

Bucknell University

2023-24

# STUDENT HANDBOOK



Bucknell  
UNIVERSITY

## **BUCKNELL UNIVERSITY STUDENT HANDBOOK 2023-2024**

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

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

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

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

Inquiries concerning the Americans with Disabilities Act, the Rehabilitation Act and related issues may be directed to Dr. Lakeisha Meyer, Director of the Office of Accessibility Resources, 107 Carnegie, Lewisburg, PA 17837, 570-577-1188, [lakeisha.meyer@bucknell.edu](mailto:lakeisha.meyer@bucknell.edu).

Inquiries concerning Title IX and related issues of sex discrimination may be directed to the Director for Institutional Equity & Title IX Coordinator Samantha Hart, 232 Marts Hall, 570-577-1554, [TitleIX@bucknell.edu](mailto:TitleIX@bucknell.edu) as well as the Office for Civil Rights, United States Department of Education, 800-421-3481.

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# **I. UNIVERSITY GOVERNANCE**

## **MISSION STATEMENT**

Bucknell is a unique national university where liberal arts and professional programs complement each other.

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

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

## **DIVERSITY STATEMENT**

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

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

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

## **THE BOARD OF TRUSTEES**

The Board of Trustees is the governing body of the private corporation of Bucknell University, whose founding charter was approved by the General Assembly of the Commonwealth of Pennsylvania in 1846. In principle, the Board of Trustees, which comprises no more than 50 individuals including Bucknell's President, is legally responsible for the direction of the University; in practice, the President serves as the University's chief executive officer, responsible for its management and administration.

## **THE PRESIDENT**

### **John Bravman**

The President of the University is the chief executive officer and a voting member of the Board of Trustees, responsible for the management and governance of the University, including carrying out and interpreting the policies of the Board. In this capacity, the President works with diverse groups of Bucknell stakeholders including trustees, faculty, staff, students, alumni, parents and friends of the University. The President is the chief spokesperson for Bucknell and responsible ultimately for the vision of the University as the principal architect of the University's strategic plan.

**PROVOST**

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

**DEAN OF STUDENTS**

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

**BUCKNELL STUDENT GOVERNMENT**

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

## **II. UNIVERSITY RESOURCES**

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

### **ACCESSIBILITY RESOURCES**

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

[bucknell.edu/accessibility](http://bucknell.edu/accessibility)

### **ATHLETICS & RECREATION**

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

[bucknell.edu/athletics](http://bucknell.edu/athletics)

### **BISON BATTALION ARMY RESERVE OFFICER TRAINING CORPS**

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

[bucknell.edu/ROTC](http://bucknell.edu/ROTC)

### **BOOKSTORE**

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

[bucknell.bncollege.com](http://bucknell.bncollege.com)

### **BU ID CARD SERVICES**

Bucknell's photo ID Card, commonly called BU ID Card, is a student's official Bucknell University identification card and is property of Bucknell University. Students are responsible for card care. The BU ID Card provides students with privileges for multiple campus services.

[bucknell.edu/BUID](http://bucknell.edu/BUID)

### **BUCKNELL MESSAGE CENTER**

Announcements about events or activities are sent to campus via email through the Bucknell Message Center. Guidelines and instructions for using the Message Center are available in myBucknell.

[my.bucknell.edu](http://my.bucknell.edu)

### **BUCKNELL NUTRITION**

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

[bucknell.edu/NutritionAtBucknell](http://bucknell.edu/NutritionAtBucknell)

### **BUCKNELL STUDENT HEALTH (BSH)**

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

[bucknell.edu/StudentHealth](http://bucknell.edu/StudentHealth)

## **BURSAR AND FINANCIAL SERVICES**

This office includes accounts receivables, cashier, refund policies and more.

[bucknell.edu/bursar](http://bucknell.edu/bursar)

## **CAMPUS ACTIVITIES & PROGRAMS (CAP)**

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

[bucknell.edu/CAP](http://bucknell.edu/CAP)

## **CENTER FOR CAREER ADVANCEMENT**

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

[bucknell.edu/CDC](http://bucknell.edu/CDC)

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

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

[bucknell.edu/CSREG](http://bucknell.edu/CSREG)

## **CENTER FOR SUSTAINABILITY & THE ENVIRONMENT (BCSE)**

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

[bucknell.edu/BCSE](http://bucknell.edu/BCSE)

## **CIVIC ENGAGEMENT & COMMUNITY SERVICE**

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

[bucknell.edu/CivicEngagement](http://bucknell.edu/CivicEngagement)

## **COLLEGE OF ARTS & SCIENCES**

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

[bucknell.edu/ArtsAndSciences](http://bucknell.edu/ArtsAndSciences)

## **COLLEGE OF ENGINEERING**

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

[bucknell.edu/engineering](http://bucknell.edu/engineering)

## **COUNSELING & STUDENT DEVELOPMENT CENTER (CSDC)**

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

[bucknell.edu/CounselingCenter](http://bucknell.edu/CounselingCenter)



## **DINING SERVICES**

Dining services at Bucknell are provided by Parkhurst Dining Services.

[bucknell.edu/dining](http://bucknell.edu/dining)

## **ELLEN CLARKE BERTRAND LIBRARY**

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

[bucknell.edu/library](http://bucknell.edu/library)

## **EVENTS MANAGEMENT OFFICE**

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

[bucknell.edu/EventsManagement](http://bucknell.edu/EventsManagement)

## **FINANCIAL AID**

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

[bucknell.edu/FinancialAid](http://bucknell.edu/FinancialAid)

## **FIRST-YEAR EXPERIENCE AND ORIENTATION**

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

[bucknell.edu/orientation](http://bucknell.edu/orientation)

## **FRATERNITY & SORORITY AFFAIRS**

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

[bucknell.edu/GreekLife](http://bucknell.edu/GreekLife)

## **FREEMAN COLLEGE OF MANAGEMENT**

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

[bucknell.edu/management](http://bucknell.edu/management)

## **GLOBAL & OFF-CAMPUS EDUCATION**

Nearly half of Bucknell University students take part in an off-campus experience in one of the over 500 Bucknell University approved programs around the world.

[bucknell.edu/GlobalEducation](http://bucknell.edu/GlobalEducation)

## **GOLF CLUB**

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

[bucknell.edu/GolfClub](http://bucknell.edu/GolfClub)

## **GRADUATE STUDIES**

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

[bucknell.edu/GradStudies](http://bucknell.edu/GradStudies)

## **GRIOT INSTITUTE FOR AFRICANA STUDIES**

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

[bucknell.edu/GriotInstitute](http://bucknell.edu/GriotInstitute)

## **HOUSING SERVICES**

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

[bucknell.edu/housing](http://bucknell.edu/housing)

## **INFORMATION TECHNOLOGY (IT)**

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

[bucknell.edu/IT](http://bucknell.edu/IT)

## **INTERPERSONAL VIOLENCE PREVENTION AND ADVOCACY COORDINATOR**

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

[bucknell.edu/life-bucknell/health-wellness-safety/sexual-misconduct/speak-bucknell](http://bucknell.edu/life-bucknell/health-wellness-safety/sexual-misconduct/speak-bucknell)

## **INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS)**

ISS provides immigration and employment-related advising for international students, cultural programming for the international and general campus, and also manages the Projects for Peace 10k initiative. ISSS supports international students and works with campus partners toward campus internationalization.

[bucknell.edu/ISSS](http://bucknell.edu/ISSS)

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

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

[bucknell.edu/LGBTQ](http://bucknell.edu/LGBTQ)

## **LOST & FOUND**

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

[bucknell.edu/switchboard](http://bucknell.edu/switchboard)

## **MULTICULTURAL STUDENT SERVICES (MSS)**

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

[bucknell.edu/MSS](http://bucknell.edu/MSS)

## **OUTDOOR EDUCATION & LEADERSHIP (OEL)**

OEL is an inclusive outdoor experiential program serving the Bucknell community by supporting learning, personal development and community development.

[bucknell.edu/OutdoorEducation](http://bucknell.edu/OutdoorEducation)

## **CENTER FOR ALUMNI & FAMILY ENGAGEMENT**

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

[bucknell.edu/azdirectory/center-alumni-family-engagement](http://bucknell.edu/azdirectory/center-alumni-family-engagement)

## **PUBLIC SAFETY**

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

[bucknell.edu/PublicSafety](http://bucknell.edu/PublicSafety)

## **REGISTRAR**

The Registrar's Office maintains the accuracy and security of all student records in accordance with university policy and the law.

[bucknell.edu/registrar](http://bucknell.edu/registrar)

## **RELIGIOUS & SPIRITUAL LIFE**

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

[bucknell.edu/chaplains](http://bucknell.edu/chaplains)

## **RESIDENTIAL COLLEGES**

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

[bucknell.edu/ResColleges](http://bucknell.edu/ResColleges)

## **RESIDENTIAL EDUCATION**

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

[bucknell.edu/ResEd](http://bucknell.edu/ResEd)

## **SAMEK ART MUSEUM**

The Samek Art Museum creates meaningful encounters between artists, students, scholars, the public and works of art.

[bucknell.edu/samek](http://bucknell.edu/samek)

## **SEVENTH STREET STUDIO & MAKERSPACE**

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

[bucknell.edu/7thStreetStudio](http://bucknell.edu/7thStreetStudio)

## **STUDENT AFFAIRS**

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

[bucknell.edu/StudentAffairs](http://bucknell.edu/StudentAffairs)

## **STUDENT CONDUCT & CONFLICT RESOLUTION**

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

[bucknell.edu/StudentConduct](http://bucknell.edu/StudentConduct)

## **STUDENT CLUBS AND ORGANIZATIONS**

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

[bucknell.edu/StudentOrganizations](http://bucknell.edu/StudentOrganizations)

## **STUDENT MEDIA**

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

[bucknell.edu/GetInformed](http://bucknell.edu/GetInformed)

## **SWITCHBOARD & INFORMATION**

Located on the 2nd floor, Elaine Langone Center, downhill side, the University Switchboard connects incoming telephone calls, provides general information and serves as a lost and found.

[bucknell.edu/switchboard](http://bucknell.edu/switchboard)

## **TITLE IX COORDINATOR**

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

[bucknell.edu/titleIX](http://bucknell.edu/titleIX)

## **TRANSPORTATION & STUDENT TRANSIT**

Daily shuttle service is offered on campus and to the downtown Lewisburg area during the academic year. Shuttle service is also available during university breaks to nearby airports, train stations and bus stations. University Breaks are the beginning and the end of Fall & Spring Terms, Fall Break, Thanksgiving Break and Spring Break.

[bucknell.edu/shuttles](http://bucknell.edu/shuttles)

## **STUDENT LEARNING SUPPORT**

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

[bucknell.edu/TLC](http://bucknell.edu/TLC)

## **WEIS CENTER FOR THE PERFORMING ARTS**

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

[bucknell.edu/WeisCenter](http://bucknell.edu/WeisCenter)

## **WRITING CENTER**

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

[bucknell.edu/WritingCenter](http://bucknell.edu/WritingCenter)



### III. BUCKNELL UNIVERSITY STUDENT CODE OF CONDUCT

#### STATEMENT OF COMMUNITY RESPONSIBILITY

Bucknell University is strongly committed to fostering a sense of social responsibility and nurturing an atmosphere of respect and integrity in all areas.

Every student who accepts the invitation to join the Bucknell University community commits to the following Statement of Community Responsibility:

*We are a community of learners who value personal and intellectual honesty.*

*Our actions reflect maturity, social responsibility and respect toward others.*

*We value individual differences and will not tolerate harassment or discrimination.*

*Our actions show respect for our own health and well-being.*

*We honor Bucknell by upholding the policies that support our community standards.*

#### **A. THE STUDENT CODE OF CONDUCT**

The Student Code of Conduct (the “Code”) provides notice of the University’s expectations for the conduct of Students, Student Organizations and Student Groups, and the procedures for holding Students, Student Organizations and Student Groups accountable for misconduct through an educational process that balances the interest of individual students with the interest of the University community.

All Bucknell Students:

- Are expected to read and understand the Code. Lack of familiarity with conduct expectations will not excuse misconduct; and,
- Are expected to fully cooperate in investigations and to provide complete, accurate and truthful information and any potentially relevant documentation; and,
- Are expected to participate in the Conduct Process when called upon and to provide truthful and complete information upon request.

#### **B. THE AUTHORITY OF THE DEAN OF STUDENTS**

The Code is enforced and administered under the authority of the Dean of Students who delegates certain responsibilities related to the Conduct Process to other employees in Student Affairs.

1. Nothing in the Code affects the inherent authority of the University to take actions as are appropriate to further the educational mission of the University, to protect the safety and security of the University community, to preserve University property, or to address a situation that poses an on-going threat of disruption, or interference with, the normal operations of the University.
2. The Dean of Students retains authority to vary procedures and timeframes in the Code as necessary to ensure the prompt, fair, and/or equitable resolutions of complaints of misconduct.
3. The Dean of Students has specific authority to designate employees in Student Affairs, or individuals in other capacities as may be required, to investigate complaints or to otherwise administer the Conduct Process. The authority of the Dean of Students may be exercised without formal designation.

## C. GENERAL PROVISIONS

1. **Applicability to Students** - Students are responsible for their conduct from the time of application for admission to the University through the official award of their degree or the date of official withdraw from the University. The Code applies so long as a student has a continuing relationship with the University even if the Student is not taking courses on campus (periods of Leave of Absence or during semester breaks).
  - a. A conduct process will be completed even if a Student withdraws from the University during the conduct process. Students may not voluntarily withdraw in order to avoid the conduct process.
  - b. Students are responsible and may be held accountable for the actions of their invited non-student guests.
  - c. Students who assist others in violating the Code may be reviewed for possible violation of the Code to the same extent as the person committing the violation.
  - d. Students who attempt conduct in violation of the Code, even if unsuccessful, may be reviewed for possible violation of the Code to the same extent as if they had completed the violation.
2. **Applicability to Student Organizations and Student Groups** – Recognized Student Organizations (including for example fraternities and sororities and athletic teams) and Student Groups (including for example dance teams) are responsible for the actions and conduct of their members when one or more of the members knew or should have known that another member, acting in or perceived to be acting in their capacity as a member of the Student Organization or Student Group engaged in conduct in violation of the Code, regardless of whether the conduct was officially approved by the entire membership. Unless specifically stated otherwise, references to Student(s) in the Code will also apply to Student Organizations.
  - a. Notices related to the Conduct Process will be sent to the primary officer of the Student Organization or Group at the officer's University email address with a copy to the Organization or Group's adviser. Failure of a Student Organization or Group to respond to a Notice, or to participate in the Conduct Process may result in resolution of the matter in the absence of any representative.
  - b. Individual Student members of a Student Organization or Group may be held individually accountable for the same misconduct that is reviewed for the Student Organization or Group.
3. **Location of Conduct** - The Code applies to conduct that occurs on-campus and off-campus if the Dean of Students determines that the alleged conduct may adversely affect Bucknell's interests as a campus community.
  - a. The Dean of Students may require a Student to provide relevant information regarding any off-campus conduct, including citations or law enforcement reports, in order to evaluate the impact of off-campus conduct on the campus community.
  - b. Students are responsible for the activities that occur in their assigned residence hall rooms and their shared living/common spaces in residence halls.
  - c. All assigned occupants of a room, suite, apartment or modular may be subject to the same outcome as a student resident who directly engages in misconduct.
  - d. All residents of an off-campus residence may be subject to the same outcome as the individual off-campus student resident(s) who directly engages in misconduct.
4. **Online Conduct** – The Code applies to misconduct engaged online, in email or through other electronic mediums or platforms.

5. **Violations of the Law and the Code** – Bucknell has an interest in Student conduct that is distinct from civil and criminal authorities and may proceed under the Code regardless of whether related civil or criminal proceedings are pending. Bucknell may report conduct to criminal and civil authorities when appropriate with specific consideration given to legal requirements related to confidentiality and circumstances of the conduct.
6. **Misconduct Subject to Other Policies** –
  - a. Classroom disruption and interference or obstruction of academic programs are typically managed by University faculty under the leadership of the University Provost. Faculty may refer conduct in violation of the Code to the Dean of Students.
  - b. Academic misconduct and failure to comply with the University Academic Responsibility Policy are subject to the Board of Review Process described in the University's Academic Responsibility policy at [bucknell.edu/AcademicResponsibility](http://bucknell.edu/AcademicResponsibility).
  - c. Misconduct prohibited under the University's Sex Discrimination, Sexual Misconduct, Relationship Violence & Stalking Policy are resolved in accordance with the processes set forth in that policy and should be reported directly to the University Title IX Coordinator.
7. **Disability Accommodations in the Conduct Process** – Students with disabilities who require an accommodation in order to fully participate in the Conduct Process should seek reasonable accommodations to participate in the Conduct Process from the Office of Accessibility Resources.
8. **Disciplinary Records and other Records of the Conduct Process** – Documents created and maintained as part of the Conduct Process are subject to the protections of the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g. Disciplinary records are generally not disclosed without student consent; however, FERPA does provide specific exceptions for disclosure of disciplinary records in certain circumstances.
  - a. Individual Student disciplinary files, including a Student's Conduct History are maintained in the Office of the Dean of Students for five (5) years following a Student's last date of attendance, except that the University will maintain a permanent written disciplinary record for any Student who is expelled.
  - b. Student Organization and Student Group disciplinary files are maintained permanently in the Office of the Dean of Students.
  - c. Audio recordings of Community Conduct Board and Administrative Reviews are maintained through the end of the Conduct Process and then immediately destroyed.
9. **No Degree Conferred While Discipline Pending** – A Student will not be awarded a degree or permitted to participate in commencement while an investigation of misconduct or Conduct Process is on-going without the express written consent of the Dean of Students. The decision of the Dean of Students is final and cannot be reviewed by any other University official.
10. **Communication with Students** – The Office of the Dean of Students will communicate with Students through their official University email address. Students are expected to monitor their University email on a regular basis. Contact with Student Organizations and Student Groups will be delivered to the email address for the Student leaders of the organization or group.

## D. DEFINITIONS

The following definitions apply for purposes of interpreting the Code:

1. **Adviser** means a current member of the Bucknell faculty, administration, staff or student body who is selected by a Respondent and has agreed to help a Student at any phase of the investigation and/or Conduct Process.
  - a. An Adviser may not be involved in the incident being considered in the investigation and/or Conduct Process, may not be directly related to the Respondent or Complainant, and not be a licensed attorney.
  - b. An Adviser may not speak on behalf of the student being assisted or otherwise address witnesses or other hearing participants, including the Student Conduct Administrator, an Administrative Reviewer or Community Conduct Board members.
  - c. An Adviser may be dismissed from the Conduct Process at any time at the sole discretion of the Dean of Students for actions not consistent with their role, or otherwise disruptive actions.
  - d. An Adviser must be identified by a student no less than twenty-four (24) hours prior to the phase of the investigation or Conduct Process for which the Adviser will be present. The Conduct Process will not be scheduled to accommodate the availability of an Adviser.
2. **Community Conduct Board:** The Community Conduct Board (CCB) is a panel of trained students and employees who are convened for the purpose of reviewing alleged violations of the Code and if applicable, to determine appropriate outcomes. CCB panels are composed of three (3) members, normally including one (1) student and two (2) University employees. The composition of a CCB may be adjusted at the discretion of the Dean of Students to provide a timely hearing.
3. **Complainant:** Any individual who claims to have been aggrieved by student misconduct.
4. **Conduct History:** Conduct History is the record of violations of Community Conduct Expectations for which a Student has been found responsible, maintained in the Office of the Dean of Students.
5. **Conduct Process:** The Conduct Process means the procedures outlined in the Code to consider whether a Student or Student Organization or Student Group has violated the Code, and whether outcomes should be assigned.
6. **Day:** A Day means Monday through Friday during regular University business hours (8:30 a.m. to 4:30 p.m.).
7. **Finding:** A Finding is the outcome of a conduct case and the conclusion of whether a Student will be found responsible or not responsible for a violation of the Code.
8. **Preponderance of the Evidence:** Preponderance of the Evidence is the standard of review in the Conduct Process that evaluates whether misconduct is more likely than not to have occurred.
9. **Misconduct:** Misconduct refers to conduct that violates the Community Conduct Expectations set forth in Section E of the Code.
10. **No Contact Order:** A No Contact Order is an administrative directive issued by the Dean of Students or a designee prohibiting contact between individuals.
11. **Outcome:** Educational tools or statuses meant to promote learning, growth, and accountability, issued when a Respondent is found responsible for misconduct.
12. **Respondent:** A Student, Student Organization or Student Group identified as possibly having engaged in misconduct.
13. **Student Conduct Administrator (“SCA”):** The individual assigned by the Dean of Students to oversee the Conduct Process. The SCA investigates alleged misconduct and follows the Conduct Process to consider alleged misconduct.

**14. Student Code of Conduct (“Code”):** The University policy that sets forth standards of conduct and processes for addressing reported violations of those standards.

**15. Student Organizations and Groups:** Student groups that have achieved the status of a recognized student organization, or are organizing to apply for recognition, through Bucknell Student Government and Campus Activities, and student groups sponsored by University departments.

**E. COMMUNITY CONDUCT EXPECTATIONS AND PROHIBITED CONDUCT (“MISCONDUCT”)**

Students, Student Organizations and Student Groups may receive action for engaging or attempting to engage in conduct prohibited by the Code as described below and referred to throughout this Code as “Misconduct.” The list is not all inclusive but is illustrative of conduct that may fall below University expectations and may expose a Student, Student Organization or Student Group to disciplinary action and possible outcomes.

1. Failure to act in a manner that reflects personal and intellectual honesty.
  - a. Providing, possessing or using false information, including furnishing false information to any University official, law enforcement officer or emergency response/medical personnel, faculty member, department or office; forging, altering or misusing any University document, record or instrument of identification; or assuming the name of a University official, faculty member or another student.
  - b. Knowingly being in the presence of violations of the Student Code of Conduct, University policies or law.
2. Failure to act in a manner that reflects maturity, social responsibility and respect toward the person and property of others.
  - a. Engaging in conduct that threatens the health or well-being of another.
  - b. Intentionally or recklessly causing physical harm or abuse, injury, constraint on another’s physical movement or threat of harm toward another person.
  - c. Harassment, which includes engaging in conduct that, in the view of a reasonable person, has the purpose or effect of creating an intimidating or hostile educational, work or living environment.
  - d. Bullying and cyberbullying, which generally involves an imbalance of power, with an intent to intimidate, threaten and/or cause emotional and/or physical harm. Cyberbullying may encompass any form of technology.
  - e. Hazing, as defined by the University’s Antihazing policy.
  - f. Violation of local, state, or federal law, or campus policies, related to fires and fire hazards including, but not limited to:
    - i. Intentionally or recklessly causing a fire which causes injury or damages any University, personal or public property.
    - ii. Failure to evacuate a University-controlled building during a fire alarm.
    - iii. Tampering with, covering, disabling, or otherwise damaging fire safety equipment, including fire alarms, door stoppers, smoke detectors, and fire extinguishers, and hanging items from sprinkler heads.
    - iv. Improper use of, or blocking of, emergency exits, fire escapes, rooftops, windows, hallways and other means of ingress/egress. Using windows as entrances to or exits from buildings. Throwing or pouring items or objects from windows. Displaying or hanging any items, including banners, from roofs, windows or the exterior of buildings without prior university approval.
    - v. Disorderly conduct, including any behavior that obstructs or disrupts the regular or normal functions of the University or surrounding community,



breaches the peace or violates the rights of others. Specific misconduct includes but is not limited to:

1. Excessive noise.
  2. Lewd or indecent conduct.
  3. Throwing, dropping, or projecting any object or substance that has potential to cause damage to property, injury or disruption.
  4. Intentionally and inappropriately interfering with others' freedom of expression or movement.
  5. Interfering with a University activity.
- vi. Possession or storage, even if legally owned, of weapons, explosives, fireworks, ammunition, hand-held torches, or other materials. Specific violations of this policy include but are not limited to, the possession of, use of or threat with any of the following items:
- Any deadly weapon, defined as an instrument, item or material readily capable of causing death or serious physical injury;
  - Any firearm (including any weapon or instrument from which a shot, projectile or other object may be discharged by force, whether operable or inoperable, loaded or unloaded) or ammunition;
  - Any BB gun, pellet gun, air rifle, paint gun or toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
  - Any sword (whether decorative or not) or other martial arts weapon;
  - Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
  - Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation, including fireworks, combustible engines and illegal or potentially dangerous chemicals.
- (NOTE: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.)
- g. Theft, misuse or damage to the property or belongings of another individual, group or entity, including unauthorized use of the University's corporate name, logo, marks or symbols, as well as other copyright violations.
- h. Unauthorized possession, duplication or use of keys or BU ID cards for any University premises, or unauthorized entry to or use of University premises.
- i. Any Community Conduct violation motivated by the race, gender identity or expression, sexual orientation, religion, national origin, disability or other protected characteristic of another individual or group, as further detailed in the University's Notice of Nondiscrimination ([bucknell.edu/NoticeOfNondiscrimination](http://bucknell.edu/NoticeOfNondiscrimination)) constitutes a violation in addition to the original underlying violation. See Bucknell's Bias-Related Harassment Policy ([bucknell.edu/BiasPolicy](http://bucknell.edu/BiasPolicy)) for additional information.
- j. Trespassing, which includes an unauthorized entry on or in University owned or controlled property.
- k. Public nudity, public urination or defecating in a place other than a restroom.
- l. Littering on private or public property.
- m. Illegal gambling.

- n. Recording another person without consent.
  - o. Planning, encouraging, assisting, facilitating or being accessory to any misconduct.
3. Failure to act in a manner that reflects respect for one's own health and well-being, or, with regard to drugs and alcohol, that of others.
- a. Engaging in conduct that threatens the health and safety of oneself and/or others.
  - b. Engaging in irresponsible, unsafe or otherwise improper conduct involving drugs or controlled substances on or off campus, including by the:
    - i. Use, possession or distribution of illegal drugs or controlled substances or drug paraphernalia.
    - ii. Unauthorized possession, misuse, manufacturing, adulteration or redistribution of prescription or other legal drugs, synthetic drugs or household products.
  - c. Engaging in irresponsible, unsafe or otherwise improper conduct involving alcohol on or off campus (except as specifically indicated below), including by:
    - i. Purchasing, possessing, consuming or being under the influence of alcoholic beverages under 21 years of age.
    - ii. Serving, distributing, furnishing or otherwise providing alcohol to individuals under 21 years of age.
    - iii. Hosting, facilitating or otherwise participating in drinking games.
    - iv. Using devices or engaging in physical activities/actions designed for the rapid consumption of alcohol (e.g. funnels, beer bongs, etc.).
    - v. Effecting excessive and/or other harmful consumption of alcohol through peer pressure or subterfuge.
    - vi. Serving or consuming alcohol from common-source containers (e.g. kegs, barrels, pails, punch bowls, etc.), except when expressly authorized by the University.
    - vii. Possessing alcoholic beverages in areas on campus other than where expressly permitted by University policy, including in the room of an underage student, in the public or similar common areas of residence halls and other university buildings, outdoors on campus, etc.
    - viii. Hosting, facilitating or otherwise participating in on-campus events or parties involving alcohol that have not received required University authorization.
    - ix. Level of intoxication representing a danger to personal health or safety.
    - x. Public drunkenness.
    - xi. Open alcohol containers in public areas.
    - xii. Operating a vehicle or machinery while under the influence of alcohol and/or drugs.
4. Failure to act in a manner that reflects respect toward the policies, procedures and laws that are in place to maintain and support community standards at the University and beyond.
- a. Failure to comply with University policy, agreements and/or the directions of University officials, law enforcement officers or emergency response/medical personnel acting in performance of their duties or to identify oneself to these persons when requested to do so.
  - b. Violating the University's Library and Information Technology Appropriate Use policy ([bucknell.edu/Documents/LIT/Policies/AppropriateUsePolicy.pdf](http://bucknell.edu/Documents/LIT/Policies/AppropriateUsePolicy.pdf)).
  - c. Violating the University's regulations relating to residential living.

- d. Contempt of the Conduct Process, including by:
  - i. Failing to attend a meeting during the Conduct Process.
  - ii. Falsifying or misrepresenting information before a Student Conduct Administrator or Community Conduct Board panel, or instituting a student conduct report in bad faith.
  - iii. Discouraging an individual's proper participation in, or use of, the Conduct Process, or retaliating against an individual bringing a complaint, or participating in an investigation or hearing, in good faith.
  - iv. Failing to comply with sanctions imposed under the Code.
- e. Engaging in any activity as an unrecognized student organization including recruitment activity, contribution of funds for any purpose or any activity intended to perpetuate or otherwise engage in activities as an actual or prospective member of a Student Organization or Group that was previously recognized by the University but is no longer recognized or that has a membership and purpose that is substantially identical to a Student Organization or Group that was previously, but is no longer recognized as a Student Group or Organization, even if operating under a different name.
- f. Violating any University policy, rule or regulation published in hard copy or available electronically on the University website.
- g. Violating any federal, state or local law.

#### F. **AUTHORITY TO INITIATE EMERGENCY MEASURES**

The Dean of Students may exercise authority in emergency situations or extraordinary circumstances to address concerns regarding the health and safety of a Student or members of the University community, or to protect University property. Emergency Measures include:

1. **Temporary Rules and Regulations** – The Dean of Students may issue temporary rules and regulations as necessary and appropriate to supplement the Community Conduct Expectations set forth in the Code. Temporary rules and regulations will be published and made available to Students as soon as possible and shall remain in effect until officially withdrawn. (Examples of temporary rules include health and safety guidelines established to mitigate the spread of virus.)
2. **Interim Suspension of a Student** – A Student may be immediately removed from all or part of the campus and suspended pending the outcome of the Conduct Process when the Dean of Students reasonably believes that the Student's continued presence endangers the safety and well-being of the Bucknell community, to protect the Student's own physical health or emotional well-being and safety, to protect University property or if a Student poses an on-going threat of disruption or interference with the normal operations of the University. The resolution of underlying misconduct will occur at the earliest feasible time in accordance with the Conduct Process.
3. **Interim Suspension of Student Organizations or Student Groups** – The Dean of Students may direct a Student Organization or Student Group to cease all activities, meetings, programs and representation as a Student Organization or Student Group, during an investigation or while the Conduct Process is pending when the Dean of Students reasonably believes that the Student Organization or Student Group's continued operation endangers the safety and well-being of the Bucknell community, or to protect any Student's own physical health or safety. The resolution of the underlying misconduct will occur at the earliest feasible time in accordance with the Conduct Process.
4. **Emergency Removal from Housing** – The Dean of Students may require the immediate removal of a Student(s) from University housing until underlying misconduct is resolved.
5. **No Contact Orders** – The University may issue a directive to cease all communication

and contact with one or more individuals for a specified period when the University reasonably believes the directive is necessary to protect the health, safety, or welfare of any member of the University community, including to prevent retaliation or harassment. The directive prohibits the Student from communicating or contacting the identified individual(s) through in-person, written, electronic, social media, third-party, or other means, except as set out in the No Contact Order.

6. **Loss of Privileges (housing, parking, participation in University ceremonies, including but not limited to commencement)** – Residing in University housing, parking on campus, and participation in University ceremonies, including commencement and other senior ceremonies, are privileges granted to Students that can be withdrawn at the discretion of the Dean of Students without formal process. The Dean of Students may revoke Student privileges while an investigation of misconduct is ongoing, or pending the outcome of the Conduct Process without any requirement for formal process of review.

## **G. REPORTING AND INVESTIGATING ALLEGATIONS OF MISCONDUCT**

1. **Reporting Misconduct** – Reports of misconduct should be referred to the Office of the Dean of Students who shall have authority to investigate reported misconduct and to refer Students to the appropriate process for review of alleged misconduct.
  - a. Reports may be filed by any member of the University community, or by individuals outside the University community, including by law enforcement or other institutions of higher education. Individuals who report alleged Misconduct will be considered Complainants for purposes of the Conduct Process.
  - b. To the greatest extent possible, reports alleging misconduct should include the identity of the Student alleged to have engaged in misconduct, the date of the violation, and the nature of the violation.
  - c. Misconduct constituting a potential violation of state or federal law may also be referred to Bucknell Public Safety to consider criminal charges based on campus conduct or to local law enforcement in a relevant jurisdiction based on off-campus conduct.
  - d. The Student Conduct Administrator (SCA) will review all reports of alleged misconduct without regard to any related arrests, pending criminal charges or civil proceedings to consider possible violations of the Code.
2. **Investigating Misconduct** – The SCA will conduct a full and fair investigation of alleged misconduct including interviews with any relevant witnesses and review of any relevant documents to determine whether there is reasonable cause to believe that a particular Student, Student Organization or Student Group may have engaged in misconduct.
  - a. Any Student called to provide information as part of a misconduct investigation is expected to cooperate. Students may be assisted by an Adviser during the investigation.
  - b. The SCA may dismiss a complaint for lack of sufficient information or if the alleged conduct does not fall within conduct prohibited by the Code.
  - c. If a Complainant declines to participate in an investigation, the SCA may still proceed if sufficient information is available independent of the Complainant.
  - d. If the SCA determines that Interim Measures should be implemented at any time during the investigation, notice of such Interim Measures must be provided to the Respondent in a timely fashion.

## H. MEDICAL AMNESTY

The University encourages students to seek and/or call for assistance for themselves or others when the student caller or another student appears to need medical assistance due to alcohol and/or drug use. The Student placing the call and the Student for whom the call was made will not be subject to the Conduct Process for alcohol or drug violations. A call for assistance should be made promptly to:

- Bucknell Public Safety,
  - Local law enforcement including the Buffalo Valley Regional Police,
  - 911 Emergency,
  - The Student Affairs staff on call,
  - The Residential Adviser (RA) for incidents in residence halls.
1. Medical Amnesty may be available for Student Organizations and Groups that seek immediate medical assistance for their members or guests when any potential health risk is observed, including medical emergencies related to the consumption or use of alcohol or drugs. Student Organizations and Groups can and will be held accountable for any other violations of the Code related to the incident (e.g., hazing, endangering the safety of others). A Student Organization or Group that fails to seek assistance for a member or guest in need may be reviewed for possible violation of the Code for endangering the safety of another Student.
  2. Students, Student Organizations or Student Groups who are granted Medical Amnesty may still be subject to any of the following consequences which will not be included in any Conduct History.
    - a. Referral to the Alcohol and Other Drugs Counselor through the Counseling & Student Development Center for an alcohol or other drug assessment.
    - b. Referral to the University Medical Director for an assessment.
    - c. Emergency notice to parents or guardians.
    - d. Educational opportunities to assist in avoiding future high risk situations.
    - e. A summary report of the incident to be included in the Student, Student Organization or Student Group's file in the Office of the Dean of Students.Failure to complete appointments or to follow up as prescribed could result in revocation of Medical Amnesty and referral for formal resolution.
  3. Medical Amnesty does not apply if individuals experiencing an alcohol or drug-related medical emergency are found by University employees, with the exception of student staff (e.g., RAs, PAs, JFs).
  4. Medical Amnesty does not protect Students, Student Organizations or Groups that repeatedly violate the Code. In cases where repeated violations occur, the University may take action on a case-by-case basis regardless of the potential availability of Medical Amnesty and may impose additional consequences including additional counseling sessions, educational follow-up with University administrators and/or a full behavioral assessment which may result in a mandated Leave of Absence. The University may also take action in cases of egregious violations.
  5. Medical Amnesty does not prevent the filing of criminal charges.
  6. Medical Amnesty may not be available if a Student refuses to cooperate with emergency assistance, law enforcement or University personnel at the time of initial contact.



**I. THE STUDENT CONDUCT PROCESS**

Bucknell University expects Students to uphold the Standards of Community Conduct which promote and support the University's mission. When the actions of a Student, Student Organization or Student Group violate the University's community conduct expectations, those actions may be subject to one of three processes of review and resolution. The SCA has authority and discretion to refer any case to the process of resolution determined to be most appropriate based on the following Conduct Process.

- 1. Notice of Reported Violations** – If the SCA has a reasonable basis to believe that a Student, Student Organization or Student Group may have engaged in misconduct, the SCA will provide a Notice of Reported Violations to the Student, Student Organization or Student Group including:

  - a. A summary of the alleged misconduct and related section(s) of the Code that may have been violated with sufficient detail to enable a Respondent to prepare a response to the allegation.
  - b. A summary of any Interim Measures that may be implemented, if appropriate or necessary.
  - c. Notice of the date, time, and location for the Resolution Process determined to be most appropriate based on the discretion of the SCA including a conflict resolution process when appropriate.
  
- 2. Resolution Processes** – At the discretion of the SCA and subject to the requirements described for each Resolution Process, alleged misconduct may be reviewed and addressed through any of the following Resolution Processes considering factors such as the severity or community impact of the reported violation, frequency or existence of a pattern of behavior or violation, or issues related to fairness and equity.

  - a. **Conflict Resolution** – The SCA has the discretion to refer a matter for mediation, a restorative justice process, or another form of conflict resolution on which community members have been trained. All parties involved in an incident of misconduct must agree to the proposed conflict resolution option and must agree to be bound by the outcome with no review or appeal. The outcome of any conflict resolution option will be maintained in the files of the Office of the Dean of Students for reference only and may be considered in any future Conduct Process. If Conflict Resolution is unsuccessful, the case will be returned to the SCA to be considered under an alternative Conduct Process. Conflict Resolution processes include:
    - i. **Mediation:** Mediation is a meeting with a third-party facilitator who helps involved parties to reach an agreement for moving forward that best meets their needs. Participation is by mutual consent of the involved parties and does not require admission of a policy violation by any involved party. Mediation often results in an agreement about future behavior, rather than outcomes, which is the key difference between Mediation and Restorative Justice. When parties are unable or unwilling to meet in person but wish to participate in Mediation, a facilitator can provide “shuttle” dialogue by communicating between parties to help them reach agreement. If the involved parties are not willing or able to complete Mediation, the matter will instead be resolved formally.
    - ii. **Restorative Justice (RJ):** RJ is a collaborative process that centers the voices of those involved in conflict and the input of those most harmed. A trained facilitator guides conversation between those involved, and the parties (rather than an administrator or board) decide what steps must be taken to repair the harm (articulated in an RJ agreement, which may or may not include outcomes). Participation is by mutual consent of the involved parties and does not require admission of a policy violation,

though the Respondent must acknowledge that they caused harm and demonstrate willingness to repair the harm. If the harmed parties or Respondent are not willing or able to complete RJ, the matter will instead be resolved formally. Failure by the Respondent to fulfill the RJ agreement will result in referral to formal resolution.

- b. Community Standards Meeting** – A Community Standards Meeting may be convened between the SCA and Respondent in minor cases of misconduct where the outcomes of suspension, disciplinary withholding of a degree or expulsion are not under consideration. A Community Standards Meeting is not a Formal Review but has as its goal to resolve conflict, restore a Student’s relationship with the community, and to promote community trust and civility through outcomes that hold students accountable, and provide opportunities for learning and development.
- i. The SCA will provide an overview of the incident to be discussed at the Community Standards Meeting to the Respondent in advance of the Community Standards Meeting in sufficient time to allow the Respondent to prepare a response or to gather additional information.
  - ii. During the Community Standards Meeting the Respondent will have an opportunity to discuss the alleged misconduct and offer any relevant witnesses or documents in response.
  - iii. A Respondent may be accompanied by an Adviser at a Community Standards Meeting but the Adviser may not speak directly to the SCA or offer information regarding an incident.
  - iv. The SCA will deliver written findings of responsibility related to each violation of the Code based on a preponderance of evidence (more likely than not) standard, and an outcome based on the information discussed at the Community Standards Meeting. Findings of responsibility and outcomes imposed as a result of a Community Standards Meeting are not subject to appeal.
  - v. The SCA has discretion to end the Community Standards Meeting process at any time and to refer the alleged misconduct for review by the Community Conduct Board or an Administrative Review. Reasons for such referral may include, but are not limited to, a determination that suspension or expulsion may be an appropriate status for the alleged misconduct, or the Respondent has failed to appropriately engage in the Community Standards Meeting.
  - vi. The Respondent may request the opportunity to refer the alleged misconduct for consideration by the Community Conduct Board or Administrative Review at any time prior to a final determination of responsibility by the SCA in the Community Standards Meeting Process.
  - vii. The results of a Community Standards Meeting are not reported as part of a Student’s Conduct History but are maintained in the Office of the Dean of Students and may be considered in the event of future misconduct. The result will become part of the reportable disciplinary record when outcomes are incomplete.

- c. **Formal Review Options** – In cases not resolved through a process of Conflict Resolution, or not suitable for resolution by a Community Standards Meeting, the Dean of Students will convene a Formal Review before either an Administrative Reviewer or a Community Conduct Board. The Formal Review will operate under the standard of fundamental fairness and the process may be adjusted at the discretion of the Dean of Students in the interest of fundamental fairness. The Formal Review proceeds in the same manner before both the Administrative Review and the Community Conduct Board.
- i. **Administrative Review** – An Administrative Review will be conducted by a single Student Conduct Administrator to consider:
    - (a.) Individual Student misconduct that may result in a status of suspension, disciplinary withholding of a degree or expulsion.
    - (b.) Misconduct involving Student Organizations or Student Groups regardless of the type of alleged misconduct.
    - (c.) An Administrative Review may be convened at the discretion of the Dean of Students if a Community Conduct Board cannot be convened in a timely fashion, or if a Community Conduct Board may not be able to provide a fair and equitable hearing process.
  - ii. **Community Conduct Board (CCB) Review** – A CCB will be convened to consider individual Student misconduct that may result in a status of suspension, disciplinary withholding of a degree or expulsion, especially when the misconduct may have significant community impact.
    - (a.) On an annual basis, the Dean of Students will appoint a pool of trained faculty, staff, administrators and students to serve upon appointment as members of a CCB. The Dean of Students may remove a member of the CCB for any reason. Members of the CCB will be trained annually.
    - (b.) Student members of the CCB will be selected based on an application and interview process. Student CCB members, insofar as possible, will reflect the student population at Bucknell. Faculty and staff members of the CCB will be solicited by nomination.
    - (c.) When a CCB Review will be convened to consider alleged misconduct, the Dean of Students will appoint one (1) student and two (2) University employees to serve on a CCB panel. The Student Conduct Administrator will provide CCB members the names of the Respondent(s). CCB members who present actual bias in regard to Students involved in a CCB Review or the related incident are expected to recuse themselves from serving prior to the CCB Review. The makeup of a CCB panel may be adjusted at the discretion of the Dean of Students to ensure a timely review and/or in the interest of fairness.
    - (d.) If the timing of a CCB Review presents challenges to convene members of the CCB, the Dean of Students may appoint other members of the University community who are reasonably available to serve on a CCB Review panel. The Dean of Students may also defer a Conduct Process until such time as an adequate number of CCB members are available to proceed.
    - (e.) Prior to the start of any CCB Review, the SCA will appoint a CCB panel Chair from one of the University employees appointed to the panel.

- 3. Formal Review Process** – The Administrative Review and the CCB Review are convened to determine, based on a preponderance of evidence, whether a Respondent's actions constitute a violation of the Code and, if so, the appropriate outcome. Formal Reviews are closed processes, and only those participating in the Formal Review are permitted to be present at appropriate times during the Formal Review.
- a. **Consideration of Bias** – Prior to a Formal Review, a Respondent may request the substitution of an individual appointed to a CCB based on a concern of actual bias. "Actual bias" may exist if an appointed CCB member cannot fairly and impartially render a decision. The evaluation of actual bias is reserved to the challenged CCB member. CCB members must recuse themselves from service as an appointed member if they have a specific and actual bias related to any student involved in a CCB Review or an incident in question.
  - b. **Order** – Formal Reviews will typically proceed in the following order, subject to the discretion of the Student Conduct Administrator or the CCB panel Chair who may alter the order or manner in which information is heard or presented, and may impose time-limits on any stage of the process. The Student Conduct Administrator or CCB panel Chair may adjourn the Formal Review when deemed appropriate to reach a full and fair understanding of the facts.
    - i. Introductions
    - ii. Presentation of alleged violations by the SCA/CCB
    - iii. Opening statement by the Respondent
    - iv. Presentation of information and questions by the SCA/CCB
    - v. Respondent's presentation and questions
    - vi. Respondent's closing statement
    - vii. Reviewer deliberations (SCA/CCB only)
  - c. **Recording** – The Formal Review will be recorded through the end of the Respondent's closing statement. The deliberations of the Administrative Reviewer and the CCB are private and are not recorded. All recordings will be destroyed at the conclusion of the Review and Appeal Process (if applicable).
  - d. **Witnesses** – The Administrative Reviewer or CCB panel Chair may request the presence of any witnesses with relevant information about an incident. The Respondent may also present relevant material witnesses to offer information related to an incident on their behalf.
    - i. The Respondent should provide the SCA with the names of all witnesses who they wish to present evidence on their behalf and a summary of the information to be offered no fewer than three (3) days prior to a Formal Review. The names of witnesses will be provided to the Administrative Reviewer or the CCB prior to the Formal Review.
    - ii. The Student Conduct Administrator and the CCB panel Chair may determine whether, and to what extent live witnesses will be permitted to participate, including considering whether information will be relevant or cumulative.
    - iii. The Complainant and other live witnesses may only be present in the Formal Review while they are providing information as part of the Student Conduct Administrator or CCB Review.

- e. **Presentation of Information** – The Formal Review provides an opportunity for Students to be heard in response to allegations of misconduct but Formal Reviews are not trials and do not follow formal rules of procedure or evidence.
  - i. Respondent will not be permitted to cross-examine witnesses. Questions may be submitted to the Student Conduct Administrator or CCB panel Chair for inquiry to witnesses. The Student Conduct Administrator and CCB panel Chair retain discretion to determine which questions will be asked, altered or omitted.
  - ii. The Administrative Reviewer and CCB panel Chair will determine the relevancy of evidence and will assign the appropriate weight to evidence in their decision making in light of all relevant factors.
- f. **Determination of Outcomes** – After a Formal Review is completed the Administrative Reviewer or CCB will deliberate in private to consider whether a Student is responsible for the alleged misconduct and, if the Student is responsible, the appropriate outcome.
- g. **Notice of Outcome** – No more than five (5) days after the conclusion of a Formal Review, the Student Conduct Administrator or CCB will provide the Respondent a written Notice of the Outcome of the Formal Review including findings of responsible or not responsible for each alleged violation of the Code and any outcomes.

#### 4. **Appeal to the Dean of Students –**

- a. Any Respondent found responsible for a violation resulting in a status of suspension, expulsion, disciplinary withholding of a degree or termination of a Student Group or Student Organization may appeal the outcome by submitting a written Notice of Appeal to the Dean of Students no later than 4:30 p.m., five (5) days following written Notice of Outcome.
- b. Appeals will only be reviewed based on one or more of the following grounds and the Respondent must identify the grounds for the appeal and any supporting argument in the Notice of Appeal submitted to the Dean of Students:
  - i. There is previously unavailable relevant information that likely would have significantly impacted the finding of a review;
  - ii. There was procedural error that likely would have significantly impacted the finding of a review; or
  - iii. The outcomes imposed were substantially disproportionate to the findings.
- c. An appeal is not an opportunity to reconsider all information presented as part of the Review, but is an opportunity for the Respondent to specifically state the grounds for the appeal and to identify information presented at the Formal Review to support the arguments presented on appeal. Additional information will not be considered on appeal unless the information was discovered after the Formal Hearing and was not previously available.
- d. The Dean of Students may request additional information from the Student Conduct Administrator or the CCB in considering an appeal.
- e. The Dean of Students will typically provide a written decision on the Respondent's appeal within ten (10) days.
  - i. If the Dean of Students finds that previously unavailable relevant information likely would have significantly impacted the finding of the Formal Review, the Dean of Students will return the case to the Administrative Reviewer or the CCB with direction to reconvene to consider the information and to render a determination considering the new information.

- ii. If the Dean of Students finds that a procedural error likely would have significantly impacted the finding of a review, the Dean of Students will request the convening of a new Administrative Review or CCB.
    - iii. If the Dean of Students finds the outcomes imposed to be substantially disproportionate to the findings, the Dean of Students may revise the outcome or order a new Formal Review solely for the purpose of determining an outcome.
  - e. The Vice President for Student Enrollment, Engagement & Success will fill the Dean of Students' role in any appeal where the Dean of Students is not available or has served as the Student Conduct Administrator.
  - f. The decision of the Dean of Students is final except in the case of expulsion which may be appealed to the University President.
- 5. Appeals to the University President** – A decision of the Dean of Students upholding an expulsion may be appealed by written notice to the University President.
- a. A written notice of appeal setting for the grounds for the appeal must be delivered to the University President within three (3) days of the Dean of Students' decision.
  - b. The University President will notify the Respondent and Dean of Students of the decision on appeal within ten (10) days.

## J. OUTCOMES

Students found responsible for misconduct through the Conduct Process may be subject to **Educational Outcomes** that are imposed as an educational opportunity for Students, Student Organizations and Student Groups to make them aware of the effects of their behavior and to invoke change in future decision making and/or **Disciplinary Statuses** that are more accountability-based in nature. The outcome imposed is dependent upon the finding of misconduct and past Conduct History. If an outcome becomes unavailable (e.g. between the time of assignment and the Respondent's completion of the outcome), the Student Conduct Administrator may substitute a comparable outcome. Misconduct found to have been motivated by bias may result in more severe outcomes.

1. **Educational Outcomes** – Educational outcomes are typically not included on a Student's Conduct History, but a record of an Educational Outcome is maintained in the Office of the Dean of Students and may be considered in cases of subsequent misconduct. Options for Educational Outcomes include:
  - a. **Types of Educational Outcomes** – The Student Conduct Administrator may assign Educational Outcomes to a Student that may include but are not limited to the following:
    - i. Notice to parents or guardians.
    - ii. Assigned research or reflection essays to educate the Student on a particular topic relevant to the misconduct, or to reflect on the violation and its consequences.
    - iii. Fees or restitution for loss, damage or actual expenses incurred as a result of the Student's behavior.
    - iv. Service in the University or local community.
    - v. Letter of apology to the individual, entity or organization impacted by the misconduct.
    - vi. Participation in educational programming, including alcohol and other drug workshops, evaluations assessments, online assessments, or reflection activities.
    - vii. Meeting with a University administrator.



- viii. Referral to the Medical Director of Bucknell Student Health and/or Director of the Counseling & Student Development Center.
  - ix. Restricted access to specific on-campus locations.
  - x. Change in housing assignment or academic schedule.
  - xi. Loss of privileges, including housing, parking, participation in student organizations or groups or attendance at University events.
  - xii. Restricted contact with specified members of the campus community.
- b. Student Organization or Group Educational Outcomes** – The Student Conduct Administrator may assign Educational Outcomes to a Student Organization or Group that may include but are not limited to the following:
- i. National/International office and/or Adviser notification.
  - ii. Fees or restitution for loss, damage, or actual expenses incurred as a result of the organization's behavior.
  - iii. Meeting with a University administrator.
  - iv. Fees or restitution for loss, damage or actual expenses incurred as a result of the Student's behavior.
  - v. Participation in educational programming, including alcohol and other drugs workshops, evaluations assessments, online assessments, or reflection activities.
  - vi. Service within the University or local communities.
  - vii. Letter of apology to the individual, entity or organization impacted by the prohibited conduct.
  - viii. Social event restrictions which prohibit the organization from sponsoring any activity for a specified period of time, and/or specifying which activities may and may not be held.
  - ix. Alcohol-free housing, including all individual student rooms and common rooms.
  - x. Removal of specific members from the organization.
  - xi. Mandatory educational programs for members.
  - xii. Loss of privileges for a specific period of time, including housing, university space reservations, new member recruitment, activity participation and event attendance.
2. **Disciplinary Statuses** – Disciplinary Statuses are noted on a Student's conduct record in the Office of the Dean of Students. Students may also be subject to educational outcomes in addition to the Disciplinary Status. Assigned Disciplinary Statuses will consider the nature and impact of the misconduct. Misconduct motivated by bias may be subject to more serious Disciplinary Statuses.
- a. Disciplinary Warning** – A written statement of a Student's responsibility for misconduct with the caution that future misconduct may result in more serious outcomes. Disciplinary Warnings are reflected in a Student's Conduct History.
  - b. Disciplinary Probation** – A timeframe during which any further misconduct may result in more serious Disciplinary Outcomes than would be typical due to probationary status.
  - c. Suspension** – Separation from the University for a period of time no less than the remainder of the current semester and no more than seven (7) semesters. Suspensions may be effective immediately or at a later date. During the period of suspension, the suspended Student may not be present on campus without written permission from the Dean of Students. Requests to be present on

campus must be submitted at least seven (7) days in advance to the Dean of Students and the decision of the Dean of Students is final. During the period of suspension, the Student will not be permitted to participate in any official University activities or events, including commencement. No academic credit may be earned during a period of suspension and academic credits earned during the period of suspension at another institution will not transfer to Bucknell. Students who are separated through Suspension or Expulsion have no more than 24 hours from the date of their disenrollment to vacate the campus.

- i. A student may apply for reinstatement to the University for the semester after their suspension has ended by contacting the Dean of Students. In their written request for reinstatement, students should discuss how they have spent their time away from the University. This request should highlight areas of change for the better with a focus on how they have addressed the behavioral concern that resulted in their suspension. Any additional supporting documentation that is required as condition of their reinstatement should also be included. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement. Additionally, the Dean of Students may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required. A student who is reinstated to the University after a period of disciplinary suspension may not apply for housing or register for classes until after the last semester of their suspension has concluded.
  - ii. Record of a Student's Suspension is maintained in the Office of the Dean of Students for a period of five years after the student's last enrollment. Disciplinary Suspension is not indicated on a Student's academic transcript.
  - iii. Students found responsible for two (2) incidents of misconduct related to alcohol or drugs may be suspended for a minimum of one semester regardless of prior Conduct History. Exercise of discretion to suspend based on repeated findings of responsibility for misconduct related to drugs or alcohol depends on the magnitude and seriousness of the violations.
- d. Expulsion** – Permanent separation from the University. An expulsion is effective immediately and no academic credit may be earned for the semester in which an expulsion is imposed. Students who are separated through Suspension or Expulsion have no more than 24 hours from the date of their disenrollment to vacate the campus. Record of a Student's expulsion is maintained in both the Office of the Dean of Students and the Office of the University Registrar.
- e. Disciplinary Withholding of Degree** – The conferring of an academic degree may be postponed as a disciplinary outcome if the following criteria are met:
- i. The Respondent is a senior who would otherwise meet the criteria to graduate.
  - ii. The outcome of probation, deferred suspension or suspension might otherwise be imposed.

A Student may be permitted to remain on campus to complete the academic requirements for their degree but conferral of the degree will be postponed until no earlier than the next regularly scheduled commencement exercise after

the one in which the student would have participated and may be withheld permanently in extraordinary cases.

- f. **Revocation of Degree** – The University President may recommend the revocation of an awarded degree to the Board of Trustees if the following criteria are met:
- i. The Respondent has already been awarded a Bucknell degree; and,
  - ii. The status of expulsion or suspension might otherwise be imposed for alleged misconduct; and,
  - iii. The information leading to the allegation did not come to light until after the conferring of the degree, but the misconduct occurred before the degree was conferred.

Only the Board of Trustees may revoke a degree in accordance with a process established by action of the Board of Trustees. If the Board of Trustees does not uphold the outcome of revocation, the case against the Student will be considered dismissed.

3. **Disciplinary Statuses for Student Organizations or Groups** – Student Organizations or Groups found responsible for misconduct by virtue of the conduct of any number of their members will be subject to at least one of the following disciplinary statuses. Assigned outcomes will take into consideration the nature and impact of the misconduct. Misconduct found to have been motivated by bias may be subject to more serious outcomes. Individual members may also be found responsible and subject to separate Disciplinary Statuses or Outcomes for Students based on the same Conduct Process or an individual Conduct Process as determined by the Dean of Students considering issues of fairness, equity and timeliness.

- a. **Disciplinary Warning** – A written statement of a Student Organization or Group's responsibility for a violation of the Code with the caution that future misconduct may result in more serious outcomes.
- b. **Disciplinary Probation** – A timeframe during which a Student Organization or Group's behavior is under University review. This status implies that any further misconduct may result in more severe disciplinary action than would typically be the case given probationary status.
- c. **Suspension** – The loss of official University recognition for a period of time, including the loss of the privilege to use the University name, to operate at the University, or to represent the University in any capacity during the period of suspension. Suspensions may be effective immediately or at a later date. Student Organizations or Groups seeking reinstatement following a period of suspension must schedule a meeting with the Dean of Students to discuss the formal process for re-recognition. Additional requirements may be imposed at the time of suspension as a condition for reinstatement in good standing. Suspension for Student Organizations or Groups will be imposed for full academic years and not semesters.
- d. **Termination** – The permanent loss of University recognition, including the permanent loss of the privilege to use the University name or to represent it in any capacity, or to use University equipment, facilities or resources.

#### K. **AMENDMENT OF THE CODE**

The Code is reviewed annually under the direction of the Dean of Students but may be amended at any time as needed. Changes to the Code will be posted to the Dean of Student's website and all students will be subject to the Amendments immediately upon posting on the University website. Lack of familiarity with posted changes to the Code will not excuse misconduct.

## IV. RESIDENTIAL LIVING POLICIES

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

Bucknell University strongly believes that the residential setting is home to students' foundational learning, growth and development. The impact of residential living on the development of critical thinking, strong leadership and intellectual exploration is grounded in research and is the driving force behind our philosophy of providing students with a variety of on-campus living options during their four years as an undergraduate at Bucknell. The University provides housing for all enrolled undergraduate students. Students are required to live in University housing for the first four years of their undergraduate enrollment unless granted an exception by Housing Services. A student must be enrolled in a minimum of two full-credit courses to be eligible to live in University housing. A limited number of students will be approved during the fall of their third year to live off campus the following fall for their fourth year at Bucknell, provided that they meet eligibility requirements. If a student is not approved to live off campus for their last year at Bucknell, then they should proceed through the room selection process. Students' conduct records will be reviewed in evaluating applications to live off-campus and may be a basis for denial.

Residential students are subject to this Residential Living Policy, Housing License Agreement and the Student Code of Conduct.

### A. Staff

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

### B. Housing Accommodations

Some students may require exceptions to University housing assignments as a reasonable accommodation for a documented disability. The University has procedures in place to work with students making such requests. Please contact the Office of Accessibility Resources or visit [bucknell.edu/accessibility](http://bucknell.edu/accessibility) for more information, including relevant deadlines.

### C. Room Occupancy

#### 1. Occupancy

Students must occupy the campus housing space officially assigned by Housing Services, and are expected to lock that space when not present. A student may not move from their assigned space to another space, another hall or off-campus without the prior knowledge and authorization of Housing Services. The University reserves the right to reassign rooms, consolidate assignments, or remove students from campus housing as necessary during the term of occupancy. Students with unassigned adjacent room spaces may not occupy those spaces.

#### 2. Departure from Campus Housing

Students who withdraw, take a leave of absence or who are otherwise dismissed from housing or campus have no more than 24 hours from the date of their disenrollment to vacate the campus, including removing all belongings and returning keys to Housing Services or Public Safety. Students will be held financially responsible for room and board charges. The University is not responsible for lost or damaged property left behind.

### **3. Closing of Campus Housing**

Campus housing closes at the conclusion of finals during the fall and spring semesters. Only approved students are permitted to stay past the published campus housing closing dates. Resident students completing degree requirements or leaving the campus at the conclusion of a semester must vacate their space 24 hours after their last final examination in the fall semester. Resident students completing degree requirements in the spring may remain in their space until 10 a.m. on the day following Commencement.

### **D. Rights of Entry and Search**

University personnel have the right to enter any room without notice to ensure student safety and compliance with all university regulations. The University reserves the right to search student rooms in University owned or operated properties. University personnel who have been designated for this purpose by the Dean of Students shall authorize such searches. Notice is provided to residents in advance of any health and safety check of residential spaces, generally when residence halls officially close (e.g., Thanksgiving, winter and spring breaks) to ensure that rooms follow University standards, to determine the need for repairs, and to evaluate the general condition of spaces.

University personnel may also enter residential spaces to respond to a student work order request, address an emergency or where there is a reasonable belief that an imminent safety or health risk is present, and investigate possible violations of University policies and regulations, where credible information suggests such a violation has occurred or is occurring. If a staff member enters a room for one of the above reasons and observes a health or safety emergency, or notices in plain sight evidence of a violation of University policy, the staff member may search the space and may refer the matter to appropriate University personnel for further action. The rights of entry and search by University personnel do not apply to searches conducted by the Department of Public Safety, or other law enforcement officials, with an appropriate warrant. There are exceptions to the search warrant rule which permit law enforcement to make immediate entry into residential spaces for life safety.

### **E. Room Condition and Damages**

Students are expected to preserve the condition of the residential space and its furnishings in the condition in which it was before occupancy, with the exception of reasonable wear and tear. Students may not alter a residential space (e.g. through painting, installing shelving, defacing or destroying university provided furnishings, etc.). University-provided campus housing furnishings must be kept within the assigned space throughout the academic year and in appropriate undamaged condition.

All rooms will be inspected by University staff members after they are vacated. If damages are noted at that time, the appropriate resident(s) will be held responsible for the damages. If residents are aware of damages in their room, or have lost their key, they should notify their RA before departing. The resident will be billed the current replacement value of items damaged or broken. The University will not be responsible for personal items left behind. A returned key means your space is completely vacant. All personal items left behind will be considered abandoned and discarded or donated. If a key is not returned by the date and time campus housing closes at the end of each semester, items left behind will be disposed of at the University's discretion and students may be charged for the removal of items.

### **F. Individual Room and Community Responsibilities**

Students may be held responsible through the Student Code of Conduct for any act, behavior or conduct that originates from their assigned residential space regardless of whether or not they are present. Students can face student conduct action for any actions that occur in their room, including behavior of a guest or visitor. All occupants assume responsibility for loss or damage to any property in the public area (e.g., lounges) within the community; the responsibility of replacing items stolen or damaged may be divided equally among all area residents. Students with any information pertaining to community damages are encouraged to report that information to a University staff member.

In addition to the expectations of the Student Code of Conduct and Housing License Agreement, the following standards apply to on-campus living:

### **1. Community Spaces**

Students are expected to preserve a respectful community living environment, especially in shared and public spaces. Common space furniture must be left in its designated location and kept clean. To avoid hazards in access areas, such as lobbies, doorways, hallways, stairwells, and other common areas of campus housing, these must be kept free of obstruction. Items such as trash bags, bicycles, furniture, shoes, athletic equipment, or other items should not be left in places where they might hinder egress. Items found in these areas may be confiscated or discarded by staff if deemed hazardous to proper egress. Individuals who remove items from or damage common spaces will be charged.

Students are responsible for gathering their landfill waste and recycling items and depositing them in the dumpsters provided outside of campus housing for this purpose. Trash cans within the halls are meant to receive small amounts of trash, not to transport bags from each resident. Students are expected to maintain their spaces to a standard of safety and cleanliness to not require more attention and resources to upkeep the space than normal.

### **2. Guest Policy**

Bucknell residential facilities are welcoming to guests and visitors. "Guests" refer to current Bucknell students who live in another location on or off campus, and "visitors" refer to individuals not enrolled or employed at Bucknell who are visiting campus. Roommate(s) must approve of guests and visitors within individual room spaces within campus housing. Residents are responsible for their guests and visitors and can be held responsible through the student conduct process for their visitor and guests' actions while in the residence halls. Guests and visitors are permitted to stay with their host for up to six (6) days in one calendar month, but no more than three (3) days consecutively. Access to residence halls by non-residents is limited to the purpose of being a guest. Overnight guests under the age of 18 are not permitted on campus unless they are hosted through a University-sponsored program (e.g., an official Admissions visit).

### **3. Alcohol Possession and Use**

Students who are 21 years of age or older are permitted to possess and consume alcohol in their own residential space in ways that maintain students' health and safety. Alcohol is not permitted in common or shared living areas in these spaces unless all occupants are 21 years of age or older. Alcohol is not permitted in outdoor living spaces, including porches or patios. Residents may not permit any guests under 21 years of age to possess or consume alcohol in their residential space.

### **4. Animal Removal Protocol**

No animal is permitted without prior authorization from the University, with the exceptions of Service Animals, which must be identified to the Office of Accessibility Resources, Emotional Support Animals, which must be approved by the Office of Accessibility Resources prior to coming to campus, and non-carnivorous fish in a tank not exceeding 30 gallons in residential spaces. If the University becomes aware of an animal not meeting these criteria, the University will confiscate and arrange for boarding of the animal at the student's expense until the student shares a rehoming plan with University staff and arranges for a non-student to reclaim and transfer care of the animal.

### **4. Grills**

Charcoal grills are prohibited. Gas grills may be used when more than 25 feet away from any University building including academic and residential buildings, and away from structures and overhanging trees. Gas grills used in non-residential areas require prior approval from Events Management. All fuel agents must be stored with the grill and away from buildings and possible ignition sources.

### **6. Indoor Recreation**

For community safety and the maintenance of facilities, residents may not engage in any sporting activities within residence hall rooms, lobbies, lounges, hallways, or other residential public areas. Sporting-related activities include but are not limited to: hockey, golf, bowling, throwing or kicking balls or frisbees, and using skateboards, scooters, rollerblades, bicycles, or water guns.



## 7. Lockouts

In the event of a lockout, contact Public Safety.

## 8. Noise in Residential Spaces

Quiet hours are in effect from 11 p.m. to 8 a.m., Sunday night through Friday morning. On weekends, quiet hours are 1 a.m. to 10 a.m. Saturday and Sunday mornings. Official quiet hours may be extended by individual community agreements. Courtesy hours are always in effect and it is expected that residents be respectful of others; excessive noise caused by stereos, speakers facing out the windows, or other behavior will not be permitted at any time. During final examinations all university residential areas must abide by 24-hour quiet hours. Noise will be considered excessive when it reasonably disturbs community members or prevents or disrupts University operations.

## 9. Room Decoration and Prohibited Items

Room decorations must not compromise the safety of campus housing or cause damage to facilities and must comply with all fire safety regulations; they must be flameproof, fire resistant or non-combustible. **Room decorations must adhere to the following criteria:**

- Nails, hooks or other materials that damage walls may not be used. Posters and pictures should be affixed to walls with adhesives that do not damage the walls.
- Tapestries, posters, curtains and other items shall not be affixed to ceilings, light fixtures, or fire- and life-safety fixtures such as sprinkler heads and smoke detectors.
- Electrical lights must be UL-approved (Underwriters Laboratories) and the UL sticker must be intact. Only lights of the small-bulb or rope variety may be used; large-bulb strand lighting is prohibited due to high fire risk. Lighting or any other item shall not be attached near or around fire- or life-safety fixtures. Lighting may be inspected by the University at any time, and may be removed if deemed a fire hazard.
- Decorations may not interfere with safe passage or evacuation from any room or common area, and may not be affixed to doorways. Doors may not be covered to the edges with paper or other flammable materials (e.g., fabric).
- Furnishings must be kept away from air conditioners, heaters and vents.
- Collections or displays of alcohol containers, such as a wall of empty cans or liquor bottles. This applies to items used for decorative purposes, hobbies and projects.

Because of the fire and life-safety risks associated with these items in a community setting, **possession or use of the following items is strictly prohibited** in the residence halls, and such items may be confiscated and discarded with no notice at any time:

- Candles (even when wicks are removed), oil lamps, incense, and potpourri burners, lit or unlit;
- Neither live nor cut tree material, including wreaths or garland constructed from live tree material, are permitted in the residence halls. Students may use and decorate artificial trees in residence hall rooms, provided they are certified as fire resistant. Metallic trees may not be lighted;
- Storage within or in proximity to residential areas of motorcycles, mopeds, ATVs, grills, petroleum products and/or any other items with combustible engines and materials;
- Extension cords of the non-power strip variety; power strips must have UL;
- Hot tubs, pools, and other basins used to store water in quantities larger than ten gallons;
- Ceiling fans, faux fireplaces, space heaters, or other added electrical fixtures of any kind;
- Air conditioner units: neither window-installed or free-standing units are permitted without prior written approval from the Director of Accessibility Resources;
- Non-University-provided beds and mattresses;
- Unauthorized construction of a loft or other furniture within a residence hall room;
- Kitchen appliances: For fire safety and sanitation purposes, cooking is restricted to common area kitchens and living spaces that have within them self-contained kitchen

areas. Students may not be in possession of cooking appliances including but not limited to: refrigerators larger than 4.5 cubic feet, microwaves drawing more than 750 watts, and any appliance drawing more than 400 watts including hot plates, toasters, toaster ovens, hot/crock/instant pots, air fryers, hoverboards, and items with a heating element of any kind. Students may use coffee makers, provided the coffee maker includes an automatic shut-off feature, and may use Keurigs or other single cup coffee makers. In Bucknell West, South Campus Apartments, Gateway Apartments and Small Houses, small kitchen appliances without an open coil are permitted.

### **10. Social Gatherings – Affinity Houses**

Affinity Houses are permitted to plan and execute events open to the greater campus community beyond the residents of the house. For the purpose of the Affinity Housing Program, a “social gathering” will be defined as an event with 25 or more people in attendance. Contact Residential Education for the complete Social Gathering policy.

To register a Social Gathering, notify the Community Director for the Affinity Housing Program at least one week in advance of the social gathering. If your Affinity House has a reservable space through Events Management, the space must be reserved through Events Management. Please see the Community Director to identify these spaces and for further instructions. Residential Education is responsible for notifying Public Safety of the social gathering. The Affinity Leader and RA are required to complete a pre-event walk-through with Public Safety on the day of the event to ensure the safety of the event space.

To ensure the successful planning and execution of a social gathering as well as the safety of all guests:

- The Affinity Leader and Residential Adviser are both expected to be present for the duration of the social gathering.
- No alcohol is permitted at any social gathering taking place in an Affinity House. Alcohol is not permitted in the common rooms nor may be served to any student, regardless of age. Any persons appearing under the influence of alcohol should not be permitted into the house, and hosts should notify Public Safety.
- All social gatherings must conclude by the designated time: Sunday thru Thursday midnight and Saturday and Sunday 2 a.m. Please see the Scheduling Events and Activities section under section VI. Student Groups and Organizations Policies for more information.
- Affinity Houses hosting events must ensure that the number of members and guests attending the activity does not exceed the maximum capacity for the facility as determined by the Fire and Panic Act.
- Student guests attending the event are not permitted in individual residence hall rooms unless accompanied by a host.

## **V. POLICY ON WITHDRAWAL, LEAVE OF ABSENCE AND REINSTATEMENT**

### **Separation from Bucknell University**

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

Students on any type of separation must leave campus within 24 hours of approval or notification of the separation, unless otherwise directed by the Dean of Students. Students subject to any separation covered by this policy may not attend classes, participate as a member of a student organization or athletic team, or be on campus for any reason without prior written permission from the Dean of Students.

Separations are not indicated on a student's academic transcript. Separated students will retain access to their Bucknell ([bucknell.edu](http://bucknell.edu)) email, except in the case of a withdrawal. In all cases, a separation occurring after the start of the semester will result in the loss of some or all tuition (see [Credit and Refund Policy](#) and [Financial Aid Information](#)).

## 1. WITHDRAWAL

- a. Voluntary Withdrawal** – A separation denoting that the student has decided, for any reason, to leave the University without the intention to return to Bucknell at a later date. Students interested in withdrawing from Bucknell should contact the Dean of Students or the appropriate academic associate dean of their college to initiate the process. To complete this process, the student must fill out a form that is available online at a link that may be obtained from the Dean of Students or the appropriate academic associate dean of their college. A voluntary withdrawal is not effective until approved. Students may not voluntarily withdraw in order to avoid student conduct, academic misconduct or other disciplinary proceedings.

A voluntary withdrawal after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the student's GPA.

A student who has withdrawn from Bucknell, enrolled as a full-time student at another institution, and wishes to be considered for return to Bucknell must apply using the same process as students applying to transfer to Bucknell. A student who has withdrawn from Bucknell but has not enrolled as a full-time student at another institution who wishes to be considered for return to Bucknell must submit a written request to the appropriate academic associate dean of their college. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement.

- b. Mandated Withdrawal (Expulsion)** – A separation imposed by the University for disciplinary or academic reasons with the understanding that the student may not return to the University. The record of such a separation is maintained in the appropriate academic dean's office, the Office of the Dean of Students and the Office of the Registrar.

A mandated withdrawal (expulsion) incurred after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the student's GPA.

## 2. LEAVE OF ABSENCE

- a. Personal Leave of Absence** – A separation denoting that the student has decided to leave the University for personal or other non-health reasons, including financial, military service, missionary service, an internship or assessment of future educational and professional plans.

Students may not take a personal leave of absence in order to avoid student conduct, academic misconduct or other disciplinary proceedings. A student on a personal leave of absence will receive reinstatement materials from the University during the semester on leave.

### *Personal Leave of Absence prior to the start of the semester*

A student who wishes to temporarily interrupt studies following the end of a semester and prior to the start of the next semester should contact the Dean of Students or the appropriate academic associate dean of their college to initiate the process for a personal leave of absence.

The personal leave of absence will be for one semester. A student on leave will not be considered enrolled at the University during the period of the leave. A student may be approved for only one personal leave of absence in any 12-month period. The 12-month period begins on the first day of the student's leave of absence.

Applications for a leave of absence should be submitted by August 1 for the fall semester and by January 1 for the spring semester, unless there are circumstances beyond the student's control. To complete this process, the student must fill out a form that is available online at a link that may be obtained from the Dean of Students or the appropriate academic associate dean of their college.

During a personal leave of absence, students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the the appropriate academic associate dean of their college. No more than two course credits per semester will be approved.

Students on a personal leave of absence who fail to return to the University at the end of the approved personal leave of absence will be placed on an administrative leave of absence with an effective date reverting back to the last date of attendance at Bucknell. If a student intends to enroll at another institution and not return to the University, the student must contact the Dean of Students or appropriate academic associate dean of their college and initiate a voluntary withdrawal from the University.

*Personal Leave of Absence during the semester*

A student who seeks a personal leave of absence after the semester has started should contact the Dean of Students or the appropriate academic associate dean of their college.

A personal leave of absence taken after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the student's GPA.

A personal leave of absence must be initiated on or before the last day of classes for the semester. To complete this process, the student must fill out a form that is available online at a link that may be obtained from the Dean of Students or the appropriate academic associate dean of their college. The timeline related to reinstatement following a personal leave of absence taken during the semester must be approved by the Dean of Students or the appropriate academic associate dean of their college.

- b. Health Leave of Absence** – A separation denoting that the student has decided to leave the University for health reasons, with this decision supported by Bucknell Student Health or the Counseling & Student Development Center.

Bucknell Student Health or the Counseling & Student Development Center will consider supporting a student's request for a health leave of absence during a semester based on physical health/illness or mental health reasons, respectively, if the student has been actively engaged in treatment/counseling with one of these offices or another clinician/agency. If a student has not been engaged in treatment/counseling, Bucknell Student Health or the Counseling & Student Development Center will assist the student in efforts to obtain the necessary assessment. This assessment might be with Bucknell Student Health or the Counseling & Student Development Center, with a provider/clinician in the community, or with a provider/clinician at home. In most situations, a student must initiate a health leave of absence at least two weeks before the last day of regular classes and have all supporting documentation to Bucknell Student Health or the Counseling & Student Development Center by the last day of classes. A health leave of absence after the first four weeks of the semester typically requires the student's absence from the University for at least one complete regular semester before consideration will be given for reinstatement. This is intended to allow the student adequate time to address the issues that necessitated the health leave of absence.

A student on a health leave of absence from the University must apply for reinstatement by submitting a letter of intent to the appropriate academic associate dean of their college.

The deadline for submitting a letter of intent is June 1 for a fall semester reinstatement,

November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Shortly after the letter is received, the academic associate dean will direct the student to provide the Director of Bucknell Student Health or the Director of the Counseling & Student Development Center (as identified in the letter approving the leave of absence) the following documentation from their treating clinician(s) or physician(s): 1) Diagnosis or clinical assessment; 2) Summary of treatment, including progress in treatment and resolution of the issues that prompted the withdrawal; 3) Current medications; 4) Evaluation of the student's readiness to resume university responsibilities; and 5) Any recommendations that the clinician/physician has provided to the student related to follow-up treatment or support. If after the Director of the Counseling & Student Development Center reviews these materials a determination is made that the student may return, reinstatement procedures can be initiated. The Director of Bucknell Student Health and Director of the Counseling & Student Development Center may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required based on the documentation provided.

A health leave of absence incurred after the fourth week of the semester will result in the recording of W (withdraw) grade for each course.

During a health leave of absence, students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the appropriate academic associate dean of their college. No more than two course credits per semester will be approved.

- c. Academic Suspension** – A separation denoting that a student must temporarily leave the University as imposed by the appropriate academic associate dean of their college for reasons including, but not limited to, lack of attendance, academic misconduct, or GPA below University requirements.

A student may be placed on an academic suspension for one academic year, or in exceptional circumstances one semester, as a result of poor academic performance over a single or several semesters.

An academic suspension imposed after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the student's GPA.

During an academic suspension, students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the appropriate academic associate dean of their college. No more than two course credits per semester will be approved.

A student on an academic suspension from the University must apply for reinstatement by submitting a letter of intent to the appropriate academic associate dean of their college. The deadline for submission of this letter is June 1 for a fall semester reinstatement, November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Some students may be required to provide additional documentation as deemed appropriate. The appropriate academic associate dean of their college may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after a period of academic suspension may not apply for housing or register for classes until after the last semester of their suspension has concluded.

- d. Disciplinary Suspension** – A separation denoting that the student must temporarily leave the University as imposed by the Dean of Students as a result of Student Code of Conduct violations or other disciplinary reasons.

The written statement sanctioning the student with a disciplinary suspension will include the date when the suspension shall take effect, the earliest date that the student is

eligible for reinstatement at the University, and any conditions that must be met before reinstatement is granted.

A disciplinary suspension imposed after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the student's GPA.

A student placed on a disciplinary suspension may not earn academic credit during the period of suspension and may not transfer any academic credit completed within the period of suspension from other institutions of higher education.

A student may apply for reinstatement to the University for the semester after their suspension has ended by contacting the Dean of Students. In their written request for reinstatement, students should discuss how they have spent their time away from the University. This request should highlight areas of change for the better with a focus on how they have addressed the behavioral concern that resulted in their suspension. Any additional supporting documentation that is required as a condition of their reinstatement should also be included. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement. Additionally, the Dean of Students may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after a period of disciplinary suspension may not apply for housing or register for classes until after the last semester of their suspension has concluded.

#### **e. Administrative Leave of Absence**

- i. **Behavioral** – A separation imposed by the Dean of Students which denotes that the student must temporarily leave the University as a result of behavioral concerns not subject to a disciplinary suspension.

Bucknell University endeavors to provide a safe and orderly environment in which all students are able to pursue their academic and social development. Following a behavioral assessment, the Dean of Students reserves the right to require a leave of absence of a student who engages in certain disruptive conduct, including, e.g.:

- Engages or threatens to engage in conduct posing a danger of harm to self or others.
- Engages or threatens to engage in conduct causing significant property damage, which directly and substantially impedes the lawful activities of other members of the University.
- Demonstrates a failure to fulfill personal needs (e.g., nourishment, shelter), leading to a good-faith determination that serious physical harm or death, serious negative impact on the well-being of other students, or serious disruption of University operations is likely to occur.
- Commits a violation of the University's Student Conduct Code and demonstrates an inability to effectively participate in the University's disciplinary process.

An administrative leave of absence (behavioral) imposed after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the Student's GPA.

A student placed on an administrative leave of absence (behavioral) will typically not be permitted to transfer any academic credit completed within the period of the leave from other institutions of higher education.



A student may apply for reinstatement to the University for the semester after their administrative leave of absence (behavioral) has ended by contacting the Dean of Students. In their written request for reinstatement, students should discuss how they have spent their time away from the University. This request should highlight areas of change for the better with a focus on how they have addressed the behavioral concern that resulted in their suspension.

Any additional supporting documentation that is required as condition of their reinstatement should also be included. This request must be received before June 1 for a fall semester reinstatement, before November 1 for a spring semester reinstatement, and before March 1 for a summer session reinstatement. Additionally, the Dean of Students may refer students applying for reinstatement for a Behavioral Assessment if they feel a more comprehensive assessment of the student's eligibility for return is required.

A student who is reinstated to the University after an administrative leave of absence (behavioral) may not apply for housing or register for classes until after the last semester of their imposed leave has concluded

- ii. **Academic** – A separation imposed by the appropriate academic associate dean of their college which denotes that the student did not return from a personal leave of absence after one semester.

An administrative leave of absence (academic) imposed after the first two weeks of classes of the semester (after the drop-add period ends) will result in the recording of a grade of W for each course. Grades of W will not be factored into the Student's GPA.

During an administrative leave of absence (academic), students wishing to take academic courses elsewhere to transfer credits back to Bucknell must receive prior written permission from the appropriate academic associate dean of their college. No more than two course credits per semester will be approved.

A student on an administrative leave of absence (academic) from the University must apply for reinstatement by submitting a letter of intent to the appropriate academic associate dean of their college. The deadline for submission of this letter is June 1 for a fall semester reinstatement, November 1 for a spring semester reinstatement, and March 1 for a summer session reinstatement. Such students may be required to provide additional documentation as deemed appropriate.

## **BEHAVIORAL ASSESSMENT**

In certain circumstances a Behavioral Assessment is used to determine a student's ability to meet the responsibilities of continued attendance at Bucknell University. The Behavioral Assessment Committee is chaired by the Dean of Students and also includes the Director of Bucknell Student Health and the Director of the Counseling & Student Development Center. Students have the opportunity to fully and completely discuss their situation and provide all information they deem relevant to the Committee.

The result of a Behavioral Assessment may include relevant restrictions while the student remains on campus (e.g., the student might be required to refrain from consuming substances that intensify problematic behavior, to relocate into more appropriate housing on campus, etc.). In certain cases, the student may be required to take time away from the University in order to focus on the issues at hand, in the form of an administrative leave of absence.

The student referred for a Behavioral Assessment is required to sign a release of information in order that appropriate treating professionals may discuss the student's general circumstances with the Dean of Students and other members of the Committee, as appropriate. The release does not require that the treating professional discuss all the details or background of the student's case, but

it must allow the treating professional to share information on four elements: 1) that the student has been seen; 2) the general nature of the problem; 3) that a course of treatment has been set and is either on-going or completed; and 4) whether, in the professional opinion(s) of the treating clinician, the student is fit or unfit to return to studies and represents (or does not represent) a continuing threat to self or others. A student who refuses to comply with a Behavioral Assessment, and/or who refuses to sign limited releases (noted above), will have their case assessed on the behavioral circumstances by the Dean of Students.

Where disruptive conduct includes a threat of suicide, suicide attempt or serious self-harm, or harm to others, the Dean of Students must consider both the welfare of the individual and the wider University community, including disruptions to University operations. In situations characterized by a health or safety emergency, the Dean of Students reserves the right to consult with the parents, guardians or emergency contact of the individual in danger, or other persons as appropriate.

### **FINANCIAL AID INFORMATION**

If the student is a current financial aid recipient when they take a leave of absence or withdraw, federal regulations require the Office of Financial Aid to calculate the percentage of the semester completed and determine whether the University must return any of the federal financial aid to the federal government and/or Bucknell financial aid to the University. As a result, it is possible that the student will owe the University a balance because financial aid eligibility will have changed. In addition, federal loans that have been borrowed will go into repayment six months after the student drops below half-time enrollment, unless they are on an approved leave of absence status as defined by the federal government for Title IV financial aid purposes. However, the federal Title IV leave of absence definition is more stringent than the Bucknell leave of absence definition. In the vast majority of cases, a University leave of absence does not qualify as a federal Title IV leave of absence. Therefore, the student's official status to the federal government must be reported as a withdrawal and loan repayment will begin six months after the effective date.

In all cases of a leave of absence and for the case of a voluntary withdrawal, the student must reapply for financial aid. Students should contact the Office of Financial Aid for important deadlines.

### **Credit and Refund Policies/Tuition and Room Fees**

Such fees will be credited to a student's account subject to the conditions as outlined under "Credit and Refund Policies" on the Finance Office web page. Questions regarding the policy should be directed to Bursar Services in the Finance Office at 570-577-3733 or e-mail [bursar@bucknell.edu](mailto:bursar@bucknell.edu).

## **VI. STUDENT GROUPS AND ORGANIZATIONS POLICIES**

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

### **RECOGNITION OF BUCKNELL STUDENT GOVERNMENT (BSG) AND DEPARTMENT STUDENT ORGANIZATIONS**

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

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

When a group is reported for misconduct, the group may be asked to participate in one or more of the following, based on information in the report or investigation. If the report or investigation indicates a group may have violated University policy, staff from the Office of Student Conduct will communicate about next steps to resolve the report under the Student Code of Conduct. If the report or investigation indicates a group may have violated expectations specific to fraternity and sorority chapters, staff from the Office of Fraternity and Sorority Affairs will communicate with group leadership about a resolution plan. If the report or investigation indicates a group may have violated its national bylaws, staff from the group's national organization will communicate with group leadership about next steps.

### **University Adviser Requirement**

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

### **Participation in Co-curricular Activities**

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

### **Budgeting Process**

Once an organization has been recognized by BSG, the organization will be funded based on type of organization and established criteria. For funding and budget information, students should go to <https://getinvolved.bucknell.edu>. To submit a budget, students should log into the Involvement Network in myBucknell and find the current budgeting form and BSG Finance Committee Guidelines at <https://getinvolved.bucknell.edu>.

### **Fraternities and Sororities**

Bucknell's fraternities and sororities must be affiliated with a national or international organization and recognized by one of the following: Interfraternity (IFC), Panhellenic (PHC), National Pan-Hellenic (NPHC) or National Multicultural Governing Councils (NMGC). Groups or organizations not recognized by the University are prohibited, including organizations who have lost their charter or been suspended by their national organization, Alumni Board or University, including if they operate under a different name. Individuals violating this policy are held accountable through the Student Code of Conduct. Charges could include but are not limited to: failure to comply, providing false information and/or violation of institutional policy, regulations and/or procedures. Chapters hosting activities or events, whether located in a privately-owned or University-owned fraternity house, or off campus location must register their event with the Office of Fraternity & Sorority Affairs and abide by University policy.

## **SCHEDULING EVENTS APPROVALS AND PROTOCOLS**

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

## **Scheduling Events and Activities**

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

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

### **Capacity of Facility**

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

### **Non-residential Facility/Outdoor Approval**

An activity planned to occur in a non-residential University building must follow established policies and may require the approval of the department responsible for the building or property. All events require the approval of the organization's adviser, and be scheduled with the Events Management office by completing the online event request form accessed in myBucknell under "Make a Reservation" a minimum of 5 business days prior to the requested date. Outdoor events must have the approval of Events Management and the Office of the Dean of Students. All events requesting alcohol must seek advanced approval by the Office of the Dean of Students by noon on the Wednesday preceding the weekend of the activity.

### **Forrest D. Brown Conference Center (Village of Cowan)**

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

### **Challenge Course/Climbing Wall**

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

### **MacDonald Commons Building**

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

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

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

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

**MACDONALD COMMONS: Timeframe (Maximum of 4 Hours)**

**Sunday–Thursday: 5 p.m. until midnight**

- **Amplified Sound: Midnight**
- **Location Vacated: Midnight**
- **Alcohol Permitted with approval: YES. See Alcohol policy.**

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

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

**AFFINITY HOUSES: Timeframe (Maximum of 4 Hours)**

**Sunday: Noon until midnight**

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

**Monday–Thursday: 5 p.m. until midnight**

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

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

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

**Saturday: Noon until 2 a.m.**

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

**OUTDOOR VENUES: Timeframe (Maximum of 4 Hours)**

- Exceptions may be granted by the Dean of Students.

**Sunday: Noon until midnight**

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

**Monday–Thursday: 5 p.m. until 1 a.m.**

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

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

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

**Saturday: Noon until 1 a.m.**

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

**FRATERNITY FACILITIES, ELAINE LANGONE CENTER (ELC),  
KENNETH LANGONE ATHLETIC & RECREATION CENTER (KLARC) AND UPTOWN:  
Timeframe (Maximum of 4 Hours)**

**Sunday: Noon until midnight**

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

**Monday – Saturday: 5 p.m. until midnight**

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



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

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

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

Email [capcenter@bucknell.edu](mailto:capcenter@bucknell.edu) for additional information.

## **STUDENT EVENTS WITH ALCOHOL**

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

- Appropriate forms must be completed through the Events Management Office. Contact Events Management, ELC 219, to begin the process. Any event requesting to have alcohol must be approved and registered with the Office of the Dean of Students.
- A social event with alcohol may last for a maximum of four (4) hours.
- The service of alcohol must conclude 30 minutes before the end of all events. Additional limitations may apply to specific locations.
- The quantity of alcohol present at an event must be limited to a “reasonable amount” for the number of persons of legal age expected to be present. A “reasonable amount” of alcohol is that quantity which will be sufficient to serve each of those of legal age the equivalent of one 12-oz. glass of beer or one 5-oz. glass of wine during each hour of the event.
- Alcohol may only be dispensed by those individuals who have successfully completed University training. The trained bartender must be 21 years of age or older and may be a current student and/or a member of the organization sponsoring the social activity.
- Approved events with alcohol are required to have licensed security monitors present at all times to ensure University policies are followed. In order to gain admission to a social event with alcohol, the student must present appropriate identification at the time of entrance. The required identification for an underaged Bucknell undergraduate is a valid BU ID card. Bucknell students who are 21 or older and wish to consume alcohol must present a valid BU ID card and a valid driver's license or other approved photo ID card.
- Possession of, or serving of alcohol from a common source (e.g. kegs, barrels, pails, punch bowls, etc.) on campus, except when expressly authorized at on-campus events is prohibited. The use of hard and grain alcohol is also prohibited.
- University funds (i.e., student activity fee allocations or BSG allocations) may not be used at any time to purchase, or provide alcohol.

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

## **UPTOWN REGISTERS**

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

## **TAILGATING**

Student tailgating is permitted for home football games. For information about the policies & procedures and how to reserve a spot at home games please contact Todd Newcomb at [tnewcomb@bucknell.edu](mailto:tnewcomb@bucknell.edu).

## **SECURITY AT EVENTS**

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

## **INSURANCE/INDEMNIFICATION**

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

## **TICKETED EVENTS**

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

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

Groups/departments are not permitted to print their own tickets. All tickets will be sold through the Campus Box Office system (Weis Center and Campus Activities & Programs). Tickets will also be available for purchase online through the Campus Box Office website. Please plan to schedule your event at least 2 weeks prior to the event.

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

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

## **SALES, FUNDRAISING AND PROMOTIONS**

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

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

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

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

Students should refer to the Sales, Fundraising and Promotions Policy found online under the Quick Links and Policies in myBucknell or contact the Events Management Office for more information at [reservations@bucknell.edu](mailto:reservations@bucknell.edu).

**Table in ELC Mall:** Tables must be clearly marked identifying the sponsoring organization during sales and promotions. Tables are issued for a maximum of five days. One table and two chairs will be provided. The University reserves the right to immediately cancel a table reservation if procedures are not properly followed.

Details regarding sales and promotions can be found in the Office of Events Management.

## **UNIVERSITY VEHICLES**

A limited number of University vehicles are available for official University business. University business is defined as that business necessary to facilitate the operation of the University and its programs, which includes transportation in support of academic affairs and administrative process, transportation in support of participation in athletic competition and that which is used in the group activity of BSG-recognized organizations which is consistent with the organization's chartered purpose. Students are not allowed to use University vehicles for personal internships, research, volunteerism, employment or employment interviews.

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

- a) All trips must be approved in writing by the student organization's adviser and director of Campus Activities & Programs or in the case of intramural or club sports, by the director of Recreation Services. No vehicle will be released without these approvals.
- b) Organizations using a vehicle for an overnight trip must provide written confirmation that they will be accompanied by an exempt University faculty or staff member. This person must be an employee of the University, but not an undergraduate or other student. A director of the Events Management Office and/or the Risk Manager must approve overnight trips using University vehicles.
- c) No student club/organization trip may exceed 300 miles, one way. No driver may exceed driving 300 miles or seven (7) hours a day, whichever occurs first. Organizations traveling 200 or more miles one way must obtain the approval of a director of the Events Management Office and/or the Risk Manager.

- d) Organizations or clubs requiring more than three mini-vans or 2 omni buses should contract the use of a private bus contractor.

If non-credit student travel is for **one or two nights**, here is the link to that notification form:

[bucknell.edu/azdirectory/bucknell-travel-expense/student-travel/non-credit-bearing-campus-excursion-form](http://bucknell.edu/azdirectory/bucknell-travel-expense/student-travel/non-credit-bearing-campus-excursion-form)

If non-credit student travel is **three nights or greater**, this is the link to the form:

[bucknell.edu/sites/default/files/file/2019-08/non-credit\\_bearing\\_off-campus\\_excursion-3\\_nights\\_or\\_greater.pdf](http://bucknell.edu/sites/default/files/file/2019-08/non-credit_bearing_off-campus_excursion-3_nights_or_greater.pdf)

Students should refer to the Transportation Policy found online under Forms and Policies at myBucknell or contact Transportation Services at 570-577-3785.

## VII. UNIVERSITY POLICIES AND REGULATIONS

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

### ABSENCE FROM CLASS DUE TO ILLNESS

Each professor has their own attendance policy, and if it is not printed on the syllabus, students need to ask about it. It is the student's responsibility to know each professor's policy and what counts as an excused absence.

If a student is too sick to go to class, they are responsible for notifying the instructor. If the student is seen in the Bucknell Student Health Center and the medical provider determines that they need to be out of class for three days or more, the provider will notify the appropriate Academic Dean's Office (Engineering, Management or Arts & Sciences) who in turn will notify the student's instructors. The medical provider will not provide an absence notification for routine illnesses that do not require a student to miss class.

If a student feels ill on the day of an exam, presentation, or other significant academic exercise, the student is responsible for notifying their professor in advance and then going to the Bucknell Student Health Center for an evaluation. If the medical provider concludes the student is too sick to take the exam or provide a presentation, the medical provider will notify the appropriate Academic Dean's Office who will then notify the student's instructor(s).

Presenting to the Bucknell Student Health Center alone does not guarantee an absence notification. The student must meet significant clinical criteria as judged by a medical professional to warrant missing exams or classes. Additionally, an absence notification from the Bucknell Student Health Center and subsequent notification of the student's instructor(s) by the Academic Dean's Office does not guarantee the professor will excuse the absence.

Please note that the Academic Dean's Office will not be able to provide absence notifications to a student's professors unless they are notified by a medical provider.

If a student needs to leave campus for treatment, they are instructed to call their Academic Dean's Office to let them know when they are leaving and how long they will be gone. The Academic Dean's Office will notify the student's professors. Again, a notification to the student's instructor(s) by the Academic Dean's Office does not guarantee the professor will excuse the absence.

If a student needs to leave campus for a non-medical reason such as a funeral, wedding, graduation, or family emergency, students should call their Academic Dean's Office as soon as possible so they can alert the appropriate professors. In all cases, the Academic Dean's Office notifies instructors only; it is the instructor's prerogative regarding how any absence is counted.

## **ACADEMIC FREEDOM IN THE CLASSROOM**

As members of the Bucknell community, students are entitled to academic freedom, freedom of speech, freedom of association, confidentiality and due process in accordance with related policies of the University.

Students are encouraged to:

- Engage freely with faculty regarding course content and process, expecting to be evaluated on the merits of their arguments and performance and not on their opinions or conduct in matters irrelevant to the academic mission of the University or the course content.
- Express reasoned opinions that differ from those of faculty or the majority of other students, recognizing that they are responsible for learning the content of any course in which they are enrolled, even if the student objects to the content.

Students may not be subjected to arbitrary or capricious evaluation of coursework but students are responsible for meeting the standards of performance established by faculty.

A student's views, beliefs, political affiliations and other personal information is confidential even if the student discloses that information in the course of classroom discussion. An assessment of an individual student's character or ability may only be disclosed to others with the knowledge or consent of the student.

If a student believes that their rights in the classroom as described above have been abridged, they should bring the issue to the attention of the Dean of their College. Students who believe that their coursework has been evaluated unfairly due to arbitrary or capricious evaluation may seek review of the grade through the Grade Appeal Process.

## **ANIMALS ON CAMPUS AND IN CAMPUS BUILDINGS**

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

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

The Animals on Campus Policy is available through myBucknell at the Forms and Policies link. The Service and Emotional Support Animal Policy can be accessed via the Office of Accessibility Resources website, [bucknell.edu/accessibility](http://bucknell.edu/accessibility).

## **BICYCLES**

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

Bicycles should be secured in the designated bicycle racks located throughout campus with strong locking devices. All bicycles must be removed from the bicycle racks the last day of finals at the end of the year.

Any bicycles left past this period are subject to removal by the University.

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

- Any bicycles found abandoned (locked in an improper location, left in a bicycle rack after the end of the academic year) will be removed and placed in a Department of Public Safety storage area for 90 days. The Department will attempt to locate the owners of lost, abandoned or confiscated bicycles. After 90 days, Public Safety will dispose of such bicycles.
- The Department of Public Safety and the University assume no responsibility or liability for bicycles abandoned, left in improper locations or not claimed after 90 days.

### **BUCKNELL IDENTIFICATION (BUID) USE POLICY**

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

#### **A. Access**

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

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

#### **B. Card Care**

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

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

Lost or stolen cards should be reported immediately by phone or in-person to Public Safety in order to deactivate their card. Public Safety can also issue temporary BU IDs for door access. If the card is found or recovered, the card holder can reactivate the BU ID at Public Safety. To prevent fraud, BU IDs will not be reactivated over the phone.

#### **C. Use of BU ID for Meal Plans and Bucknell Spending Accounts**

The BU ID is the only means of accessing a participant's Campus Dollars, Dining Dollars, Plus Dollars, Break Dollars and/or dining plan funds and as such must be presented at the time of purchase. The BU ID Card acts as a stored value account. Meal plans, Dining dollars, Plus Dollars, Campus Dollars and Break Dollars are for the exclusive use of the card holder. Guest swipes are available based on selected meal plans and can be used where the card holder is present. Please see [bucknell.edu/life-bucknell/dining-services/meal-plans-dining-options](http://bucknell.edu/life-bucknell/dining-services/meal-plans-dining-options) for a full description of meal plan options.

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

Upon termination of affiliation with Bucknell University, all accounts will be closed automatically and funds will no longer be available. Any remaining Campus Dollars will be transferred to the individual's



B-bill account. All refunds must be requested via the online form in myBucknell to the Bursar's Office. All outstanding balances on the student's B-bill account must be satisfied prior to a refund being processed.

#### **D. Disclosure of Information**

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

#### **PERSONAL AND EMERGENCY CONTACT INFORMATION**

Students are required to maintain updated personal contact information, including a cell phone number, through myBucknell. The information will be used for the University's emergency notification system and used to contact students in case of an emergency. Students are required to maintain updated emergency contact information to be used to provide notification to a student's contact in case of an emergency.

#### **FILM LICENSE**

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

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

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

#### **ANTIHAZING POLICY**

##### **I. Policy.**

Bucknell University prohibits students and recognized student organizations, fraternities and sororities, varsity athletic teams and all other student groups from engaging in Hazing. For purposes of this policy, the University defines Hazing consistent with Pennsylvania's Timothy J. Piazza Antihazing Law (Act 80 of 2018).

##### **II. Definitions.**

**Hazing:** Intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causing, coercing or forcing a student to do any of the following, regardless of whether such conduct occurs on- or off- campus:

- a. Violate Federal or State criminal law.
- b. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- c. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
- d. Endure brutality of a mental nature, including actively adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- e. Endure brutality of a sexual nature.
- f. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

It shall not be a defense to a charge of Hazing that the student consented to the conduct in question.

**Bodily Injury:** Impairment of physical condition or substantial pain.

### **III. Procedures and Sanctions.**

Hazing constitutes prohibited conduct under the Bucknell University Student Code of Conduct. The procedures for disposition of and sanctions for Hazing are as set forth in the Student Code of Conduct.

### **IV. Reporting Hazing.**

Individuals may report hazing by contacting the Office of the Dean of Students, 570-577-1601 or [deanofstudents@bucknell.edu](mailto:deanofstudents@bucknell.edu) or the Department of Public Safety 570-577-3333. Anonymous reports of hazing can be submitted online at [bucknell.edu/hazing](http://bucknell.edu/hazing).

### **V. Criminal Prosecution.**

Hazing is a crime under Pennsylvania law and may be investigated and prosecuted as such, regardless of whether or not an individual or organization is found responsible for Hazing in accordance with this policy.

### **HEALTH INSURANCE REQUIREMENT**

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

### **IMMUNIZATION POLICIES**

Immunization records must be received no later than June 15 for fall enrollment and January 3 for spring enrollment. Students who do not meet the immunization requirements will not be permitted to receive their residence hall room key. Questions may be directed to Bucknell Student Health, 570-577-1401

Bucknell requires students to be vaccinated against COVID-19 prior to arrival on campus for the Fall 2023 semester, except with written approval from the University for exemptions for verified medical contraindication or a religious belief or practice that conflicts with the COVID-19 immunization requirement.

Regardless of their immunization status, the University expects that students will follow current requirements, which may change as the CDC and state guidelines change to control disease spread.

Reported violations of these requirements will be considered in accordance with the procedures set forth in the Bucknell University Student Code of Conduct.

### **INFORMATION TECHNOLOGY**

The use of Bucknell University technology and networking resources is a privilege, not a right, and is granted under the conditions of appropriate use as stated in the Appropriate Use Policy. By using Bucknell's network, technology facilities, resources, and accounts, users agree to comply with the Appropriate Use Policy.

Students should not use Bucknell technology resources to violate federal, state or local laws or regulations, or university policies. This includes the illegal use of non-licensed software or other material in violation of copyright law, or the illegal download of digital content in violation of the Digital Millennium Copyright Act (DMCA).

## **PARKING, DRIVING ON CAMPUS AND TRAFFIC REGULATIONS**

Students who drive vehicles on campus will be responsible for proper registration, use and operation of their vehicles in accordance with the regulations set forth by Bucknell University policy and Pennsylvania state law. To view a campus parking map visit [bucknell.edu/publicsafety](http://bucknell.edu/publicsafety).

### **General Rules and Regulations**

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

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

### **Ticketing and Ticket Appeals**

The Bucknell University Parking Appeals Committee reviews all current appealed parking tickets.

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

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

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

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

### **Person with a Disability Access**

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

Bucknell University does not issue Person with a Disability parking placards, but can issue a temporary University placard with documentation from a medical doctor. This will allow students to park in student, staff, 15 minute and visitor spaces, but not the valid accessible parking spaces.

Students should indicate on the application, where provided, if in possession of a current Person with a Disability placard or plate.

### **Violations and Fines**

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

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

### **First-year Students**

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

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

### **Exceptions**

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

### **Visitor Parking**

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

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

### **Loading and Unloading**

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

### **Disabled Vehicles**

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

## **RELEASE OF STUDENT INFORMATION**

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

## **SMOKING POLICY AND TOBACCO POLICY**

The University prohibits smoking and tobacco use in all University buildings and facilities, including but not limited to academic, residential and administrative buildings; rooftops, decks and patios; University vehicles; athletic and recreational stadiums, fields and events; tent events; outdoor eating areas; and within 25 feet of building windows, doors or other entrances. For purposes of this policy, “smoking” also includes e-cigarettes, vaping, JUULs and other such smoking and smokeless devices. The use of hookah devices, synthetics (e.g. Spice, K2) and marijuana on campus or at University events is strictly prohibited.

## **UNIVERSITY NAME, SEAL AND TRADEMARKS**

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

1. The University name, seal or logo should not be used on unofficial stationery if to do so would give the impression that the writer speaks for the University. Thus, special care and restraint should be used in writing personal letters on stationery bearing the Bucknell name or seal, especially where matters of controversy, endorsements of articles of merchandise, or solicitation of help for non-University purposes are involved.

2. All uses of the University name, seal or logo must follow Bucknell's visual identity and style guidelines, which are available on the University website.
3. The Bucknell seal is the copyrighted property of the University and is to be used only for official University purposes. The seal is to be used primarily to authenticate signatures on documents, including transcripts, as the legal symbol of the authority of the corporation. Such uses must be approved by the General Counsel, through the Events Management Office. Printed reproductions of the seal may be used on official publications or stationery, with the approval of the Office of Communications.
4. The name, seal, logo or pictures of the University shall not be used in any advertisement that sponsors a commercial product or service, except on the recommendation of the Office of Communications with the approval of the President.



**IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT:**

**BUCKNELL PUBLIC SAFETY (24 HRS)**

**570-577-1111**

570-577-3333 (non-emergency)

For personal emergencies, please contact Public Safety and request to speak with a Student Affairs staff on-call member.

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

**INTERPERSONAL VIOLENCE PREVENTION AND ADVOCACY COORDINATOR**

**570-577-1542**

(8:30 a.m. – 4:30 p.m., Monday through Friday)

**TRANSITIONS LOCAL CRISIS CENTER**

**800-850-7948 (24 hours)**

For more information: [bucknell.edu/SexualMisconduct](http://bucknell.edu/SexualMisconduct)

**ADDITIONAL ON-CAMPUS RESOURCES**

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

**ADDITIONAL OFF-CAMPUS RESOURCES**

- Local police or ambulance (24 hrs) – 911
- Evangelical Community Hospital (24 hrs) – 570-522-2000

**Bucknell**  
UNIVERSITY

One Dent Drive  
Lewisburg, Pa. 17837