-3785).

No vehicle may be scheduled for student use after 8 p.m. on the last day of classes or at any time during the Reading and Examination periods.

Bus Service may also be made with Transportation Services. If a group wants to plan a trip (to NYC or Baltimore, for example) or needs buses for a formal or other event, the group should contact the office several weeks in advance.

The Transportation Policy is available on-line under Forms & Policies in myBucknell.
VII. POLICIES FOR STUDENT GROUPS AND ORGANIZATIONS

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

RECOGNITION OF STUDENT ORGANIZATIONS

Student groups that have achieved the status of a recognized student organization or are a department sponsored student group are eligible to schedule University facilities and equipment, and have their events included in the campus calendar. (Exception is made when a group is holding an interest meeting to form an organization.) Recognition of new student organizations is the responsibility of Bucknell Student Government (BSG) in conjunction with University staff. Students seeking club recognition should go to https://getinvolved.bucknell.edu/. Those recognized through BSG may apply for financial support and yearly budgets according to BSG guidelines.

Groups and organizations not recognized by the University are not permitted. Individuals or groups violating this policy are held accountable through the Student Code of Conduct. Charges could include but are not limited to; failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures.

University adviser requirement

Student organizations are required by the BSG and University to have an adviser, who is a full-time member either of the faculty or professional staff. The University has adopted and makes available a statement concerning the role of individuals who serve as advisers to student organizations. https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf

Participation in co-curricular activities

Because co-curricular activities are funded primarily by undergraduate student activity fees, it is important that Bucknell undergraduates be given priority to participate in these activities. Specifically, such opportunities should not be extended to non-undergraduates at the University if this denies the benefit of the experience to a qualified undergraduate. This applies to all student organizations and other undergraduate activities, including athletic programs, funded either by the BSG or by the University.

Budgeting process

Once an organization has been recognized by BSG the organization will be funded based on type of organization and established criteria. For funding and budget information, students should go to https://getinvolved.bucknell.edu. To submit a budget, students should log into the Involvement Network in myBucknell and find BSG’s page or click on https://getinvolved.bucknell.edu/organization/BSG/documentlibrary and select the current Budgeting Form. Please refer to the BSG Finance Committee Guidelines for more information on the categories and information relating to submitting a budget. https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf

FRATERNITIES AND SORORITIES

Bucknell’s fraternities and sororities must be affiliated with a national or international organization and recognized by one of the following: Interfraternity (IFC), Panhellenic (PHC), National Pan-Hellenic (NPHC) or National Multicultural Governing Councils (NMGC).

Underground and Unrecognized Organizations

Groups or organizations not recognized by the University are prohibited, including organizations who have lost their charter or been suspended by their national organization, Alumni Board or University, including if they operate under a different name. Individuals violating this policy are held accountable through the Student Code of Conduct. Charges could include but are not limited to: failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures.
University Adviser Requirement for Fraternities & Sororities
All chapters must have a University adviser, who must be a full-time member of the faculty or professional staff.

Events and Social Gatherings
Chapters hosting activities or events, whether located in a privately-owned or University-owned fraternity house, or off campus location must register their event with the Office of Fraternity & Sorority Affairs.

SCHEDULING EVENTS
All functions sponsored by any recognized student organization or group affiliated with the University and held either on or off campus must be registered and scheduled with the Events Management Office according to established guidelines and policies. These events may then be included on the campus Events Calendar for added publicity. Student organizations planning semester activities must consult the Scheduler before selecting a date. Further information about planning and scheduling student activities can be found at www.bucknell.edu/eventsmanagement.

To schedule an event complete the online Event Request Form accessed at “Schedule an Event” on the Events Calendar to go http://events.bucknell.edu/.

Special University Events
A proposal for an activity to be held during major University weekends, including but not limited to: New Student Orientation, Homecoming, Family Weekend, Admitted Students Day, Commencement Weekend, or Reunion Weekend must be submitted to the Events Management Office first and approved by the University committee or office responsible for planning the weekend. Information is available at http://events.bucknell.edu/.

Capacity of Facility
Student groups and organizations hosting events must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.

Non-Residential Facility/Outdoor Approval
An activity planned to occur in a non-residential University building must follow established policies and have the approval of the department responsible for the building or property and the approval of the organization’s adviser, and be scheduled with the Scheduler in the Events Management Office by completing an on-line event request form located http://events.bucknell.edu/ with appropriate advance notice. Outdoor events must have the approval of the Dean of Students. If alcoholic beverages are to be available (Friday and Saturday only), the event must be approved by the Dean of Students by noon on the Wednesday preceding the weekend of the activity.

Forrest D. Brown Conference Center (Cowan)
An activity to be held on the grounds or in the lodge of the Forrest Brown Conference Center at Cowan must be registered with the scheduler in the Events Management Office by completing an “Application for Use” form – www.bucknell.edu/events-management-office/cowan-conference-center/cowan-reservation-form.html for the Conference Center at least ten (10) class days in advance of the scheduled date of the activity. Alcoholic beverages are not permitted anywhere at the Conference Center.

Elaine Langone Center Hearth Space, Bison and Student Seminar Room
These venues are available for student groups and organizations to reserve through the Campus Activities and Programs Office, ELC 47. For information related to the scheduling of these venues and the policies and procedures please visit the CAP Center.
The Commons Building
Spaces within The Commons building are available for students to reserve by emailing thecommons@bucknell.edu or call 570-577-1887.

Scheduling Conditions When Classes are in Session
1. Scheduling Events and Activities: All meetings or other events sponsored by any group affiliated with the University and held on campus must be scheduled with the Scheduler in the Events Management Office by completing an on-line event request form located http://events.bucknell.edu/ within an appropriate time frame. With adequate advance notice, these events then may be included in the on-line Campus Calendar for added publicity. The individual completing the request is responsible for the proper planning and supervision of the event.

2. Sunday through Thursday: Activities for students sponsored by recognized student groups or student organizations or campus departments may be scheduled between 5 p.m. (noon on Sunday) and midnight and will not include alcoholic beverages. Events scheduled outdoors and in residence halls that include amplified sound may not be scheduled beyond 10 p.m. out of consideration for nearby residents. Inquiries regarding exceptions may be directed to the Dean of Students Office.

3. Friday and Saturday
   a. All meetings or other events sponsored by any student group or student organization affiliated with the University and held on campus in a University-owned facility may be scheduled in accordance with the availability of the facility.
   b. Social events on the weekends may begin after 5 p.m. on Friday. Additional limitations may apply based on event and location.
   d. Activities to be held in all outdoor university spaces and involving amplified sound must conclude by 10 p.m. and follow additional regulations according to appropriate local ordinances.
   e. All members of the group or organization sponsoring the activity are responsible for controlling the safety and security of the event and the facility. Should an incident occur, the student group or organization sponsoring the activity must immediately notify the Department of Public Safety, provide identification and other information to assist Public Safety officers. If one or more of these conditions is not met, the organization will be held responsible for a violation of this policy.

CONTRACTING WITH OUTSIDE AGENCIES
No student may request, make or sign a contract or agreement that binds the University to any action or commits any University funds. This includes Student Activities funds allocated to student organizations by the BSG. Students may investigate the availability of speakers, entertainers, etc. as well as discuss prices with the individual or agency, but may not request a contract. Before an agreement is to be executed, the students involved must contact the Associate Dean of Students in the Office of Campus Activities and Programs to execute and approve the terms of the contract. The adviser of the group must also be aware of and involved with the execution of the contract. The signature of both the Associate Dean and the adviser is required.

If the contracting organization is a fraternity or sorority, the signature must be provided by the Associate Dean of Students responsible for Fraternity & Sorority Affairs.

Please contact the CAP Center regarding important details to understand when considering a contract with an outside group or when discussing contractual arrangements. Additional information can be found in the Student Organization Handbook https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf.

STUDENT EVENTS WITH ALCOHOL
If a student group or organization wishes to request alcohol present at an event, the following requirements must occur. Please note that additional requirements may apply based on the type and location of event.

• Appropriate forms must be completed through the Events Management Office. Contact Events Management, ELC 219, to begin the process. Any event requesting to have alcohol present must be approved and registered with the Dean of Students Office.
• A social event with alcohol may last for a maximum of four (4) hours.

• The service of alcohol beverages must conclude by 2 a.m. Additional limitations may apply to specific locations.

• The quantity of alcohol present at an event must be limited to a “reasonable amount” for the number of persons of legal age expected to be present. A “reasonable amount” of alcohol is that quantity which will be sufficient to serve each of those of legal age the equivalent of one 12-oz. glass of beer or one 5-oz. glass of wine during each hour of the event.

• Alcohol beverages may only be dispensed by those individuals who have successfully completed the appropriate training program available through the Dean of Students Office. An approved bartender must be at least 18 year of age or older. The trained bartender may be an undergraduate student and could be a member of the organization sponsoring the social activity.

• Approved security monitors must be utilized to monitor the area where alcohol is dispensed. Their function is to guarantee that those entering the area are wearing a valid wristband that affirms they are of legal age.

• In order to gain admission to a social event with alcohol, the student must present appropriate identification at the time of entrance. The required identification for a non-21-year-old Bucknell undergraduate is the valid Bucknell ID card. Twenty-one-year-old Bucknell students wishing to consume alcohol must present a valid Bucknell ID card and a valid driver’s license or other approved photo ID card to receive a valid wristband. Non-Bucknell student guests must present two (2) forms of identification (a valid driver’s license, photo passport or valid military ID that verifies identity and legal age) in order to gain entrance into a social event and/or to receive a valid wristband.

• Possession of, or serving of alcohol from a common source (e.g. kegs, barrels, pails, punch bowls, etc.) on campus, except when expressly authorized at on-campus events is prohibited. The use of hard and grain alcohol is also prohibited.

• University funds (i.e., student activity fee allocations or BSG allocations) may not be used at any time to purchase, or provide by any means, alcohol beverages for a social event sponsored by a student organization.

• Intoxicated persons will not be served alcohol. Those arriving in an intoxicated condition, even if of legal age, will be denied entrance and subject to the Student Code of Conduct. Underage persons in possession of alcohol, or found to be consuming it (or who are intoxicated), as well as the student organization that permitted the violation (if applicable) will be cited for violation.

• Student groups and organizations may not sell alcohol beverages because these groups are not licensed distributors. Therefore, a student group or organization wishing to hold an activity at which alcohol beverages will be available cannot charge admission. Such practice constitutes “selling.”

Uptown Registers – 10 p.m. – 2 a.m.

In an effort to create more gathering and social opportunities for student organizations, each semester Uptown holds select dates to be reserved for a registered event. Student organizations may apply via the form located on the Uptown IN network page https://getinvolved.bucknell.edu/organization/Uptown/availableforms by the designated deadline. Submissions will then be reviewed and organization will be randomly selected to host an Uptown Register. No late submissions will be considered. Once selected, the organization will be contacted to begin coordinating the event. During the event, the organization must have one member designated as the point person for the duration of the event. The sponsoring organization will be responsible for the event including misconduct and damages.

Tailgating

Student tailgating is permitted for home football games. For information about the policies & procedures and how to reserve a spot at home football games please go to https://getinvolved.bucknell.edu/organization.
SECURITY AT EVENTS
To ensure meaningful campus activities and social climates that help provide safe environments, all campus events must be appropriately scheduled, with proper approvals. The approving office (Events Management, Fraternity & Sorority Affairs, CAP Center, Residential Education or the Weis Center) will use the criteria below to evaluate whether the sponsoring organization is required to contact Public Safety for a determination as to whether officers are needed to provide security for the event.

INSURANCE/INDEMNIFICATION
Bucknell University typically requires each contracted outside guest (including, but not limited to musical artists, performers, speakers) to sign Bucknell’s standard “Indemnification/Insurance Riders.” Said Riders shall become a binding part of the Artist’s contract. To locate a copy of Bucknell’s Indemnification/Insurance Rider please go to https://my.bucknell.edu/Documents/CAP/StudOrg/StudentOrgHandbook.pdf.

TICKETED EVENTS
Any ticketed Bucknell Event held in a Bucknell University venue must coordinate ticket production through the Campus Box Office administrative office located in the Weis Center. This service is provided free of charge.

To have an event created in the Campus Box Office system, please contact the Campus Box Office Manager, 570-577-3700 or tickets@bucknell.edu at least two weeks prior to the desired start date of ticket sales to coordinate the on sale date, discuss the ticket design and allow time for the event to be entered into the box office system.

Groups/departments are not permitted to print their own tickets. All tickets will be sold through the Campus Box Office (Weis Center and CAP Center). Tickets will also be available for purchase online through the Campus Box Office website. EXCEPTION: If you wish to sell tickets at the door, arrangements can be made ahead of time with the Campus Box Office. Consignment tickets can be picked up at the Campus Box Office administrative office in the Weis Center between 3:30 pm and 4:30 pm. Person picking up tickets must sign a consignment contract and will be responsible for final reconciliation.

Groups may also sign up for Mall Sales tables to promote their event. Purchasers will be directed over to the CAP Center Box Office window, which is open Monday – Friday 10 a.m. – 2 p.m. or to Weis Center Box Office or online: www.bucknell.edu/boxoffice

Exception: Events that include a meal from dining service will not use the Campus Box Office. Those tickets will continue to be sold using the dining service form.

SALES AND PROMOTIONS
The University only permits promotions, contests and sales for and by students and other members of the University community upon compliance with the policies described below. All campus sales (defined as sales to or by members of the campus community on University grounds or arising from their affiliation with the University), or purchases of goods with University funds for distribution on campus, must be approved by the Events Management Office (219 Elaine Langone Center; 570-577-3393). Such activities are subject to approval by the office and are restricted to specific public areas. Door-to-door promotions or sales are prohibited. Outside vendors or agencies will not be authorized to sell goods or services on campus or solicit funds unless sponsored by a recognized student organization with appropriate approvals, if applicable.

1. Sales and promotions may be conducted on campus by recognized student organizations in order to:
   a. Raise money for a philanthropic or charitable project, and/or
   b. Raise money for operating expenses; and/or
   c. Complete course requirements, and/or
   d. Promote goods, services or causes if they do not violate other provisions of the Student Handbook.

2. Sales and promotions must be registered with and approved by the Events Management Office at least one week prior to the event.
3. Generally, sales and/or promotions may be conducted only behind the assigned table in the Elaine Langone Center mall or in such other place as designated or approved by the Events Management Office. Door-to-door sales or promotions are prohibited.

4. If a sale or promotion is conducted to raise money or collect goods or materials for a philanthropic or charitable project, the recipient organization must be listed on the “Sales and/or Promotions Application.” Following the activity, the amount of money raised or volume of goods or materials received must be reported on the form on file with the Events Management Office.

5. If a sale or promotion activity is conducted to raise money for an organization’s operating expenses, the amount raised must be reported to the Events Management Office and indicated in the organization’s Bucknell Student Government budget request for the following year.

6. If the activity is a sale, especially one taking place in the Elaine Langone Center Mall, indication of the sponsoring organization must be present throughout the duration of the activity.

7. For-profit enterprises by individual students, groups of students or University employees are prohibited except by express, written agreement of the Director of Events Management.

8. Fliers, posters, pamphlets, magazines or other publications shall only be permitted to remain in University public spaces if the sponsoring organization is noted and the sale of such goods and services, which have been approved, if applicable, directly benefits the sponsoring organization. Unless specifically approved by the Events Management Office, all such flyers and other written materials shall be limited to those sponsored by University activities or groups. Non-complying publications or posters are subject to removal and will be retained for three days pending registration of sponsorship.

9. Any exceptions to the above must be requested in writing from the Director of Events Management.

10. The following products will not be approved except by special exception:
    a. products that could be used to injure or kill
    b. products that could present a high-liability exposure
    c. alcohol-related products
    d. tobacco-related products
    e. sexually suggestive products
    f. food products
    g. beverage products
    h. products that are inimical to the mission or the image of the University.

11. All items must comply with policies consistent with Bucknell’s “University Name, Seal and Trademarks” policy.

12. If an applicant or organization believes they have been inappropriately denied an allowance to sell or produce an item, not bearing a trademark, the applicant or organization may appeal the decision of the Director of Events Management to a panel consisting of
    a. designee of the Office of the Dean of Students;
    b. designee of the Events Management Office;
    c. designee of the Department of Athletics;
    d. student appointed to the panel by the Bucknell Student Government.

    The panel so selected shall meet as promptly as possible, but no later than 10 days after the appeal is filed with the Office of the Director of Events Management. A majority decision shall be necessary to reverse the decision of the Director of Events Management.
Table in ELC Mall: Tables must be clearly marked identifying the sponsoring organization during sale. Tables are issued for a maximum of five days for sale. One table and two chairs will be provided. The University reserves the right to immediate cancellation if procedures are not properly followed.

Details regarding sales and promotions can be found in the Events Management Office [https://my.bucknell.edu/Documents/EventsManagement/SalesAndPromotionPolicy.pdf](https://my.bucknell.edu/Documents/EventsManagement/SalesAndPromotionPolicy.pdf).

**STUDENT MEDIA ORGANIZATIONS**

For information involving Student Media organizations please visit [https://getinvolved.bucknell.edu/organization](https://getinvolved.bucknell.edu/organization)
In the event of an emergency, please contact:

**Bucknell Public Safety (24 hrs)**
570-577-1111

570-577-3333 (non-emergency)

For personal emergencies, please contact Public Safety and request to speak with the Dean on Call.

*If you have had an unwanted sexual experience or have questions about something that has happened to you or a friend, please call:*

**The Advocates (24 hrs)**
570-850-6115

For more information:
bucknell.edu/SexualMisconduct

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**ADDITIONAL ON-CAMPUS RESOURCES**

- Bucknell Student Health 570-577-1401
- Counseling & Student Development Center 570-577-1604
  - after hours crisis services
- Office of the Dean of Students 570-577-1601
- Title IX Coordinator 570-577-1554

**OFF-CAMPUS RESOURCES**

- Local police or ambulance (24 hrs) 911
- Transitions (24 hrs) 800-850-7948
  - local crisis center
- Evangelical Community Hospital (24 hrs) 570-522-2000

*Community health and safety are everyone’s responsibility.*