



LAKE SUPERIOR STATE UNIVERSITY

The Navigator Lake Superior State University

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Article I – General Information About *The Navigator*

The Navigator is a resource for students at Lake Superior State University (LSSU) to find most policies and procedures that apply to you. Reading below, one will find detailed information about LSSU's expectations for the actions of its students, student organizations, residential living, classrooms, and programs. The processes help make our community a safe, welcoming, and academically focused environment in which we promote social responsibility and accountability.

Section 101. Definitions

1. "Academic term" refers to fall or spring semesters. Summer sessions and January sessions ("J-term") are not considered academic terms for the purposes of *The Navigator*.
2. "Accompanying party" is one who may join a complainant or respondent involved in the conduct process or equitable resolution procedures to provide comfort and be a familiar presence for a student or student organization.
3. "Assigned outcome" is an educational, developmental, restorative, or deterrent measure assigned to a respondent found responsible for a policy violation. Assigned outcomes are required. A failure to complete any assigned outcome may result in additional disciplinary action.
4. "Board" means any group of representatives of the University community who are selected, trained, and authorized by the Dean of Student Affairs to assist with adjudication of cases of alleged student misconduct.
5. "Bullying" is antagonistic and unwelcome behavior towards another that is severe or repeated and that would be likely to intimidate, hurt, demean, defame, control, or diminish a reasonable person. Bullying is not in the intent, but in the perception of the behavior against another.
6. "Business day" is a day of operation when most University offices are open (generally Monday through Friday). Designated University holidays are not considered a business day.
7. "Complainant" refers to an individual who made a formal complaint in the student conduct process. For the purposes of *The Navigator*, a complainant may be an affected party (*cf.* §101(3)) and/or reporting party (*cf.* §101(22)). "Reporter" or "Reporting Party" is an individual who notifies the University of an incident of alleged misconduct via one of the University reporting options, whether electronically or in person. The reporter may be the same as the affected party (*cf.* §101(3)) or may also be a third party.
8. "Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation" refers to LSSU's policies and procedures used to define and address discriminatory or sexual misconduct, including allegations that meet the definitional and jurisdictional requirements of Title IX sexual harassment.
9. "Conduct Administrator" is a professional or paraprofessional who has been trained and to conduct investigations and/or hearings, and who is authorized by the Dean of Student Affairs to adjudicate cases.
10. "Conduct record" is an archive of all incidents for which a student was responsible for policy violations. A conduct record is maintained for seven years from the date of the incident, after which time all records (except those resulting in expulsion) are destroyed.
11. "Demonstration" is an event in which two or more people gather publicly in a coordinated and organized manner to display support for or opposition to, or express a position or feeling toward a person, organization, or cause.
12. "Distribution" means providing or making accessible to another irrespective of how matter how small or large an amount.
13. "Facility" or "University Facility" means any building, grounds, property, office, or area that is owned and operated by LSSU. Classrooms and residence halls are considered University facilities.
14. "Guest" may mean different things in different parts of *The Navigator*. Generally, a University guest is someone who is not an LSSU student. A residence hall guest is not currently assigned to live in a particular residence hall but may be a LSSU student who resides off campus or a LSSU student who resides elsewhere on campus.

15. “Harassment” in *The Navigator* is purposeful, unwelcome behavior toward another that is severe or repeated and that has the purpose or effect of seriously interfering with a reasonable person’s physical health, mental health, or ability to benefit from the University’s programs and services.
16. “Hazing” describes actions or activities often associated with initiation or group affiliations that inflict or attempt to cause mental or physical harm or anxieties; or that demean, degrade, or disgrace a person regardless of location, intent, or consent of participants (cf. §201(13) Hazing and §605 Hazing Resources and Information).
17. “Preponderance of the evidence” is the standard of evidence for all student conduct decisions and may be thought of as what is “more likely than not” to have occurred.
18. “Reasonable person” means a theoretical person exercising commonly accepted judgment under similar circumstances and with similar identities to the actual subject.
To determine whether the conduct at issue rises to the level of Abusive Conduct, the standard of “reasonable person” should be used. This standard is whether a reasonable person in the same or similar circumstances would find the conduct hostile or offensive in the workplace given the totality of the circumstances. Although the intention of the person responsible for the conduct may be considered, it is not determinative. When evaluating the conduct at issue, the parties’ perspectives and circumstances should be considered.
19. “Responsible/Not Responsible” is used to state whether or not a student or student organization is accountable for alleged misconduct, based on a preponderance of the evidence. Responsibility is determined per individual party, per policy.
20. “Respondent” is a student against whom a formal complaint is made. The respondent is reported to have violated University policy.
21. “Retaliation” is any adverse action (e.g., threats, vandalism, or other harmful behavior) taken against a person participating in a protected activity (e.g., filing a report or complaint, providing information related to an investigation) because of their participation in that protected activity. Retaliation in the student conduct process is a serious violation.
22. “Solicitation” is defined as approaching the University community with the intent to sell, request, distribute, or promote a product or service.
23. “Student” means any person in attendance (in person or online) at LSSU. Students include undergraduate, graduate, and non-degree-seeking persons.
Persons may also be considered a student if they are admitted and/or deposited to Lake Superior State, but not yet in attendance; those who attend post-secondary educational institutions other than LSSU while residing in an LSSU facility; and former students and others who are not enrolled for a particular term but who have a continuing relationship with, or an educational interest in, LSSU (e.g., students under suspension, a leave of absence, or participating in any activity in preparation for attendance such as orientation, and residence hall check-in.)
24. “Student Community Board” or “SCB” consists of a board of student leaders that serve as a peer-to-peer adjudicative body. Members of the SCB are student leaders who are selected, trained, and supported by Student Affairs staff to hear cases of potential policy violations.
25. “Student Organization” means a student organization recognized by the University according to applicable policy. A student organization may be either a Registered Student Organization (RSO), Sponsored Student Organization (SSO), or Club Sport. Unless otherwise specified, the term “student organization” refers to RSOs, SSOs, and Club Sports.
26. “University” or “the University” means LSSU, including all campuses, programs, colleges, and grounds (including Petoskey and Escanaba).
27. “University community” means students, staff, faculty, administration, and other employees of LSSU.
28. “University official” means any person employed by the University who is operating in an official capacity, which includes Resident Assistants (RAs) and other student staff members.

29. “University-sponsored activity” or “University-sponsored event” means any activity on or off campus that is initiated, authorized, or supervised by the University or a recognized student organization or University program, office, or department.
30. “Witness” refers to an individual who observed the alleged misconduct and can provide additional information (see §407 Other Procedural Elements).

Section 102. Knowledge and Awareness of Policies

The University will communicate *The Navigator* to students on an annual basis, usually at the beginning of the academic year. However, independently of the annual notice, all students are expected to familiarize themselves with all policies and procedures set forth in *The Navigator*. Please read this document carefully. If you are a student §101(27), then you are accountable for its contents.

Section 103. Categories of Violation

Section II contains the Student Code of Conduct, which lists most student behaviors that are prohibited or otherwise regulated by the University. Throughout the Code of Conduct, as well as in certain other University policies, you will notice references to Categories A, B, and/or C, indicated in parentheses after the name of policy violations (e.g., “Breaking the Plane (B)”). These categories classify the severity of the incident and indicate the types of outcomes typically assigned by the University in response to such a violation. Category A violations, for example, are considered less severe than Category B or C violations and thus usually result in fewer and/or lower level assigned outcomes. A policy’s category may also affect, in some cases, how a case is processed. See Article IV. Student Conduct Process for more details.

The following table gives a general sense of assigned outcomes to expect. Outcomes are always assigned on a case-by-case basis while considering precedent and the student’s conduct record at the University and may deviate from this chart when reasonable.

Category A Violations	Category A violations are considered the least severe and tend to have a lower impact on oneself, others, or property. Common assigned outcomes may include educational experiences, reflection & learning exercises, and restorative service hours. University Warning is often considered.
Category B Violations	Category B violations are considered moderately severe and tend to have a more significant impact on oneself, others within the community, or property. Common assigned outcomes may include educational experiences, reflection & learning exercises, loss of privileges, and increased restorative service hours. Probation is often considered, and Suspension may be considered.
Category C Violations	Category C violations are considered the most severe violations and tend to have a more substantial impact on oneself, others within the community, or property. Common assigned outcomes include extensive service hours or educational experiences, and restrictions to University facilities. Probation or Suspension is likely, and expulsion may be considered.

Section 104. University Jurisdiction

Any student from any school, campus, or program of LSSU may be held accountable under these policies and procedures. This includes students in undergraduate, graduate, or other programs. Some colleges and University offices may enforce program-specific policies and procedures in addition to those found in *The Navigator*.

The University reserves the right to investigate and adjudicate any case in which a student is alleged to have violated any policy published by the University, regardless of the location of the incident (including off-campus or online). Students may also be found in violation for attempting, conspiring, planning, or colluding to engage in misconduct, even in the absence of completed misconduct. Students are also expected to follow the policies and procedures of institutions that they may visit, including study away/abroad and field-based programs.

Section 105. University Authority

The Office of the Dean of Student Affairs is responsible for the maintenance and enforcement of *The Navigator*. This authority is delegated by the University President on behalf of the Board of Trustees, and is intended to foster and maintain a safe, healthy academic environment for the University community.

The term Dean of Student Affairs is used throughout *The Navigator* to identify who is primarily responsible for the enforcement of its policies. The roles and responsibilities of the Dean of Student Affairs may be delegated to other University staff members at the discretion of the President or Dean of Student Affairs.

When a Residence Hall Coordinator or other trained University staff member serves as a Conduct Administrator, that staff member is acting with the authority of the Dean of Student Affairs.

The Navigator policies are the superseding authority for LSSU standards of student conduct. Any question of interpretation or application of *The Navigator* will be referred to the Dean of Student Affairs or appropriate designee for final determination.

Section 106. Focus of Proceedings

The overall purpose of *The Navigator* is to ensure the safety of the University community while balancing the needs of (a) the student(s) involved in an incident, (b) the rest of the University community, and (c) the University as an institution. None of the procedures or processes described in *The Navigator* are intended to be adversarial or overly legalistic. They are intended to be educational, informal, fair, and expeditious.

As such, the standards, terminology, and overall philosophy found in *The Navigator* may differ from some individuals' expectations. However, the matter is resolved, the University will always engage in a fundamentally fair process and will reasonably consider the perspectives of involved parties to understand the facts of an incident and to determine an appropriate resolution. The University may proceed with a hearing or other resolution despite pending civil or criminal proceedings. In some circumstances, the University may refer a case for criminal investigation. Except where expressly adopted in *The Navigator*, the rules and procedures of criminal and civil courts – including rules of evidence – do not govern University proceedings. Additionally, the University is not obligated to await the resolution of a criminal or civil matter before moving forward with its own proceedings.

Section 107. Time Limitations

There is no formal limit for when an incident of alleged misconduct may be reported; however, the Office of the Dean of Student Affairs will generally not investigate reports submitted over one calendar year after the occurrence of the alleged incident. Exceptions may be made for serious incidents. Deviations from the timelines or procedures described here will not invalidate a proceeding or decision unless significant prejudice to a student or to the University results.

Section 108. Communication & Notifications

The official method of communication to correspond with students about student conduct or conflict matters is the University's email (username@lssu.edu). All students are responsible for checking their LSSU email regularly and are responsible for all communications sent to their LSSU email accounts from a University official. Sensitive messages, including allegation letters, meetings requests, and decision letters will be sent through the conduct database system, Guardian, whenever possible. This system is used to protect students' privacy and store records of correspondence. Students may also be contacted in person, by phone, text message, postal mail, or other means as needed.

1. Victim Notification

The University may disclose to an alleged victim the result of a conduct proceeding against an alleged perpetrator of a crime of violence (alleged or attempted commission of the following offenses: arson, assault offenses, burglary, criminal homicide, manslaughter, murder, destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses) or non-forcible sex offense (statutory rape, incest). Limited information about the outcome of an incident of alleged domestic violence, sexual misconduct, or stalking may be disclosed to the affected party or complainant in such a case. These disclosures may be made without the consent of the respondent.

2. Parent or Guardian and Emergency Contact Notification

In accordance with FERPA and applicable law, the University may notify emergency contacts when there is concern that the student is in some danger or may pose a danger to self or others. The University reserves the right to notify parents or guardians of students under the age of 21 when there is a concern for the well-being of the student or if there is an incident involving drug or alcohol abuse. Under rare circumstances, the Office of the Dean of Student Affairs may notify parents or guardians when permissible and when a student is assigned residence hall or University probation, residence hall or University suspension, or residence hall or University expulsion.

Section 109. Student Accessibility

All students have the right to request accessibility accommodations that enable them to participate fully in the conduct process. Requests for such accommodations may require registration or other verification through the Accessibility Office (<https://www.lssu.edu/academic-services/accessibility/>) and will be expedited for consideration on an individualized, case-by-case basis.

Section 110. Student Responsibility for Guests

University and residence hall guests are expected to follow *The Navigator* policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups, and student organizations on all campuses.

Section 111. Reservation of Rights and Other Violations

The version of *The Navigator* that is in effect when the alleged incident arises will be used to determine the outcome of a case. LSSU reserves the right to modify the processes and policies herein without notice to address safety concerns or to ensure a fundamentally fair process for all parties involved. The full and most up-to-date text of *The Navigator*, including the sections found here, is available online. The online version may be updated at any time and takes precedence over any printed version.

The University also reserves the right to bring disciplinary action against a student for behaviors not specifically identified in *The Navigator*, but which nevertheless violate the principles outlined in the handbook.

Section 112. Student Conduct Records & Privacy

Student conduct records are maintained by the Office of the Dean of Student Affairs for seven years from the date of an incident, with the exception of cases resulting in University expulsion (such files are retained indefinitely). Such files may contain contact information, correspondence, decisions, assigned outcomes, reports, and other information pertaining to any case in which a student was found responsible.

Students have a right to view a redacted copy of their conduct file that falls within the seven-year period or that resulted in University expulsion, with any protected information about other students removed, during regular business hours in the Office of the Dean of Student Affairs. The Office of the Dean of Student Affairs reserves the right to offer review of documents in a virtual setting (e.g., Zoom, Microsoft Teams). The Office of the Dean of Student Affairs requires a minimum of five business days' notice to prepare files for review. To request to view a redacted copy of their conduct file, students must complete the [Authorization to Release/Rescind FERPA Protected Academic Information](#) form found on the Registrar's website. Forms are reviewed in the order they are received, and the Office of the Dean of Student Affairs will contact you to schedule a time for your meeting once your form is processed.

To request a release of your conduct file information to another person or school/organization, students must complete the Permission to Release Education Record Information form and if applicable, submit any associated form from the school/organization they want to receive their conduct file information. Forms are reviewed in the order they are received and are typically processed within 5-7 business days.

Privacy applies to affected parties, respondents, complainants, witnesses, accompanying parties, Conduct Administrators, and members of Hearing Boards. All individuals are expected to adhere to the regulations set forth by the Family Educational Rights and Privacy Act of 1974 as Amended ("FERPA") regarding the dissemination of information pertaining to the conduct process or equitable resolution procedures. All proceedings are private and unauthorized recording by any means is strictly prohibited. The University reserves the right to share information regarding a case with other appropriate parties on a need-to-know basis. More information about FERPA can be found on the Registrar's website at www.lssu.edu/registrar.

Article II – General Student Conduct

The Student Code of Conduct provides a baseline guide for acceptable and appropriate student conduct at LSSU. All students, student organizations, guests, and visitors must adhere to all University policies including – but not limited to – those in *The Navigator*, as well as local, state, federal, and international laws. LSSU students should aspire to the highest standards of decorum, civility, and respect in their conduct toward each other.

Section 201.

The following behaviors are prohibited and/or regulated at LSSU and may subject students to disciplinary action. Commonly assigned outcomes are shown in Section 103.

1. Abusive Conduct (B or C)

Abusive conduct is strictly prohibited. Abusive conduct includes any intentional conduct that inflicts or attempts to inflict bodily harm or severe emotional harm or distress upon any person, any reckless action that could result in bodily harm, and/or any action that would reasonably cause another to feel intimidated, humiliated, or fearful that their health or safety is in immediate danger. Using or attempting to use alcohol or other drugs purposefully to incapacitate another individual is also considered abusive conduct.

When a student harms or attempts to harm oneself, the student may be required to meet a representative from the Office of the Dean of Student Affairs and/or Behavioral Concerns Team to plan an appropriate course of action.

2. Alcohol (A, B, or C)

LSSU students who are 21 years of age or older may choose to consume alcohol, including at campus functions, in approved designated areas. Those who choose to consume alcohol must do so responsibly whether on or off campus.

The following conduct is prohibited:

- a. Consuming or possessing alcohol while under 21 years of age (A)
- b. Consuming or possessing alcohol outside an approved designated area (A)
- c. Disruptive activity due to intoxication (B)
- d. Manufacture, sale, or unauthorized distribution of alcohol (B)
- e. Public intoxication on University property or at a University-sponsored event (B)
- f. Severe intoxication resulting in concern for student's well-being (C) (Intoxication constituting "of concern" is at the reasonable discretion of the Office of the Dean of Student Affairs)

3. Breaking the Plane (A or B)

Breaking the vertical plane of a window, balcony, stair railing, or similar structure is prohibited. Breaking the plane includes objects or people sitting on window ledges, on stair railings, or balconies; it includes reaching, extending, throwing, etc. any object or body part (including bodily or other fluids) through the vertical plane of a structure, whether the plane is open. Any object breaking the plane that could cause harm to a person or damage to property may also be considered a dangerous object (see §201(4) Dangerous Objects) whether anyone or anything was in immediate danger.

4. Dangerous Objects (B or C)

The unauthorized or illegal possession, display, or use of dangerous objects is strictly prohibited. Dangerous objects are designed or customarily carried or possessed for use as a weapon and are likely to cause death or bodily injury when used as – carried or possessed for use as – a weapon. Dangerous objects may include – but are not limited to – (un)loaded firearms (including BB, pellet, and paintball guns) whether operable or inoperable; ammunition; fireworks; smoke bombs; explosives; sabers, swords (decorative or ceremonial), or stabbing instrument; bows or crossbows; blades exceeding three (3) inches or anything that could be perceived or misrepresented as a weapon. LSSU Public Safety Officers may remove any of the above objects if found on the campus.

Only employees of government law enforcement agencies who are required to carry firearms while on-duty are exempt from this policy.

The conduct below is prohibited:

- a. Possession of a prohibited dangerous object other than a firearm (B)
- b. Unauthorized possession of a firearm (C)
- c. Use, display, or threat of use of any prohibited dangerous object (C)

5. Disruptive & Disorderly Conduct (B)

LSSU's academic mission is predicated on mutual respect and cooperation among students, employees, and neighbors. It is therefore prohibited to cause or provoke any disruption to academic pursuits or to infringe upon the rights, privacy, or privileges of another person or group of people in our community. Any action that disrupts the University's normal operations is also prohibited.

Such activity includes, but is not limited to:

- a. Behavior in a classroom, instructional program, research setting, administrative office, or other University program or facility that significantly interferes with LSSU's orderly functioning or prevents others from benefiting from the class or program;
- b. Any conduct on or off campus that is disorderly, lewd, or indecent, or that significantly disturbs the peace and comfort of others or the University community, including but not limited to:
 - i. Urinating or defecating in public view or in any public or private space not intended for such a purpose;
 - ii. Shouting slurs, epithets, or profane language in public spaces; and
 - iii. Displaying obscene materials in public view
- c. Behavior on or off campus, or online, that significantly interferes with the ability of others to live in a safe and reasonably peaceful environment.

This policy does not supersede a student's right to free speech. For more information about organizing campus gatherings, refer to the Free Expression: Student Demonstration and Fixed Exhibit Policy.

6. Drugs & Controlled Substances (A, B, or C)

Possession, use, transfer, distribution, manufacture, or sale of illicit drugs is prohibited. Illicit drugs include illegal drugs and legal substances used outside the directions of a valid prescription. Students may not possess drug paraphernalia (any item(s) or article(s) needed for, intended for, or typically associated with illicit drug use), even if the paraphernalia is unused. LSSU prohibits the following conduct:

- a. Being in the presence of illicit drugs (A)
- b. Possessing drug paraphernalia (A)
- c. Possessing or using illicit drugs (B)
- d. Manufacturing, selling, transferring, or distributing illicit drugs (including "sharing" or otherwise distributing prescription drugs) (C)
- e. Severe intoxication resulting in concern for student's well-being (C) (Degree of intoxication constituting "of concern" is at the reasonable discretion of the Office of the Dean of Student Affairs or designee)

Cannabis use is legal in Michigan for some medical conditions and for recreational purposes for those over 21. Nonetheless, the possession or use of cannabis remains a federal offense under Controlled Substances Act, Drug-Free Workplace Act (1988), and Drug-Free Schools and Communities Act Amendment (1989). LSSU Public Safety Officers may remove any of the above substance or paraphernalia if found on the campus.

7. Facility Use & Access (A or B)

Unauthorized access to, presence in, or use of University facilities, grounds, or construction sites is prohibited. Students may not prop open any controlled access door (e.g., fire doors, doors requiring a Campus Card to open, secured exterior or interior doors).

The following conduct is expressly prohibited:

- a. Rollerblading, skateboarding, skating, or playing unauthorized sports in a University facility (A)
- b. Accessing University facilities, grounds, or construction sites without authorization (B)
- c. Providing others unauthorized access to University facilities (B)
- d. Duplication of keys or Campus Cards (B)
- e. Tampering or interfering with security systems (surveillance cameras, etc.) (B)
- f. Possession, use, or storage of unauthorized motorized personal transportation devices on campus, excluding those protected under the American Disabilities Act (A)

8. Failure to Comply (B)

University policies are designed with the safety and well-being of the University community in mind. Actions that appear to be inconsistent with local, state, or federal law may subject students to disciplinary action through the University in addition to criminal and civil courts. Students are expected to comply fully with all University policies and procedures and to cooperate with University officials and emergency personnel acting in their official capacity.

The following conduct is expressly prohibited:

- a. Failure to conduct oneself in accordance with local, state, or federal law (including laws of the host nation when studying away or traveling abroad) (B)
- b. Failure to comply with any other University policy – this includes, but is not limited to, the policies outlined in section Other University Policies (A, B, or C).
- c. Failure to comply promptly with the reasonable request or instruction of a University official or emergency personnel acting in an official capacity (e.g. refusing to dispose of alcohol when instructed, running away when confronted on behavior, refusing to provide identification, refusing to follow an RA's instructions, violating a No Contact Directive or any other restriction issued by University, etc.) (B)
- d. Failure to comply with an assigned outcome of a conduct proceeding or any interim or administrative measure implemented in association with a conduct matter (B)
- e. Failure to comply with an administrative action of the Behavioral Concerns Team, Office of the Dean of Student Affairs, or other administrative office (cf. Behavioral Concerns Team) (B)

9. Fire-Related Misconduct (B or C)

Any fire-related behavior that compromises safety is strictly prohibited. Students must comply promptly with all fire drills, evacuations, or other emergency procedures, and respect all posted regulations about the use of fire doors, emergency exits, and fire escapes. During a fire alarm, all students must immediately evacuate the building. In the event of a fire, University staff will not enter buildings to evacuate residents or guests.

The following conduct is expressly prohibited:

- a. Failure to evacuate a building immediately upon a fire alarm (B)
- b. Tampering with, disabling, or misusing fire alarms or equipment (B)
- c. Damaging property by fire or explosives (C)

10. Fraud, Misrepresentation, & Dishonesty (B or C)

LSSU students are held to the highest standards of integrity and truthfulness. The following conduct is strictly prohibited:

- a. Knowingly submitting or providing false information to the University or any University official (B)
- b. Falsification, alteration, forgery, or misuse of University records, documents, or other materials pertaining to the University, including electronic records (C)
- c. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire or other emergency; or filing a false report of alleged misconduct in bad faith (e.g., activating emergency call buttons or other alarm systems) (C)
- d. Use, possession, manufacture, sale, transfer, or distribution of false or fraudulent identification ("fake IDs"), including possessing or using another individual's identification or modifying an otherwise valid identification under circumstances indicating fraudulent intent (B or C)

11. Gambling (B)

Gambling, illegal wagering, bookmaking, and unauthorized games or contests of chance – or support thereof – are prohibited on University premises or when associated with a recognized student organization. Such activities are prohibited as part of University-sponsored functions, events in University residence halls, and sporting events, unless facilitated by a licensed third-party vendor.

12. Harassment & Bullying (B or C)

Harassment and bullying are strictly prohibited at LSSU. Harassment and bullying may be verbal, physical, or psychological and may occur through electronic means (i.e., cyber bullying). Harassment and bullying can occur through one severe, isolated incident or through a pattern of repeated incidents. Such actions are unwelcome and pose a risk to the health and safety of the University community. Petty slights, annoyances, and isolated incidents (unless serious and pervasive) may not rise to the level of a policy violation.

13. Hazing (C)

Hazing is a broad term encompassing actions or activities often associated with initiation or group associations that inflict or attempt to cause mental or physical harm or anxiety, or that demean, degrade, or disgrace a person, regardless of location, intent, or consent of participants. Hazing can also be defined as any behavior that intentionally or unintentionally endangers the physical or mental health of a student for the purpose of initiation, full admission, or affiliation with any organization or group. Any activity that promotes a class system or subjects a certain subgroup to subservience in any form may also be considered hazing.

Hazing is expressly prohibited by the University and by Michigan law (MCL 750.411t).

14. Identification Non-possession & Misuse (A)

To ensure the safety of the University community, every registered student is required to carry a University identification card at all times while on campus. Student IDs are issued to individual students and are non-transferable. Permitting another to use one's own student ID is also a violation, and when used fraudulently may also constitute a violation under §201(10) Fraud, Misrepresentation, & Dishonesty.

15. Neighborhood Disturbance (B)

LSSU values a positive and mutually supportive relationship with its neighboring residential and business communities. LSSU students help sustain these relationships by conducting themselves as mature and responsible neighbors when off-campus. Students are responsible for upholding all federal, state, and city laws and ordinances wherever they reside, travel, or socialize.

Students are prohibited from causing a disturbance in the off-campus community by irresponsible or unreasonably noisy social hosting, disruptive or unruly behavior, damage to property, or other disruptive activities. Students who reside at, own, or are listed on a lease for a property where this policy is violated may be subject to conduct proceedings whether or not they were present during the offense.

16. Peer-to-Peer File Sharing (A or B)

Peer-to-Peer ("P2P") file sharing of copyrighted material is a violation of the Digital Millennium Copyright Act (DMCA) and is prohibited. Students who are reported to the University for possessing copyrighted material on their computers or devices will be subject to disciplinary action.

17. Property Damage (B)

Tampering with, defacing, or causing damage to University, public, or private property or equipment is prohibited. Students may be responsible for paying restitution for damage they cause in addition to further disciplinary action.

18. Retaliation

All members of the University community have a right to bring forth information that supports an environment of safety and support. Accordingly, any act of retaliation taken against another is a serious violation of University policy. Alleged retaliation should be reported immediately to Public Safety, the Office of the Dean of Student Affairs, or another University resource and will be addressed promptly.

19. Smoking & Tobacco Products (A)

Use of all tobacco products is prohibited on all campus properties. This includes interior spaces on LSSU's campuses, outdoor property or grounds controlled and/or maintained by LSSU, University-owned or leased vehicles, and all outdoor or indoor athletic facilities. Tobacco is defined to include lighted cigarettes, cigars, cigarillos, pipes, hookah or waterpipe products, cannabis, smokeless/spit or spitless/dissolvable/inhaled tobacco products, dip, chew, snuff, snus in any form (e.g., orbs, sticks, pellets). Nicotine products not approved by the Food and Drug Administration as a smoking cessation product are prohibited.

Electronic smoking devices (e.g., e-cigarettes, vaporizers, or "vapes") or any electronic product that can be used to simulate smoking are prohibited and are treated as regular cigarettes for the purpose of University policies, unless tampered with or intended for use with illicit drugs (in which case, see §201(6) Drugs). Individuals who choose to smoke on public property near campus locations must do so in compliance with existing public ordinances. Students are prohibited from selling, buying for, distributing samples of, or furnishing tobacco products.

20. Solicitation (B)

Organized efforts to engage in solicitation on LSSU's campuses and at University-sponsored events are regulated as follows:

- a. Recognized student organizations are required to complete and submit all applicable forms to the Office of the Dean of Student Affairs to seek authorization to sell or solicit on campus or at University events.
- b. Individual students or student groups (including unrecognized student organizations) must seek special authorization by the Dean of Student Affairs to obtain permission to sell or solicit on campus or at University events, or else must be sponsored by a recognized student organization or University department.

The Dean of Student Affairs reserves the right to cancel or prohibit any solicitation activities if the activities violate University policies and procedures, interfere with other functions of the University, or do not align with the University's mission.

21. Taking of Property (B or C)

The unauthorized taking (stealing, theft) of University, public, or personal property and the sale, receipt, or possession of stolen articles including services, equipment, or products are prohibited. Severity is dependent upon the estimated value of the property as determined by the Conduct Administrator.

22. Trash Disposal (A or B)

Students and their guests who do not properly dispose of their trash in appropriate receptacles are subject to disciplinary action.

Section 202. University Housing Regulations

As a residential campus committed to the education of the whole person, the residential experience is considered an integral part of a student's education and the LSSU Experience. To support this experience, students living in or visiting any residence hall (i.e., any residential building owned by the University and operated by Residence Life & Housing Department) are subject to additional policies. Students assigned to on-campus living spaces are responsible for the contents of the space and activities occurring therein.

Additional information about the on-campus living requirement, residence hall housing agreements, housing selection process, check-in and check-out procedures, and more, is available online at <http://www.lssu.edu/housing>. The University Housing office is on the lower level of Cisler Center in Room 125.

1. Alcohol – Residential (A or B)

LSSU expressly prohibits the consumption of alcohol for any person under 21 years of age. The University expressly promotes the responsible possession and consumption of alcohol for any person over 21 years of age that chooses to consume it. Students and their guests, regardless of age, are subject to additional regulations concerning alcohol when in a residence hall. Students must properly dispose of all alcohol present when asked by a University official (including RAs). The following conduct is prohibited for residents and guests:

- a. Possession of collections or displays of containers that contain or previously contained alcohol (e.g., empty bottles, etc.) (A)
- b. Drinking practices or games that encourage participants to consume alcohol or promote intoxication and any paraphernalia that supports such activity (A)
- c. Possession of excessive amounts of alcohol (including any sized keg) as determined by a University official (B)
- d. Use or possession of alcohol in building common areas (B)

Empty alcohol containers and paraphernalia may be confiscated during inspections, break periods or at any time a resident is found violating the alcohol policy. Any individual present when a potential alcohol policy violation occurs will be documented and will proceed through Conduct Process to determine responsibility for any violations.

2. Decorations (A)

Decorations of residence halls are regulated to minimize damage to the buildings. Any marks or damages from decorations are the responsibility of the resident. Dry-erase boards are subject to additional consideration by University Housing staff because of their visibility and commonplace use. The following are not permitted in residence halls:

- a. Permanent alterations to walls, ceilings, floors, furniture, and other fixtures;
- b. Painting, wallpapering, writing on, adhering stickers to, or drawing on room surfaces;
- c. Use of tape of any kind on ceilings or floors;
- d. Covering or draping over light fixtures, lamps, smoke/ heat detectors, and sprinklers;
- e. Use of decorative lights that are not UL-approved and low wattage or LED.

3. Facility Use & Access – Residential (A or B)

In addition to the policies in §201(7) Facility Use and Access, the following regulations apply to all residence halls. To ensure a reasonable level of health and safety, all rooms and apartments are inspected periodically by the Campus Life and Housing Office staff through Health and Safety inspections.

Regarding the condition/content of student living areas and common spaces, the following are Category A violations and are prohibited:

- a. Adding permanent fixtures or making structural changes in rooms or common areas;
- b. Detaching fixed furniture, disassembling furnishings, stacking furniture that is not designed to be stacked, removing furniture from rooms or common areas, and possessing furniture designated for common areas;
- c. Attaching or securing personal property in any manner to the ceiling, floor, or walls of a room; and storing personal property in a public area (e.g., lobby, lounge, shared bathroom);
- d. Altering windows to open or opening windows past the point of the window blocks;
- e. Removal of screens from windows.

Regarding residence hall access, the following are Category B violations and are prohibited:

- f. Altering, covering, or obstructing door locking mechanisms or eye holes;
- g. Propping open corridors, stairways, fire/smoke doors, or exterior doors; opening secured outside doors; tampering with door locks;

- h. Granting or allowing access to an unauthorized or unknown individual, including holding open entrance doors for another person;
- i. Using non-designated entrances/exits;
- j. Extending antennae, wires, cables, or other items outside a room/apartment from within any room/apartment.

Regarding cleanliness and safety in student living areas, the following regulations are expected of all residents and guests. Failure to comply with any of the following may be a Category A violation of this policy.

- k. Trash must be removed and disposed of properly.
- l. Food products must be properly stored. Leftover/unconsumed food must be disposed of properly. Empty beverage containers and used food containers must be properly disposed of or cleaned. Utensils, dishes and items used to prepare and serve food must be cleaned or disposed of properly. Spoiled and spilled food products must be removed and properly disposed.
- m. Clothing must be laundered and/or properly stored.
- n. Rooms must be free from unpleasant odors.
- o. Carpet must be vacuumed and free of stains. Floors must be swept and mopped.
- p. Personal items must be neatly arranged and may not interfere with the intended use of the room.
- q. Expectations for room use and cleanliness as agreed upon in the roommate agreement must be upheld.
- r. Sports of any kind may not be played inside any of the residential halls.

4. Fire Regulation – Residential (A)

In addition to those policies in §201(9) Fire-Related Misconduct, the following conduct is expressly prohibited in residence halls:

- a. Creating situations that endanger the quick and efficient evacuation of a room or buildings
- b. Possession or use of candles, incense, incense burners, hookahs, and other lighted, flaming, or flammable liquids not specifically authorized by Residence Life
- c. Exceeding the electrical capacity of an outlet; modifying the permanent electrical wiring of a residence hall; or maintaining a power strip or electrical cord in a manner that creates a fire hazard
- d. Tampering with, covering, obstructing, or hanging items from smoke detectors, sprinkler heads, fire alarm pull stations, fire extinguishers, exit signs or paths, windows, window screens, heating and ventilation units, or ceilings
- e. Decorations, displays, or furniture that block or obstruct an exit door, window, hallway, circuit breaker panel, sprinkler, fire hose cabinet, or fire extinguisher
- f. Possession of a halogen lamp, propane, air gas cylinders, candles, wax warmers, oil lamps, burning incense, charcoal lighting fluid or any other open flame devices or combustible materials
- g. Possession of natural vegetation of a combustible nature (e.g. live holiday trees and evergreen boughs)
- h. Leaving any heat-generating appliances (e.g. stoves, ovens, microwaves, toasters, clothing irons, or hair-styling tools, etc.) unattended

5. Guests & Visitation (A or B)

A residence hall guest (“guest”) is someone not currently assigned to live in any residence hall. A host is a current resident who is responsible for the guest. Students may host a maximum of two (2) guests per person. Guests may be checked in at any time. The University reserves the right to limit the frequency and/or duration of guest visits.

a. General Guest Policies

The following policies apply to all guests regardless of time of day or building, except where otherwise noted:

- i. The right of a residential student to live in reasonable privacy supersedes the right of a roommate to entertain people in the room. Visits can be an infringement upon the privacy and convenience

of those sharing the space. Visitations should occur on a limited basis and only with the consent of those sharing the room, apartment, or bathroom. In determining when guests should be invited, mutual respect for those sharing the living environment should prevail.

- ii. Because residence hall resources are intended for use by the student who is assigned a specific space, the consistent presence of a guest(s) is not permitted in University residence halls or apartments. Guests or visitors who are found to be a consistent presence regardless of time of day are not permitted.
- iii. Overnight visitation is defined as a visitation during the hours of 10:00 PM–8:00 AM Sunday-Thursday and 12:00 AM-8:00AM on Friday-Saturday.
- iv. A Request Form for Minor Visitation in the Residence Hall must be completed for any minor (under age 18) requesting to visit a student in a residence hall overnight without a parent or guardian present for the duration of the visit. The form must be received by Residence Life no later than 12:00 PM (noon) two business days before the minor's visit to the residence halls. A Department of Residence Life staff member will contact the student host and/or guest directly with the decision regarding the request for minor's visit. All requests will be reviewed on a case-by-case basis.
- v. Guests are expected to adhere to policies in *The Navigator*. Residential students are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests (cf. §110 Student Responsibility for Guests).
- vi. Residence Life or other University staff have the authority to limit guest privileges as needed. This includes, but is not limited to, requiring a paper guest pass for overnight guests, restricting visitation for a specific guest or host, or requiring guest passes during high-volume periods.
- vii. In buildings with front desks, residents must (a) properly check in all guests at the desk and (b) display a guest's LSSU ID or a valid government issued photo ID to the front desk employee. Guests without proper ID will not be allowed in the buildings. This includes expired or voided forms of identification. Exceptions to this policy may only be made by University Housing or Public Safety staff.
- viii. Hosts must accompany their guests at all times including accompanying guests from the building and notifying the residence hall security desk upon departure. Hosts and guests must return to the front desk together and notify the desk attendant with their intention to check out. Guests must be accompanied between the public areas of the hall and the resident's room after the posted escort hours.
- ix. Students removed from on campus housing or banned from University property cannot be signed in as guests.

b. Overnight Guest Policies: Students may have overnight guests with the provisions below.

- i. A guest may stay overnight only with the consent of the host's roommates and in accordance with the roommate agreement.
 1. A guest may not stay overnight more than three consecutive nights in a one-month period.
 2. Any non-student guests must also register their vehicles with Public Safety and be parked in the proper parking lot.

6. Noise & Quiet Hours (A)

Residence halls are an extension of the University's academic environment. As such, conduct that infringes upon the rights of the University community to reasonable peace and quiet is always prohibited. Such conduct includes, but is not limited to, playing or using stereos, musical instruments, or amplified sound systems in the residence halls in a manner that disturbs the residential community or University community at large. Students must abide by the following policies:

- a. Courtesy hours are always in effect. To protect others' rights to a conducive academic environment, no noise may disrupt other members of the community.
- b. Quiet hours are in effect from 10:00 PM–8:00 AM Sunday-Thursday and 12:00 AM-8:00AM on Friday-Saturday in all residential buildings. Floors or buildings may establish additional quiet hours.
- c. During study days and final exam periods, quiet hours are in effect 24 hours a day, 7 days a week in all residence halls.

7. Pet-friendly – Residential (A or B)

Pets are welcome in most residence halls at LSSU, given adherence to certain conditions. By bringing a pet to campus, the student/owner is, in effect, agreeing that conditions are met. Because of room sizes, Brady Hall and Osborn Hall are not designated as Pet-Friendly Housing and are limited to Emotional Support or Service Animals. Students are permitted to bring one pet/ Emotional Support Animal/ Service Animal (exceptions may be reviewed on a case-by-case basis). Owners should carefully consider the advantages and disadvantages of the campus environment for their pet.

Pets must be in certifiable good health while on campus. Lake Superior State University may consult a veterinarian to make a recommendation regarding any Pet that is unfit to live on campus. Certification of health and appropriate vaccinations must be presented when registering a pet and upon any future request. Animals with pest/parasites and/or contagious diseases will not be permitted in University housing to protect the safety of others.

Animals eligible for approval include:

- Fish (up to 10-gallon size tank)
- Small, caged animal (i.e., rabbits, hamsters, gerbils, chinchillas, guinea pigs, hedgehogs)
- Cats (minimum 9 months old)
- Dogs (up to 60 lbs. when fully grown; minimum 9 months old)

Animals not eligible for approval include:

- Dogs exceeding 60 lbs. when fully grown
- Reptiles
- Birds
- Rodents colloquially known as pests (e.g., rats, mice)

All approved animals require the payment of a \$500, non-refundable fee.

- a. Pet owner assumes all responsibility for Pet's actions and any damages, repairs, or cleaning, regardless of circumstance or setting.
- b. Pets must reside with the person to whom they are registered.
- c. Approved pets must always wear issued LSSU ID tags, along with a Vet issued Rabies Tag (if applicable).
- d. Dogs and cats must be spayed or neutered, and certification that this procedure has been performed must be provided when registering. Breeding of any animal or pet for any purpose is prohibited.
- e. All pets must be crated, caged, stationed, or in a terrarium/aquarium when left unattended in room.
- f. Pets may not be left unattended over any break or extended period when Owner is away from campus. Owner negligence and pet mistreatment are not tolerated.
- g. All Pets must be house/litter trained.
- h. Unless in a cage, must always be on a leash while outside the owner's residence room and while on the campus of Lake Superior State University.
- i. Pets are not permitted in residence hall bathrooms.
- j. Pet food must be stored in an appropriately sealed container. Pet food may not be stored or prepared in common area kitchens. Live feed is not permitted in University Housing.

- k. Owners are responsible for cleaning up after their respective pet.
- l. Pets cannot exhibit any aggressive behavior toward people or other pets.
- m. Pet owners must work with Residence Life and Housing to ensure safety of Facilities staff entering a room for a maintenance call.
- n. All approved animals require a clean bill of health from a veterinarian by the beginning of each semester. The clean bill of health form can be found on lsu.edu/housing.
- o. Failure to remove a Pet from campus will result in a fine and/or conduct action.
- p. Pet must have resided with resident at least three months before moving into University Housing.

Emotional Support Animals and Service Animals

Students requiring the assistance of a Service Animal or an Emotional Support Animal (ESA) must request and be granted such accommodations through the Accessibility Office (www.lsu.edu/accessibility) before moving into University Housing. Only animals classified as Service Animals, as defined by the Americans with Disabilities Act as Amended, the Fair Housing Act, and Section 504 of the Rehabilitation Act of 1973, are permitted to live on-campus outside the guidelines established by the Pet-Friendly Policy. Students cited for potential violation of the Pet-Friendly Policy be required to remove their pet pending review and determination of a proceeding or ESA request. Falsification of ID tag, veterinary records, or certification (cf. §201(10) Fraud, Misrepresentation, & Dishonesty).

8. Prohibited & Restricted Items (A)

For health, safety, legal, and insurance liability reasons, residents are prohibited from possessing the following items in residence halls. This list is not exhaustive. Additional restrictions may also apply.

- Air fryer
- Any appliance exceeding 800 watts
- Bicycles (other than in designated areas)
- Candles
- Combustibles
- Deep-fat fryer
- Drug paraphernalia (see §201(6) Drugs)
- Electric blankets
- Extension cords that are not surge protectors
- Grills intended for outdoor use (gas, charcoal, or outdoor electric)
- Fog machines
- Gasoline-fueled vehicles and other items
- Halogen or lava lamps
- Grow lamps (lighting intended for growing or cultivating plants or vegetation)
- Heaters that are kerosene or electric
- Hookahs
- Hoverboards
- Incense
- Lofts other than those approved by the University
- Mopeds, motorbikes, motorcycles
- Open flames
- Plug-in air fresheners with built-in power outlets
- Water filled furniture
- Weapons (see §201(4) Dangerous Objects) – see below for storage

University Housing residents may register and store firearms, air pistols, blow guns, bows, ammunition, arrows, blades, and used ammunition at the Public Safety Office. Residents may possess such objects on property owned or

controlled by the University just long enough to deliver and retrieve them from the Public Safety Office. Persons shall park in D lot (visitor and Public Safety spots are available) and proceed directly to Public Safety. The firearms/objects are to be brought to the Public Safety Office, unloaded and in a gun case. Archery equipment is to be unloaded and knives are to be sheathed. When reclaiming registered objects from Public Safety individuals must, likewise, park in D lot, place the object(s) in their vehicle and immediately leave campus.

Firearms, ammunition, explosives, air pistols, blow guns, and bow and arrows of any kind are not permitted in any on-campus housing at any time.

9. Property Damage – Residential (A, B, or C)

Damage to University, public, or private property in the residence halls is prohibited. Room or apartment damages are recorded on the inventory form every time a student changes rooms or checks out. Damage assessments may reflect replacement costs as well as administrative and labor fees. University Housing staff will determine the breakdown of costs when students are charged for specific damages.

Every time a student checks out of a room or changes rooms, public area damages assessed to that student's living unit may be added onto the total charges on the room or apartment inventory form. Public area damage assessment includes extra cleaning charges caused by student negligence or destructive or inappropriate behavior (cf. §201(17) Property Damage).

10. Room Entry, Search, and Inspections (A)

The University reserves the right to allow authorized personnel to enter student rooms. When such entry is deemed necessary, the University will make a reasonable attempt to ensure a student's presence and to protect the student's privacy. Irrespective of a student's presence during a search, authorized University officials may remove items that violate of federal, state, local, or University laws, policies, or regulations. Students will be notified by a University official after such an entry is made and, when applicable, students will be advised if any potential violations were documented or items removed.

The University also reserves the right to conduct a reasonable search of a student's room, including but not limited to, refrigerators, closets, safes, desks, bags, or boxes. Reasons for conducting a search include, but are not limited to, an immediate or potential threat to the health or safety of the occupant(s) or the university property, with a search warrant, and when there is indication of a potential policy violation. During a reasonable search, students must open any locked or otherwise secure items. Failure to open locked items may result in their confiscation by Public Safety until their content can be verified. If a student fails to open the locked item, the University reserves the right to force entry. The University is not responsible or liable for any damage resulting from opening any locked item without a student's assistance. Prohibited items that are found in the locked items will be confiscated and may not be returned to the owner.

Students must always keep their residence hall rooms and all public areas in clean and safe conditions. University Housing staff conduct periodic inspections of all student rooms and community spaces. Whenever possible, students receive advanced notice of formal inspections.

11. Roommate, Community, & Hall Agreements (A)

Roommate, community, and hall agreements are documents that members of residence hall rooms, apartments, floors, or building communities develop and agree to abide by throughout the year. Violations of these agreements may result in an administrative move of one or multiple roommates as determined by a Residence Life staff member. Violations of these agreements may result in a violation under §201(8) Failure to Comply.

12. Solicitation & Business Operations – Residential (B)

Residence halls are restricted areas and may not be used for sale and solicitation of goods and services, the collection of information, or to gain support for organizations or causes (cf. §201(20) Solicitation).

Additionally, residents must occupy their assigned spaces solely as personal residences. Students may not operate a business or other commercial enterprise from a residence hall. Students may not use room/apartment addresses, phone numbers, data jacks, or wireless access for non-residential purposes without prior written consent from the Office of the Dean of Student Affairs.

13. Other Residence Life Policies & Procedures (A or B)

In addition to all policies in *The Navigator*, all residents and guests must comply with all other policies and procedures of Residence Life. These include but are not limited to terms of the Student Housing Agreement, move-in procedures, hall closing procedures, move-out procedures, roommate agreements, floor agreements, hall agreements, key and temporary access card policies, and health and safety check procedures.

Section 203. Student Organization Regulations

It is a privilege to be a student organization that is recognized by LSSU. Student organizations are expected to exercise good judgment in planning and promoting their activities; therefore, they are responsible for assuring compliance with procedures and policies as outlined in the Student Organization Handbook, the Club Sports Manual, and *The Navigator*.

The following policies apply to all student organizations whether registered or sponsored by the University, unless otherwise specified. Any organization using the LSSU, or any derivation of the name, will be subject to these policies. Student organizations who violate the policies described here may face disciplinary action as an organization and/or as individual students, depending on the circumstances.

Behavior by unrecognized groups may also result in individual disciplinary action for participating students.

1. Alcohol – Student Organizations (B)

Any event with alcohol present is considered a special event (cf. §203(5) Special Events). When hosting an event or activity where alcoholic beverages may be served and/or consumed by individuals 21 and older, the Student Organization Alcohol Policy & Guidelines must be followed and enforced. All recognized student organizations are subject to the regulations concerning alcohol when hosting sponsored events on or off-campus. This includes any event an observer/reasonable person would associate with the student organization.

a. General Guidelines for all Student Organizations:

- i. Alcohol cannot be purchased with Student Activity & Media (SAM) or organizational funds.
- ii. No student organization may sell alcoholic beverages without authorization by Office of the Dean of Student Affairs.
- iii. The cost of the alcoholic beverages may not be included in any admission, meal, or entertainment charge without authorization from the Office of the Dean of Student Affairs.
- iv. No student organization may collect a cover charge, donation, or admission fee, which entitles a guest to alcoholic beverages.
- v. No student organization may utilize alcoholic beverages as prizes.
- vi. Events involving alcohol must be closed events with a set guest list submitted three business days in advance of the event.
- vii. At events involving alcohol, the sponsoring organization must designate at least two sober representatives. After the two representatives, there should be one representative for every 20 additional people. A sober monitor is a willing and sober individual that will remain present and sober for the

- duration of the event. The sober representative's name and contact information must be submitted to the Office of the Dean of Student Affairs at least three business days before the event.
- viii. Serving or selling alcohol to minors or purchasing alcohol for minors is prohibited.
 - ix. All alcohol at events must be served by a licensed third-party vendor at a third-party vendor location (restaurant, hotel, or similar operation).
 - x. Student organizations must take reasonable precautions to prevent underage consumption of alcohol by having a third-party check attendee identification.
 - xi. Sponsorship by corporations or businesses that produce, sell, or distribute alcoholic beverages is prohibited.
 - xii. Alcohol is prohibited at membership recruitment and new member activities.
 - xiii. Promotion and advertising materials may not include alcohol-related messaging.
 - xiv. Student organizations must ensure that alcohol is not the focal point, the reason for, or the draw for an event.
 - xv. Student organizations must provide food and non-alcoholic beverages free of charge when alcohol is present at an event.
 - xvi. On campus events with alcohol must follow all applicable campus policies.

2. Corporate/ Non-profit Co-sponsorship (B)

Any student organization soliciting on or off campus individuals or companies must coordinate these activities with the Office of the Dean of Student Affairs. Only registered student organizations may accept any form of sponsorship. All sponsorship must be appropriate for the university. The exclusive right of a sponsor to be the sole support of any student organization is prohibited. Any sponsorship must abide by all approval requirements as specified by the Office of the Dean of Student Affairs.

Marketing and promotional materials, and decorations may not display the sponsor's information (e.g., name, logo) more prominently than that of the sponsored student organization. All promotional events must conform to all existing federal, state, and municipal laws and University policies. Sponsorship with corporations or businesses that produce, sell, or distribute alcoholic beverages is prohibited. All sponsored programs should have educational value.

3. Fundraising (B)

Student organizations may participate in fundraising activities for educational or public services/programs; however, all fundraising activities must be approved through the Office of the Dean of Student Affairs. Funds raised cannot be used in any way for the personal gain of members of the sponsoring organizations.

RSOs may raise money for organizational operations or for philanthropic purposes. Any revenue generated by a SAM-supported event must be donated to a non-profit organization, or it will be reallocated back into the SAM. Any revenue generated by an event that is not supported by the SAM must be deposited into the organization's revenue account and will carry over from year to year. Fundraising activities should relate to the organization's mission.

All registered student organizations wishing to fundraise (on or off campus, including online) must receive approval from the Office of the Dean of Student Affairs prior to collecting any money or goods. Any funds raised must be in accordance with the expectations set forth by the Office of the Dean of Student Affairs.

Prohibited fundraising methods include, but are not limited to:

- a. Funds for political candidates or campaigns cannot under any circumstances be solicited in the name of LSSU or on LSSU's campuses.
- b. Events/activities promoting and/or providing alcohol
- c. Eating contests
- d. Date auctions

When organizations are working directly with a philanthropic organization in their fundraising efforts, the use of online fundraising platforms may be permitted. All organizations that wish to fundraise directly through the philanthropic organization must receive approval from the Office of the Dean of Student Affairs.

4. Posting & Distribution (A)

Student organizations may post and distribute print materials on campus. All materials must indicate the name of the posting student organization. Any materials written in a language other than English must include the equivalent English translation. Students may advertise activities with posters and/or flyers in campus buildings and residence halls, with the understanding that different buildings may have different guidelines. It is the organization's responsibility to obtain appropriate approval for each building.

To advertise your event on the bulletin boards in the residence communities, bring all printed material for each event to the Campus Life and Housing Office. The Dean of Student Affairs or a designee reserves the right to cancel or prohibit the posting and distribution of materials if the content violates University policies and procedures, interferes with other functions of the University, or conflicts with University values.

Materials may be posted only on bulletin boards in hallways and classrooms designated for general use. Only staples, tacks or masking tape may be used to post flyers. Posters must not cover, deface, or remove the posted materials of another organization. The appropriate office or department that manages the space in question must approve all postings.

The organization and the individual students participating are jointly responsible for the content of posted materials. The group must ensure that the material is not offensive to the campus community. The University reserves the right to regulate locations on campus where distribution of materials can occur. Materials may not be distributed outside or inside buildings where normal traffic flow may be impeded. Materials may not be placed on car windshields.

5. Special Events (B)

The Dean of Student Affairs or a designee reserves the right to classify programs as special events due to their size and/or nature.

Special events may include, but are not limited to, events with alcohol, speakers, concerts, dances, or performances. Special events may be closed to individuals who are not part of the University community at the discretion of the Dean of Student Affairs. Student organizations may host special events under these guidelines:

- a. The organization sponsoring the event is expected to ensure that all federal, state, county and municipal laws and University policies are followed.
- b. Student representatives must receive the proper approval in advance from the Office of the Dean of Student Affairs as outlined in the Student Organization Handbook.
- c. For events with necessary contract approval, the contracts must be submitted to the Office of the Dean of Student Affairs at least four weeks before the event to allow proper review by appropriate university offices. The Dean of Student Affairs or a designee must be the designate University signatory. Contracts must be fully executed and approved before hosting any events with vendors/talent.
- d. Student leaders responsible for campus events must maintain decorum for the event appropriate to a university setting. Based on the nature of the event, you may be required to have security/or EMS. The number of security personnel will depend on the expected size and nature of the event. Public Safety will determine the appropriate number of security personnel in consultation with the Office of the Dean of Student Affairs and the sponsoring organization. Arrangements must be made with the Office of the Dean of Student Affairs in partnership with Public Safety for adequate security.

The sponsoring organization is responsible for all damages incurred and any special facility arrangements that may be required (cf. §201(17) Property Damage and §201(7) Facility Use & Access).

Section 204. University Travel

Students are responsible for upholding *The Navigator* policies regardless of location. This is especially important when traveling with a program sponsored by the University or as a representative of the University. This includes but is not limited to study abroad/away, travel for athletics (intramural, club, and NCAA), courses/ fieldwork, service projects, and travel associated with recognized student organizations. All reports of student misconduct that are received will be investigated and may result in disciplinary action.

Except otherwise specified, all students enrolled for any period in a study abroad program are subject to *The Navigator* of LSSU during the period of enrollment. These policies are intended to amend or supplement other University policies that may otherwise account for unique cultural and legal contexts and safety needs of students at specific campuses. In all cases, students are expected to follow the local, regional, state, national, and international laws of the jurisdiction. Students at all campuses are responsible for and will be held accountable for the conduct of their guests (cf. §110 Student Responsibility for Guests). Ignorance of these policies is not an excuse for or defense to violating them.

Other offices or programs may also provide supplemental guidelines, rules, or expectations for students who participate in programs involving travel. Such guidelines may be considered “Other University policies” (cf. §201(8)(b) Failure to Comply.)

1. Immigration Policy (C)

Students studying abroad are required to adhere to applicable immigration law in the destination country. Students needing visas to participate in the program must obtain the student visa before their departure (unless they have a citizenship in the destination country or bloc).

2. Motorized Vehicles (B)

Students studying abroad who do not have a driver’s license in the destination country are prohibited from renting, purchasing, or keeping any motorized vehicle, including cars, motorbikes, motorcycles, and scooters. This includes any car share program. LSSU is not responsible for any accident or injury that results from use of such a vehicle.

Section 205. Additional Campus Locations

LSSU encompasses multiple facilities spread throughout Michigan. Each location may have unique policies and regulations that are specific to the campus and the students who are served there. All LSSU students must comply with these policies; violations may be reported to the Office of the Dean of Student Affairs and may become part of a student’s conduct record.

Article III – Student Conduct Process

The following pages outline the student conduct process (“conduct process”) along with procedures typically used to address potential policy violations by students or student organizations. In this section, references to “student” or “students” can also mean “student organization(s).” A college, school, or academic unit at LSSU will resolve cases involving academic misconduct or professional standards. Incidents of discrimination, sexual misconduct, and retaliation will be assessed and processed by the Title IX Coordinator or designee.

Each case is handled individually, and in some instances, elements of these procedures may not be necessary or may be modified by the conduct administrator. The conduct process is meant to be developmental and educational. As such, the Office of the Dean of Student Affairs identified four learning outcomes for the conduct process. Through participation in the conduct process, students will have the ability to:

1. Articulate the purpose and relevance of *The Navigator* policies and the conduct process as a function of LSSU's mission;
2. Examine critical factors that influence decision-making;
3. Identify any harm caused to self, others, and the community; and
4. Reflect on personal accountability for one's conduct and its impact on others.

Questions concerning the conduct process should be addressed to deanofstudentaffairs@lssu.edu.

Section 301. Incident Report & Case Referral

Cases of alleged student misconduct are sent for resolution to the Office of the Dean of Student Affairs through an incident report or complaint. Anyone can submit a report or complaint to the Office of the Dean of Student Affairs describing potential policy violations, including date, time, and location of the incident; the names of individuals involved; and a narrative description of the incident. Incident reports may be submitted via our [REPORTING FORM], which can also be found at [LINK]. Contact the Office of the Dean of Student Affairs at deanofstudentaffairs@lssu.edu for assistance submitting a report.

- a. Incident reports or complaints should include the name, phone number, and email address of the reporting party.
- b. Anonymous incident reports will be reviewed by the Office of the Dean of Student Affairs, but anonymous sources may limit the University's ability to address potential violations. Anonymous reports are therefore discouraged.

Case resolution timelines may vary, but the Office of the Dean of Student Affairs goal for resolving a case fully is 15 business days of receiving a report. The submission of an incident report does not automatically initiate the conduct process. In some cases, no action may be taken.

Section 302. Consideration & Resolution Options

A Conduct Administrator is assigned to investigate and resolve each incident report. Each incident is addressed case-by-case. A Conduct Administrator may pursue the following resolution options:

1. Notification of Complaint: If reasonable information is present in an incident report to suggest a violation may have occurred, potential policy violations may be assigned and a hearing may be scheduled (cf. §303 Hearings). In most cases, the Conduct Administrator will email a letter to the respondent(s) through the Guardian system. Students receive a notification at their @LSSU.edu account to notify the student of received correspondence from the Guardian system. The Notification of Complaint contains the following:
 - a. A brief description of the potential violation(s), including time, date, and place of the incident;
 - b. A list of any University policies potentially violated;
 - c. The type of meeting in which the case will be adjudicated or resolved;
 - d. Information about when and where the meeting is scheduled;
 - e. Information about student rights in the hearing process; and
 - f. A reminder that students may have an accompanying party support them in the conduct process.
2. Informational Meeting: Students may be instructed to meet with a Conduct Administrator for an informational meeting. Students receive a notification at their @LSSU.edu account to notify the student of received correspondence from the Guardian system.

Informational meetings are required and may be needed to investigate an incident further, clarify a report, obtain personal statements, notify a student of an emergency administrative action, or discuss an incident with students involved. An informational meeting typically results in a referral to an Administrative Hearing, an agreed upon resolution, a referral for conflict resolution, or no further action.

A Conduct Administrator may offer an agreed upon resolution during an informational meeting whereby relevant violations of *The Navigator* and outcomes are collaboratively determined and agreed upon in writing in lieu of an Administrative Hearing. Informational meetings and any agreed upon resolutions may be offered at the discretion of the Conduct Administrator. If a student or organization agree to a resolution during an informational meeting, they waive their rights to notice of potential policy violations and their right to appeal.

3. Acceptance of Responsibility (AOR): A Conduct Administrator may send an AOR letter in lieu of a notification of complaint. An AOR letter contains the same information as an allegation letter, except it provides the respondent the option to forego a hearing and accept responsibility for a potential violation. AOR letters are only used for relatively minor incidents at the discretion of the Conduct Administrator assigned to the case. Respondents may decline to accept responsibility if they refute the allegations and request a hearing instead.

Failure by a student to respond to an AOR letter within three (3) business days may result in the finalizing the decision and any proposed outcomes will be applied. Decisions rendered by either AOR or failure to respond pursuant to an acceptance of responsibility letter may not be appealed, except on the grounds that the student did not have a reasonable opportunity to receive and respond to the letter.

4. Conflict Resolution Services: Certain cases may be referred to conflict resolution services if the parties involved are willing to participate and the staff member deems the pathway an appropriate resolution option. Conflict resolution pathways include, but are not limited to, conflict coaching, mediation, restorative justice conferences, and circles.
5. No Action: If the Conduct Administrator finds no information reasonably suggesting that a violation has occurred and there is no conflict resolution pathway that can be explored, the case may be closed with no further action taken.

In some cases, the Conduct Administrator may determine that an alternative resolution can resolve the situation. Examples of alternative resolutions include a warning or directive to cease current behaviors, a referral to the Office of the Dean of Student Affairs or another campus partner, a No Contact Directive, and/or changes in academic, work, or living arrangements.

Section 303. Hearings

1. Scheduling

Hearings are either (a) scheduled by the Conduct Administrator or Board, or (b) scheduled by the student at the instruction of the Conduct Administrator or Board. When scheduled by the Conduct Administrator or Board, hearings typically take place within 10 business days of receipt of the report.

When a Conduct Administrator instructs a student to schedule a hearing, the student must respond within two (2) business days and the hearing must take place within ten (10) business days of the date of the allegation letter.

For hearings involving more than one responding student, the standard procedure is to resolve complaints jointly, but students may be permitted to meet individually at the discretion of the Conduct Administrator. In joint hearings, separate determinations of responsibility and outcomes will be made for each responding student.

It is the student's ultimate responsibility to schedule and attend a hearing. Hearings will be scheduled around students' classes and final exams, but otherwise hearings are mandatory and take precedence over conflicting obligations, including athletic events, student organization meetings, and work commitments. Though it is the goal of the Office of the Dean of Student Affairs to accommodate the scheduling needs of all parties, the Office of the Dean of Student Affairs cannot guarantee scheduling around the availability of an accompanying party, and students should select their accompanying party accordingly (*cf. §307(1) Accompanying party*).

If a student fails to respond to an allegation letter or to schedule or attend a hearing by the hearing deadline, the Conduct Administrator may make a determination based on the information available.

When a respondent is alleged to have committed a violation that may result in separation from the University, hearings will not be scheduled during final exam periods.

2. Hearing Types

There are two different types of hearings (explained in detail below): administrative hearings, board hearings, and Student Community Board hearings. The Office of the Dean of Student Affairs will decide which hearing type is most appropriate for a particular case.

a. Administrative Hearing

Administrative hearings are facilitated by the Conduct Administrator assigned to the case. Conduct Administrators are professional or paraprofessional University staff, usually within the Division of Student Affairs. Conduct Administrators are trained by the Office of the Dean of Student Affairs to handle matters of student conduct according to the policies and procedures *The Navigator*.

In some cases, an administrative hearing may be facilitated by more than one Conduct Administrator working together depending on the nature and severity of the incident. The student will be notified in advance if there will be more than one Conduct Administrator facilitating their hearing.

b. Student Community Board Hearing

The Student Community Board ("SCB") is a standing board made up of trained student leaders who resolve cases that tend to have a more substantial impact on the University or residential community. Each hearing is facilitated by three or more students from the SCB who have been selected and extensively trained by the Office of the Dean of Student Affairs staff. Each SCB is chaired by a student and advised by a Conduct Administrator. The SCB is not in session during study days, final exam periods, breaks, and the summer term.

c. Student Rights in the Hearing Process

All students have the right to be treated with dignity and respect throughout any interaction with the conduct process and have the following procedural rights during hearings:

1. Notice: To have notice of the potential violations before the hearing and have the relevant policies explained clearly and fully at every level of the conduct process
2. Participate: To be present throughout the hearing but not during the deliberation process of the Conduct Administrator or Board
3. Accompanying party: To be accompanied by an accompanying party, if desired
4. Review: To review all documentation concerning the potential policy violations during the hearing
5. Refute: To refute information provided by witnesses

6. Appeal: To be advised of the appeal process

Generally, respondents or other students involved in an incident do not have a right to review the incident report itself until a point in a conduct meeting determined by the Conduct Administrator or Board. However, in cases when either (a) the respondent was not present at the time an incident was documented, or (b) the incident was not documented by a University official, the respondent may request to review the incident report by request in-person or via secure Zoom video platform before the hearing.

d. Hearing Format

Hearings generally proceed according to the following format:

- a. Introduction of all parties present (including witnesses, when applicable) and an overview of the hearing process.
- b. Review of the Student Rights in the Hearing Process form submitted electronically with LSSU single sign-on (For student organization cases, each student attending the hearing must complete the Student Organization Rights form).
- c. Conduct administrator or board reviews the nature of the alleged conduct and the University policies potentially violated
- d. Witnesses are excused until statements are needed (if applicable)
- e. Respondent(s) [and complainant(s) when applicable] provide a personal account of the reported incident
- f. Respondent(s) are given opportunity to (a) accept full responsibility for all policy violations, (b) accept responsibility for some violations and refute others, or (c) refute all suggested violations
- g. Respondent(s) (and complainant(s) when applicable) have the opportunity to review all documentation relevant to the case that will be used by the conduct administrator or board to make a decision
- h. Conduct administrator(s) asks any remaining investigative and developmental questions to the parties present (including witnesses, if applicable)
- i. Respondent(s) are invited to comment on any harm or impact caused by the alleged incident and offer recommendations related to outcomes that will repair harm.
- j. Respondent(s) have a final opportunity to make any closing comments
- k. The conduct administrator or board may excuse all parties for deliberation if needed.
- l. Respondent(s) (and complainant(s) when applicable) are notified of the decision and any related outcomes either immediately after deliberation or, when further deliberation is needed, typically within five business days

e. Deliberations

Hearing deliberations of Conduct Administrators are closed to all parties except the Conduct Administrators. In SCB hearings, deliberations are closed to all parties except the members of the Board and the Board's advisor. In all cases, deliberations will be conducted unhurriedly and may, in some cases, extend beyond the day of the hearing.

f. Preponderance of the Evidence

The standard of evidence required for a Conduct Administrator or Board to determine responsibility is known as a "preponderance of the evidence." This means that the Conduct Administrator or Board must determine that it is more likely than not that an alleged violation occurred, based on the totality of available evidence.

g. Decision

Following the hearing, the Conduct Administrator or Board will issue a decision about each individual respondent's potential policy violations according to the preponderance of the evidence. Each policy cited as a potential violation will result in one of the following two outcomes:

- a. Not Responsible

If it is concluded that it is more likely than not that the respondent did not violate University policy, or if there is not enough information available to find a respondent responsible, a finding of “not responsible” will be issued and the complaint will be dismissed. No outcomes will be assigned and the potential policy violation will not be reported to parties outside the University as part of the student’s disciplinary record.

b. Responsible

If it is concluded that it is more likely than not that the respondent did violate University policy, or if the student accepts responsibility for violating University policy, a finding of “responsible” will be issued and appropriate outcomes will be assigned.

In all cases, the Conduct Administrator or Board will confirm all decisions and outcomes via a decision letter that will be sent to the respondent via the Guardian database (a notification email will be sent to the student’s @LSSU.edu account). Decision letters are typically sent within five business days of the decision.

h. Disqualification or Recusal

If Conduct Administrators or Board members believe themselves to be unqualified to serve in such a capacity for personal or official reasons, they may recuse themselves. Respondents may not object to the membership of the Board except for reasons of official or personal conflict of interest. When an objection concerns an SCB hearing, the Board chair will consult with the accompanying party to determine whether to disqualify a Board member.

Section 304. Appealing a Decision

Respondents found responsible for a violation may appeal all or part of the decision according to the following guidelines. The Dean of Student Affairs or designee(s) will review all appeal requests to determine if there are sufficient grounds for the appeal. Please note that an appeal is not a re-hearing of the case.

1. Grounds for Appeals

Any appeal request must be based on one or more of the following grounds:

- a. New substantial information is available that could not have been discovered by a diligent respondent at the time of the hearing and that would have likely changed the original findings or outcomes of the case.
- b. A procedural irregularity that significantly affected the findings or outcomes of the case.
- c. The findings or outcomes were disproportionate based on the information presented at the hearing or to the established policy in *The Navigator*.

2. Timeline and Format

A student has five business days from the time the decision letter is sent to request an appeal. Failure to submit a request within this period waives the right to appeal and renders the decision final. While a request for appeal is under review (final decision is pending), assigned outcomes and other disciplinary actions may be enforced on an interim basis at the discretion of the Office of the Dean of Student Affairs or University administration.

Appellate review of a case may take two weeks or longer to complete. Once the appellate review has been completed, students will be notified in writing of the final decision within five business days. The appellate decision letter will be sent to the respondent via the Guardian™ database (a notification email will be sent to the student’s @LSSU.edu email account).

3. Appeal Statements

Requests for appeal must state the grounds for appeal and include a personal statement explaining, in detail, why the student is contesting the results of the hearing. If multiple grounds for appeal are listed, the student must provide

rationale for each one in their statement. Any relevant documentation available that substantiates or clarifies the request for appeal. Such additional documentation may be uploaded electronically via the online appeal request form.

4. Review and Final Decision

All properly completed requests for appeal will be considered by the Dean of Student Affairs or designee(s) (“appeal officer(s)”), who will determine whether there is sufficient basis for modifying the original decision. The appeal officer may or may not request to meet with the respondent, complainant, or other relevant individuals before making a final decision.

The degree and nature of the appealing student’s engagement and participation in the conduct process may also be strongly considered in making an appellate determination. Respondents participating in an agreed resolution process and who approve the terms of the agreement waive their right to an appeal (cf. §302 Consideration and Resolution Options).

The responsibility lies with the appealing student to provide clear and convincing information demonstrating that the original process or decision was substantively flawed. The appeal officer will choose one of four possible outcomes for all appeals:

- a. Affirm the original decision and uphold the original outcome(s).
- b. Affirm the original decision but modify the original outcome(s).
- c. Overturn all or part of the original decision and uphold, assign, modify, or remove outcome(s) appropriately.
- d. Remand for further investigation and/or a new hearing. The outcome of a remanded case may be appealed again (as if the case were being decided for the first time).

The disposition of a case by the appeal officer following an appellate review is final within the University and is not subject to further review.

Section 305. Interim Administrative Action

When it is reasonably believed that a student may pose a danger or threat to the health, safety, or welfare of the University community or property, the Office of the Dean of Student Affairs, the Behavioral Concerns Team, and certain other designees may take interim administrative action immediately and temporarily, pending investigation and adjudication of the matter according to the student conduct process.

In such cases, the student will be notified in writing of the interim administrative action. Parents or guardians, academic deans, Public Safety, or other personnel may also be notified of the action as needed. Similar administrative actions may also be applied as sanctions or other outcomes pursuant to the standard student conduct procedures. Examples of interim administrative actions include, but are not limited to, the following:

1. Administrative Move

A student may be required to move to another room assignment within the residence hall system pending the outcome of an investigation and hearing.

2. Limitations on University Activities and Access (LUAA)

An LUAA may be imposed for a specified time. Activities/ access that may be limited include, but are not limited to:

- a. Eligibility to be an officer or member of any University organization or committee;
- b. Participation in any intercollegiate activity;
- c. Eligibility to receive or maintain any award from the University;
- d. Attendance at University-sponsored social events;

- e. Access to any University-owned facilities or grounds; and
- f. contact or association with specific members or groups of the University community.

3. No Contact Directive

The Office of the Dean of Student Affairs, a Conduct Administrator, or a Hearing Board may direct a student not to have contact with another individual for a specified period or indefinitely. Such a directive may be stated in writing before, as a result of, or after the conduct process. In some cases, such a directive may be imposed before the initiation of any conduct proceedings, in which case the directive will only apply in the interim period until the conduct process concludes (a subsequent directive may be re-issued after a hearing if needed). The person(s) who protected by this directive may receive a written statement notifying them that the directive has been issued.

4. Interim suspension

The Office of the Dean of Student Affairs may assign an interim suspension for instance of serious potential policy violations. Limitations due to an interim suspension may include, but are not limited to:

- a. Attending classes
- b. Residing in University housing
- c. Participating in University activities
- d. Being on University property and entering University facilities

Section 306. Outcomes

When a student or organization is found responsible for policy violation(s), any of the following types of outcomes may be assigned. Outcomes should be appropriate to the violation(s) for which they are assigned, considering the following:

- Category, context, and seriousness of the violation (see §103 Categories of Violation);
- Respondent's demonstrated commitment not to engage in the same behavior in the future;
- Respondent's prior conduct history (if applicable); and
- Outcomes that appropriately foster accountability for one's behavior, prevent recurrence of similar behaviors, and repair harm.

Compliance with all assigned outcomes within the time allocated is mandatory. Failure to complete or comply with any assigned outcome or failure to meet an assigned deadline may result in further disciplinary action including, but not limited to, a late fee and/or placing a disciplinary hold on a student's University account preventing the student from registering, adding a course, or obtaining transcripts until the assigned outcome(s) is completed.

1. Assigned Outcome Descriptions

a. Alcohol and/or Drug Education Referral

Students may be assigned various educational programs focused on alcohol and other drugs, and must make a good faith effort to attend and engage in the program by the assigned deadline.

b. Deferred Suspension

Deferred suspension permits the University Suspension outcome to be deferred for a student for whom there are extenuating circumstances as determined by the Conduct Administrator. If a student is found to have violated any policy of LSSU while the sanction of Deferred Suspension is in effect, the sanction may be immediate University Suspension except in extraordinary circumstances as deemed appropriate by the Office of the Dean of Student Affairs. The Office of the Dean of Student Affairs may impose conditions related to the violation, and failure to meet such conditions will be considered an additional violation.

c. Educational Experiences

Educational experiences or projects may include attendance and participation in an event, workshop, or other initiative. Such experiences call on students to reflect upon their conduct; to identify harm to self, to others, or to the community; to explore why such conduct was unacceptable; and/or to educate other students about *The Navigator*. Examples include, but are not limited to, a learning assessment, a written or digital reflection about a specific topic or issue, and/or participation in the Campus Involvement Challenge or the Values Workshop. Deadlines for educational experiences may vary.

d. Fines

Fines are monetary costs intended to dissuade students from violating policies in *The Navigator*. Fines may be paid directly in the Office of the Dean of Student Affairs by mailing a check, money order, or paying cash in the exact amount at the Office of the Dean of Student Affairs in the Cislser Center. Checks should be payable to LSSU. Fines collected are used to fund services and programs for students. A fine may be billed to a student's account upon request at no penalty.

e. Loss of Privileges

Students who have engaged in misconduct may temporarily or permanently forfeit certain privileges otherwise afforded to them. Examples include but are not limited to: restrictions on guest privileges in the residence halls; restrictions on access to the University network, email, or other computing systems; and restrictions from accessing certain facilities, programs, or services of the University (e.g., Seamore Shuttle, Norris Student Activity Center, the, specific residence halls, study abroad programs). In some cases, students may be reassigned to a different living space.

f. Residence Hall Expulsion

Residence hall expulsion requires a student to vacate an assigned residence hall room or apartment permanently, with the understanding that the student may not return to, enter, visit, or reside in any residence hall of LSSU in the future. Dismissed students must comply with all Residence Life vacancy procedures, including properly turning in keys and checking out of the hall. All access to the residence halls will be terminated and housing fees may be forfeited.

g. Residence Hall Probation

Residence hall probation is formal notice that a student's behavior or pattern of behavior was unacceptable and harmed the community. While on probation, students should demonstrate a willingness and ability to respect and comply with the behavioral standards of residence hall life. Students may be required to resign any office or committee appointment associated with Residence Life or affiliated student organizations. Continued misconduct of any kind (even if different than that which resulted in probation) during the probation period may result in University probation or residence hall suspension or expulsion. Residence hall probation is typically assigned for a minimum of the rest of the semester and may be assigned for up to two years.

h. Residence Hall Suspension

Residence hall suspension requires a student to vacate an assigned residence hall room or apartment for a finite period. The student may return to the residence hall system at the end of that period. Suspended students must comply with all Residence Life vacancy procedures, including properly turning in keys and checking out of the hall. All access to the residence halls will be terminated and students may not enter or visit any residence hall during the suspension period. Housing fees may be forfeited. Residence hall suspension is typically assigned for a minimum of the rest of the semester and may be assigned for up to two years.

i. Restitution

Restitution is monetary compensation required of students who have taken, misused, damaged, or destroyed University, public, or private property or services. Amounts charged to students may include cost to repair, replace, recover, clean, or otherwise account for the property or services affected.

j. Restorative Service Hours

Restorative service hours may be assigned to provide students the opportunity to symbolically repair harm caused and restore a sense of balance in the community. All service hours must be completed:

- i. at a non-profit organization,
- ii. under supervision of an employee or volunteer coordinator who is not a relative of the student, and
- iii. without payment or other compensation for the work performed.

Restorative service hours may, but need not, be completed for an office or department of LSSU. Restorative service hours may not count towards hours or other community service required by another program, scholarship, or organization. Court-mandated community service may count towards restorative service hours. In some cases, students will be directed to complete their service under the guidance of a specific staff or faculty member. Deadlines for restorative service hours vary based on number of hours, academic calendar, and other factors. Students must submit a Service Hours Completion Form after each completed shift. Upon completion of restorative service hours, a student may be required to do an educational experience (in writing or in person) to reflect on their hours.

k. Student Organization Outcomes

Any outcome may be modified to apply to registered or sponsored student organizations. Certain outcomes will only apply to student organizations. For example, an organization's national representatives, officers, and/or accompanying parties may be officially notified of the incident as part of an outcome. In cases of serious or repeated misconduct by a student organization, the organization's registration may be suspended (temporary) or terminated (permanent). Suspension/termination prohibits the organization, its members, and its supporters from conducting any activity on any University campus or at any University-associated event that in any way promotes the goals, purposes, identity, programs, or activities of the organization.

l. University Expulsion

Expulsion (also known as dismissal) is the most serious University disciplinary action and means the permanent exclusion of the student from the University.

Expulsion may include forfeiture of all rights and degrees not actually conferred at the time of the expulsion; permanent notation of the expulsion on the student's disciplinary record; withdrawal from all courses (resulting in "W" grades); and forfeiture of tuition and fees. Persons notified of a student's University expulsion status may include: parents or guardians, academic deans and their designees, Public Safety, or other appropriate personnel at the discretion of the Dean of Student Affairs.

Students expelled from the University also must forfeit their LSSU ID, turning it in to the Office of the Dean of Student Affairs or Public Safety. Any student expelled from the University must refrain from visiting the University premises except for official business approved in advance and in writing by the Dean of Student Affairs. Visiting the University premises without gaining approval in advance may result in arrest.

m. University Probation

University probation is formal notice that a student's behavior or pattern of behavior was unacceptable and harmed the University community. During the probation period, students should demonstrate a willingness and ability to respect and comply with the University's standards of behavior. Continued misconduct of any kind (even if different than what resulted in probation) during the probation period may result in University suspension or expulsion. University probation is typically assigned for a minimum of the rest of the semester and may last until graduation.

Student organizations placed on University probation are ineligible to request money from the Student Activity & Media fund for the duration of their disciplinary period.

n. University Suspension

University suspension involves the temporary removal of the student from the University for a finite period. The student may be allowed to return to the University at the completion of the suspension period after having satisfied any accompanying conditions. Persons notified of a student's University suspension status may include: parents or guardians, academic deans and their designees, Public Safety, or other appropriate personnel at the discretion of the Dean of Student Affairs. Suspension from the University entails being withdrawn from all enrolled courses (resulting in "W" grades), forfeiting all applicable fees, and restriction from visiting the University premises except when engaged in official business approved by the Dean of Student Affairs. Visiting the University premises without gaining approval in advance may result in arrest. Students suspended from the University also must forfeit their LSSU ID (Campus Card) and turn it in to the Office of the Dean of Student Affairs or Public Safety.

When a suspension period is over and the student has completed any conditions accompanying the suspension, the student must contact the Office of the Dean of Student Affairs to request reinstatement and provide documented demonstration of satisfying the terms of the suspension (if applicable). The Dean of Student Affairs may require a meeting with the student before permitting reenrollment. The student may reenroll at the University only after the Dean of Student Affairs has made an affirmative decision, notified the student, and released the registration hold on the student's University account.

o. University Warning

A University warning is an official notice to the student that the student's conduct was inappropriate and violated policy. University warnings are only assigned for relatively minor violations.

p. Other Outcomes

Any reasonable outcome may be assigned that appropriately promotes the education and development of a student or organization, ensures safety, or otherwise furthers the mission of the Office of the Dean of Student Affairs.

2. Requesting a Stay of Assigned Outcomes

Assigned outcomes are in effect immediately upon being communicated by a Conduct Administrator or Board. In the case of University probation, (which may restrict a student from holding a leadership office or representing the University in athletic contest), University suspension, residence hall suspension, University expulsion, or residence hall expulsion, a student may request a "stay" (postponement of execution for a valid reason) of the assigned outcomes until the resolution of the appeal.

Students wishing to stay their outcomes may make a request in writing to the Dean of Student Affairs within the appeal period of five business days. Stay requests should be submitted directly to the Dean of Student Affairs via email at deanofstudentaffairs@lssu.edu. The Dean of Student Affairs or a designee will review the requests to determine if there are sufficient grounds to modify a student's restricted access.

Section 307. Other Procedural Elements

1. Accompanying Party

Any complainant or respondent (including any student organization) may be joined by one accompanying party of their choice throughout the conduct process. The choice to invite an accompanying party rests with the student(s) involved. Students may select whom they wish as their accompanying party, though it is often a parent or guardian, or member of the campus community. Hearings and other meetings may not be able to accommodate the availability of accompanying party (*cf. §303(1) Scheduling*) so students are encouraged to select someone who has scheduling flexibility.

Once students decide to bring an accompanying party, they must notify their Conduct Administrator. An accompanying party need not be the same/consistent throughout the conduct process. If an accompanying party is an attorney, this must be disclosed to the Office of the Dean of Student Affairs, and the University reserves the right to have its own legal counsel present for the hearing. An accompanying party may not also serve as witnesses in a hearing about the same matter. Once students have notified their Conduct Administrator or Board Chairperson, they must ensure their Accompanying party completes the Accompanying Party in the Conduct Process form.

An accompanying party is meant to provide a comfort and be familiar presence for those in the conduct process. An accompanying party may only speak to their student and may not formally address the Conduct Administrator, Board, or other party unless asked a direct question by the Conduct Administrator or Board. An accompanying party may not ask questions, interject, advocate for, or otherwise speak on behalf of a student or student organization. Even if an accompanying party is an attorney, the accompanying party may not function as legal counsel or “represent” an advisee for the purposes of the University conduct process.

If an accompanying party’s behavior does meet these guidelines or obstructs or otherwise interferes with the conduct process, then the accompanying party will be warned by the Conduct Administrator or Board. If the interfering behavior continues or if the accompanying party engages in harassing, abusive, or intimidating any other participant, the individual serving as an accompanying party will no longer be considered an accompanying party and will be excused from the hearing or meeting.

A student may also request that the Office of the Dean of Student Affairs assign an accompanying party to them, who will be either a student or staff member trained to serve in such a capacity. Such requests do not guarantee that an accompanying party will be available, and requests should be made as soon as possible.

2. Witnesses

Witnesses are permitted in the hearing process at the discretion of the Conduct Administrator or Board, and may be requested by a respondent, complainant, Conduct Administrator, and/or Board. A witness is someone who can provide a firsthand account of something seen, heard, or experienced relating to the alleged incident. “Character witnesses” and any witness deemed to be irrelevant by the Conduct Administrator or Board are not permitted. The Conduct Administrator or Board Chairperson may meet with witnesses as a part of the investigation before the hearing and may limit the number of witnesses permitted to attend the hearing.

A list of witnesses must be submitted at least two business days before the hearing. This list should include names, contact information, and a brief description of each witness’s contribution. It is the student’s responsibility to communicate with their witness about the hearing date, time, and location. If a witness is unable or unwilling to attend the hearing or investigation meeting, the Conduct Administrator at their discretion may authorize the witness to provide a signed written statement to the Office of the Dean of Student Affairs before the hearing date. The hearing may proceed even if all witnesses are not present.

3. Authorized Audio & Video Recording

In some cases, at the discretion of the Dean of Student Affairs, audio or video of hearings may be recorded. If audio or video recording is authorized, all individuals involved in the hearing will be notified. Deliberations by Conduct Administrators or Boards are never recorded. Any recording of a hearing becomes property of the University and may be retained as part of the disciplinary record. Recordings may be reviewed in deciding an appeal, or may be used internally for documentation or training purposes. It is prohibited for any other party to audio record, video record, or take screenshots/photos during the hearings or meetings of any kind (student conduct or conflict resolution).