

grievance officer, you (the complainant) may submit a written complaint on a form provided by the grievance officer. He or she will help you complete the form if you wish.

Within five (5) working days of receiving the written complaint, the grievance officer will send a Notice of Complaint, a copy of the complaint form, a response form and a copy of this procedure to the respondent. The respondent will submit a completed response within five (5) working days from the date he or she receives the complaint.

The grievance officer will conduct an investigation. The investigation should be completed within twenty (20) working days after receipt of the response. If the complaint is against the University as the employer, the grievance officer will have 30 days from receipt of the written complaint to investigate the matter.

Within ten (10) working days of completion of the investigation, the grievance officer will give you a written Determination stating whether the allegations of the complaint are true and any remedial action recommended. At Step 2, information will be kept confidential to the extent possible.

Step 3: Hearing: If either the complainant or the respondent is dissatisfied with the grievance officer's determination, he or she may request that the matter be referred to the Hearing Panel for a hearing by submitting a form. The request for a hearing must be submitted in writing to the grievance office within five (5) working days after receipt of the determination.

The president will appoint a permanent Hearing Panel composed of three members including, if possible, at least one female and one minority member. The vice president for Business and Financial Operations will be the chairperson and will conduct the hearing. The grievance officer will send a Notice of Hearing and a copy of the Request for Hearing to the complainant, respondent (if any), and Hearing Panel, scheduling the hearing within fifteen (15) working days, unless the panel chairperson provides otherwise and so notifies those involved.

At the hearing the complainant and respondent will be allowed to give their own testimony, present the testimony of witnesses, documentary evidence or other evidence relevant to the proceedings, and cross-examine the other party's witnesses. The complainant and respondent may have an attorney or other advisor present. The grievance officer will present the findings of the investigation conducted at Step 2 and may present witnesses as appropriate. To ensure the privacy of those involved, witnesses (other than the complainant and respondent) will be allowed into the hearing room only during their testimony. At the chairperson's discretion, the hearing may be recorded.

Within fifteen (15) working days after completion of the hearing, the chairperson will issue the decision and recommended order of the Hearing Panel. The decision will be mailed to the complainant and respondent with a copy to the grievance officer. The chairperson will implement any action recommended by the panel.

Step 4: Appeal: The decision of the Hearing Panel will be final and binding. If the grievants wish to pursue the matter further, they may file with the outside agencies listed earlier in this procedure.

Section 5.02 of the by-laws of the Board of Trustees, approved July 24, 1989, will not be invoked for grievances submitted for settlement under this procedure.

Parking

You need to register your vehicle each year you are enrolled. To register, you need to pay a registration fee and present your valid driver's license. You'll receive a sticker for your vehicle; you can then park in designated areas only. Public Safety enforces parking and driving ordinances and you may be assessed fines or have your on-campus driving privileges revoked if you do not comply. Disputes regarding parking citations should be brought to the Parking Committee. If you need to make special parking arrangements for health or personal reasons, you may do so at the Public Safety Office in the Administration Building. Parking and driving violations are also civil infractions that may be referred to the 91st District Court. For further information regarding parking rules and regulations visit their website at www.lssu.edu/parking.

Parking Ban

The city of Sault Ste. Marie requires that all vehicles are removed from city streets, alleys, and parking lots between 3 a.m. and 6 a.m. from December 1 through April 1 to allow for snow removal. This includes Meridian Avenue (adjacent to the Norris Center). The Sault Area Police Department will ticket vehicles violating this policy.

Payment Information (Tuition, Fees, and Housing)

Payment Plans: Lake Superior State University offers two primary options for paying your total semester charges--traditional full payment and monthly payment plan.

Traditional Full Payment Option: If you select this option you will need to pay the full amount of your total charges for the semester by the due date listed on the invoice.

Monthly Payment Plan Option: The University offers a monthly payment plan for tuition, room and board, and other fees. The plan will consist of a \$100 service fee for the year (\$50 per semester). After a contract is signed with the University, your charges will be divided into a maximum of 8 equal payments for the year (4 per semester) with the first payment due in August. To request a monthly payment form or to request further information on this option, call 1-906-635-2232.

LSSU accepts Visa, MasterCard, and Discover. Credit card payment can be made online at <https://web4students.lssu.edu>.

Penalties: If you do not make your payment by the due date, you will be charged a \$25 late penalty fee and your classes may be subject to cancellation. For each month thereafter, you will be charged an additional \$25 late fee for any outstanding balance and a hold will be placed on your student account until the full payment is made. The hold will not allow you to register for classes for the following semester or receive a copy of your University transcript. If your balance is still outstanding by the third billing, your account will be turned over to collections. Failure to receive an invoice is not a basis for non-payment. The Business Office staff is available to work with students who have special financial needs. You may visit the Business Office in the Fletcher Center or call (906)635-2276.

Posting Policy

The University encourages the promotion of activities and opportunities. This policy is designed to encourage posting consistency throughout campus while alleviating damage and inappropriate promotion. All postings must first be approved by the Student Life Department, located in the Cisler Center. Postings must bear the most recent stamp of approval. Postings can only be placed in designated areas. Legitimate

posting areas will be indicated as such. Postings cannot be attached to walls, doors, ceilings, windows or University staff boards, nor are they to be slid under doors or placed on vehicles without the prior written permission of the Department of Student Life. Postings deemed offensive, sexist, vulgar, discriminatory or suggestive will not be approved. Failure to comply with this policy will result in the removal and disposal of the postings in addition to possible future posting denial and/or disciplinary sanctioning of the individual(s) involved. Please contact ext. 2236 with any questions.

Records

You need to give honest and complete replies to all of the information requested in the University's application, financial aid forms, and other documents. Your registration can be cancelled if the information you give on these forms is not correct and complete. Forgery or other alteration of any University document or record can result in separation from the University.

Sexual Harassment

The University is committed to a policy of nondiscrimination on the basis of gender. Discrimination because of gender includes sexual harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- . submission to such conduct or communication is made a condition either explicitly or implicitly to obtain employment, public accommodations or public services, education or housing;
- . submission to or rejection of such conduct or communication is used as a factor in decisions affecting an individual's employment, public accommodations or public services, education or housing; or
- . such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education or housing environment.

The University is committed to the protection of the rights of all individuals in the University community and to the elimination of barriers that would prevent individuals from realizing their highest potential of human excellence. Sexual harassment is a particularly noxious form of discrimination that interferes with these goals and commitments, and is difficult to combat due to the intimidation and destruction of the self-esteem of its victims.

If you believe that you are being sexually harassed, please contact the director of Human Resources at ext. 2697.

Sexual Misconduct

Lake Superior State University considers sexual assault to be an extremely serious offense, one not only traumatic to its victim, but damaging to the entire campus community and the educational process that is its purpose. Students found guilty of sexual assault, either in the courts or in the University's student judicial system, will be subject to penalties up to and including expulsion. The following policy statement defines sexual assault, indicates the procedures that sexual assault victims should follow, and describes the disciplinary process that will be followed when sexual assault complaints involve Lake Superior State students.

Definition of Sexual Assault: Sexual assault is defined as any sexual contact without consent. It includes, but is not limited to, (1) any unwanted touching or forced touching of a person's genitals, breasts, thighs or buttocks; (2) sexual intercourse or attempted sexual intercourse; (3) sodomy (oral or anal intercourse); (4) sexual penetration with an object. Consent for any of the above acts must be specific and must be freely given. An act will be considered without consent if force, threats or intimidation are used or if the victim is under the influence of alcohol or other drugs.

Sexual Assault Policy

Lake Superior State University is committed to creating a community free from violence. Sexual assault, sexual harassment, domestic violence, and stalking as defined by State and Federal laws, will not be tolerated at Lake Superior State University.

University recognizes the necessity of a community that is open and intellectually stimulating where diversity of ideas is valued and every person's safety, dignity and autonomy is respected whether they are students, faculty, or staff, and regardless of race, ethnicity, age, religion, class, national origin, gender, sexual orientation or disability.

Reporting Operations and procedures

A. Rights of the Survivor

1. The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced sexual penetration (first and third degree) or sexual contact (second and fourth degree). The University encourages the reporting of sexual assaults to the appropriate University officials. Filing such reports is the only way the University can take action against the accused assailant.

Survivors may report sexual assault to the:

- . LSSU Public Safety Department,
- . Sault Ste. Marie Police Department,
- . Director, Assistant Director of Residence Life or any Residence Life Staff member,
- . Any University official.

Survivors and persons receiving reports of sexual assault are reminded of the importance of preserving evidence that may be necessary to the proof of criminal sexual assault or for use in University disciplinary proceedings. All University personnel are encouraged to immediately refer sexual assault survivors to the Diane Peppler Resource Center.

2. The survivor has the right to have any and all sexual assaults treated seriously and the right to be treated with dignity. The University recognizes that a sexual assault is more than an assault on an individual's body it is an attack on the individual's dignity and sense of self. The University is committed to ensuring that the decision to take action against the accused shall rest solely with the survivor. There may be circumstances, however, depending on the status of the alleged assailant and the seriousness of the offense, in which the University must take action to protect the survivor or other members of the University community.

The best way for a survivor to retain control over actions is to report the assault in the first instance to a confidential counselor, such as the University's Counseling Center or the Diane Peppler Resource Center, where no action will be taken without the survivor's consent, unless required by law.