

# Student Handbook 2018



**KING'S COLLEGE**  
TRANSFORMATION. COMMUNITY. HOLY CROSS.



Dear King's Student:

On behalf of the entire King's College family, I am pleased to welcome you to our award winning community. Our community is proud of our recognized track record of academic excellence as reported in various major publications and foundations: 21 straight years ranked among America's best colleges in U.S. News & World Report; recognition for a comprehensive core curriculum and outstanding job placement rates in Barron's Best Buys in College Education; named as "A Best in the Northeast" by The Princeton Review; among a select group of 100 colleges for character-building by the John Templeton Foundation; and ranked among America's Best Colleges by Forbes. We at King's College welcome you into our community of excellence and appreciate the confidence you have placed in us to help you achieve your life's aspirations.



As proud as we are of our ability to educate the mind, we are equally proud of our ability to educate the heart. Preparing students for meaningful and purposeful lives is our school's mission. We invite you to join us in that mission. What could be more exciting and rewarding than to fall in love! To fall in love with learning, a career choice, vocation, truth, beauty, goodness, God and others is the path by which we hope to journey with you.

King's College was founded in 1946 by members of the Congregation of Holy Cross to provide access to higher education for the children of coal miners. Providing access to higher education by overcoming racial, social, and economic barriers remains a foundation of the King's College mission. We invite you to be part of that mission and share in the life of the King's College community. May God bless you and guide you.

Sincerely,

A handwritten signature in dark ink that reads "John J. Ryan, C.S.C.". The signature is written in a cursive, flowing style.

Rev. John J. Ryan, C.S.C., Ph.D.  
President



# KING'S COLLEGE

TRANSFORMATION. COMMUNITY. HOLY CROSS.

Dear Student:

Whether you are a new or returning student, welcome to King's College. Founded by the Congregation of the Holy Cross in 1946, King's is a thriving educational institution continually progressing in the world of higher education. Each employee here fulfills a different function, but we all have a common focus: YOU... our students. It is our sincere desire and goal to know and work with you during your time at King's College.

Regardless of your age, background, hometown, or major, you are here to learn, in the words of our founding President, "not only how to make a living, but how to live." We will do our best to prepare you professionally and personally for a satisfying and successful life. I hope you take advantage of the many opportunities and services offered at King's. They are all directed toward the development and well-being of our students.



You are being provided with this current Student Handbook because it is a useful source of general information about King's College. It informs you about academics, student life services, clubs and organizations, student government, student regulations, and your rights and responsibilities. Please familiarize yourself with it, and keep it to consult for future reference.

I wish you well in your quest to earn a degree from our renowned institution. May you have a productive as well as an enjoyable academic year. I always say to my friends and family, "If you need me, call me." I extend the same invitation to all of you. I will be happy to assist you however I am able.

Yours in King's,

Janet E. Mercincavage, CPA, MBA  
Vice President for Student Affairs  
Associate Professor of Accounting

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## INTRODUCTION

The King's College campus consists of students, faculty, and staff within our community. As in any learning community, an atmosphere of cooperation, respect for self, for others and ethical judgment is essential. It is expected that students who choose to enroll at King's College make a commitment to be respectful, responsible and genuine citizens. King's students are held accountable for their behavior, regardless of time or place in which they occur. All King's College students are responsible for understanding the college's policies, procedures, and Student Code of Conduct. The College policies are published in the Student Handbook, College Catalog, and issued by departments.

King's College reserves the right to change, alter and/or modify without notice the contents of the College Catalog, Student Handbook, policies and procedures.

Students are responsible to adhere to all policies and procedures including but not limited to the Student Code of Conduct as published on the College's web site and as issued through the College's email system and/or written notice.

## NOTICES

The College supports the Ethnic Intimidation Act of 1982 of the Commonwealth of Pennsylvania, which provides additional penalties for the commission of illegal acts of intimidation when such actions are motivated by hatred of the victim's race, color, religious or national origin. Illegal acts of intimidation due to the victim's physical ability, ethnicity, race, gender, sexual orientation, and creed are contrary to the Mission of King's College and our Catholic tradition. Such offenses are major offenses of the college Student Code of Conduct and will be dealt with severely. In accordance with the Higher Education Amendments of 1998, King's College reports all on-campus hate crime incidents in the annual Campus Crime Statistics Report.

It is the policy of King's College to enforce the provisions of Title VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972, the Equal Pay Act of 1963 as amended by the Education Amendments of 1972 (Higher Education Act), Title IX of the Education Amendments of 1972 (Higher Education Act), and the Americans With Disabilities Act, and Section 504 of the Rehabilitation Act of 1973. The College adheres to the requirements of the Higher Education Act of 2008, the Commonwealth of Pennsylvania Sexual Violence Education Act of 2010 and the Drug Free Schools and Campus Act.

In compliance with the U.S. Department of Education's Student Right-to-Know legislation, King's College has reported the following on its 2015 Graduation Rate Survey: Of the initial cohort of full-time, first time, bachelor's degree-seeking undergraduate students who entered in fall of 2011, 66.7 percent attained a bachelor's degree as of August 31, 2017.

King's College is committed to equal opportunity in: the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, marital status, sexual orientation, age, or disability, in accordance with applicable laws.

## SEXUAL MISCONDUCT (TITLE IX)

King's College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. King's College considers sexual misconduct, in all its forms, to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

### TITLE IX/SEXUAL MISCONDUCT POLICY COORDINATORS

- For complaints against employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: (570) 208-5968, email address: kristinfo@kings.edu. The coordinator has ultimate oversight of the Sexual Misconduct Policy.
- For complaints against students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: rbmcgoni@kings.edu
- Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website [www2.ed.gov/ocr](http://www2.ed.gov/ocr). The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

The College reserves the right to alter and/or modify the contents of the student handbook, including, but not limited to, the College's rules, regulations services, policies, and calendar without prior notice.

## **King's College Mission Statement**

### **Mission**

**King's College** is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. **King's** pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally-accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

### **Vision**

Since its founding in 1946, **King's** has been dedicated to the Holy Cross ideal of transforming minds and hearts with zeal in communities of hope. The College's commitment to students is expressed in both the curriculum and in co-curricular programs encouraging service, fostering reflection, and cultivating leadership skills. Inspired by the teaching and example of its namesake, Christ the King, who taught by example and ruled by love, **King's** forms graduates who will champion the inherent dignity of every person and will mobilize their talents and professional skills to serve the common good. In the words of its founding president, "King's teaches its students not only how to make a living, but how to live."

### **King's as Catholic and Holy Cross**

Faithful to Blessed Basil Moreau's vision to educate people of diverse backgrounds and to the vision of its founders to educate the children of coal miners, **King's** provides an outstanding Catholic higher education to all qualified students who embrace its mission, including many first-generation college students.

As a Holy Cross institution, **King's** embodies the educational vision of Father Moreau, founder of the Congregation of Holy Cross. Father Moreau taught that quality education demands academic excellence, creative pedagogy, engaged mentorship, co-curricular participation, and a collaborative spirit.

As a Catholic institution of higher learning, **King's** honors faith and reason as mutually enlightening ways of knowing, probes life's great questions of meaning and purpose, encourages inter-religious and ecumenical encounter, and fosters habits of moral virtue. While promoting service to the poor and marginalized, **King's** educates for justice as a means to peace, witnesses to truth, and invites all to an encounter with the living God.

### **A Catholic Education in the Holy Cross Tradition**

"A Catholic education in the Holy Cross tradition transforms minds and hearts  
with zeal in communities of hope."

### **Transformation**

Our colleges and universities offer intellectual, moral, and spiritual formation of the mind and heart that honors the integration of faith and reason.

## **Zeal**

Zeal is the sacred fire that enkindles transformation in us and ignites the desire to act boldly for the good of neighbor, society, and the global community.

## **Community**

Formation and transformation flourish in communities of faith and scholarship marked by unity of purpose, collaboration, and familial concern for every person.

## **Hope**

Together we strive to instill hope in the face of suffering and foster participation in works of resurrection on our campuses, in the church, and throughout the world.

### **ALMA MATER**

Hail, our Royal Regent,  
Thy sovereign name we praise,  
King of Earth and Heaven,  
Watcher of our ways.  
We're forever loyal  
Ever proud to sing  
Thy glories of the school we cherish  
Hail to Christ the King.

# STUDENT PROGRAMS AND SERVICES

*“How we educate the mind will change with the times; how we cultivate the heart is and will remain timeless.” Christian Education – Moreau 1856*

## **STUDENT AFFAIRS ADMINISTRATION**

### **MISSION STATEMENT OF THE DIVISION OF STUDENT AFFAIRS**

*The mission of the Division of Student Affairs at King's College is to work collaboratively with all members of the King's family to fashion a collegiate community inspired by the ideals and principles of the Judeo-Christian-Catholic tradition such as*

- *A supportive, loving community that brings together all persons of good will,*
- *A community that welcomes and respects those of other religious traditions, and*
- *A community that welcomes and honors people of all races, cultures, ethnic backgrounds, abilities and genders.*

*Furthermore, by means of its student-centered co-curriculum, Student Affairs strives to foster the complete education of our students, that is, their intellectual learning and their personal development. We foster a learning and development guided by the truths of the Judeo-Christian-Catholic heritage as well as the Holy Cross tradition of education, a tradition that promotes the formation not only of the mind, but also of the heart. By actively participating in the experiences provided by our co-curriculum, students grow culturally, socially, physically, and spiritually. They acquire and apply knowledge; they develop in the areas of ethical decision-making, appreciation of the arts, community living, leadership initiatives, service learning, and career planning. They learn to respect and actively support racial, cultural, ethnic, gender, and ability diversity. As a result of their involvement in the co-curriculum, our students develop into more complete individuals.*

*Acting as educators is central to our mission in Student Affairs. We participate in the formal curricular educational process, which is central to the mission of the College, and by means of our co-curriculum, we complement the formal education that takes place in the classroom and laboratory. We teach by example, by healthy living, integrated lives, and considering our values in all our actions. We cooperate with and learn from our students, from each other and all of our colleagues within the King's community.*

*We in the Division of Student Affairs aspire to play a vital role in the enrichment of King's students, who by their lives and careers will carry into our world the noble values of learning, faith, and service.*

## **VICE PRESIDENT FOR STUDENT AFFAIRS**

Ms. Janet Mercincavage, Vice President for Student Affairs

Rev. John J. Lane, C.S.C., House

Telephone: (570) 208-5878, Fax: (570) 208-6023

The goal of the Division of Student Affairs at King's College is nothing less than the complete education of its students in a helping and supportive community. Student Affairs strives to achieve this noble end by providing the students with a co-curriculum of truly outstanding quality.

The Vice President for Student Affairs is directly responsible for the Athletics Department, Counseling Center, Student Health Center, and the Associate Vice President for Student Affairs and Dean of Students. The Associate Vice President for Student Affairs and Dean of Students has overall responsibility for Campus Activities, New Student Orientation, Commuter Life, Experiencing the Arts, the Judicial System, Multicultural Programs, and Residence Life.

## **ASSOCIATE VICE PRESIDENT FOR STUDENT AFFAIRS AND DEAN OF STUDENTS**

Dean Robert McGonigle, Associate Vice President for Student Affairs and Dean of Students,

Title IX Coordinator, Rev. John J. Lane, C.S.C., House

Telephone: (570) 208-5875, Fax: (570) 208-6023

Email: [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)

Web site: [http://www.kings.edu/life\\_at\\_kings/dean\\_of\\_students](http://www.kings.edu/life_at_kings/dean_of_students)

### **Mission Statement**

*The mission of the Associate Vice President for Student Affairs and Dean of Students Office through programs and services of the offices of Campus Activities/New Student Orientation, Multicultural and International Student Programs, Commuter Life, Residence Life and related programs is to enhance the co-curricular learning experience of students within the Holy Cross tradition through encouraging academic success, leadership development, participation in the college community and acting in a responsible and ethical manner.*

*To achieve this mission:*

- *Departments promote diversity in the co-curriculum through its programs with a special role by the Multicultural and International Student Program Office to provide leadership for education of the college community and support for unrepresented populations on campus.*
- *Staff members engage students in active learning to integrate the intellectual experience of the classroom into co-curricular activities.*
- *Standards of behavior focusing on responsibility and justice expressed through the College's Student Code of Conduct and Student Conduct System helping students to develop as responsible members of the College community and society.*
- *Staff members are responsible to serve as advisors and mentors to students to help them develop during their undergraduate experience.*

*“How we educate the mind will change with the times; how we cultivate the heart is and will remain timeless.”*  
*Christian Education – Moreau 1856*

The Associate Vice President for Student Affairs and Dean of Students reports directly to the Vice President for Student Affairs and assists in all matters related to student affairs. The Associate Vice President works in various ways to promote student well-being on campus through academic intervention, the supervision of off-campus student issues, Campus Activities, the Experiencing the Arts Program, Residence Life, Multicultural Programs, Commuter Life, the First Year Student Seminar, and New Student Orientation. In collaboration with the Associate Vice President for Student Success, the Associate Vice President for Student Affairs and Dean of Students promotes and supports the First Year Experience Seminar (Core 090), and addresses student issues. The Associate Vice President serves as the College Chief Judicial Officer. (For further information, see the Student Bill of Rights, the Student Code of Conduct, and the College Judicial Process in this handbook.)

### **Class Attendance and Excessive Absences**

Please see policy under Student Regulations, Right and College Policies.

### **Voter Registration**

The Higher Education Act of 1998 permits all College students to register and vote in the locality they live in while attending College. You can be registered to vote in only one location, either at your home or at the location of your College.

All students can register via the Internet at [www.votespa.com](http://www.votespa.com). From this site, you can find voter eligibility requirements, download voter registration forms, and other helpful information. You are encouraged to vote in all elections, either here in Wilkes-Barre or at your home. To vote in a November general election, the registration deadline for Pennsylvania is early October.

According to the Commonwealth of Pennsylvania website [www.votespa.com](http://www.votespa.com) “Voters will be asked, but not required, to show an acceptable photo ID to vote at the polls.” For people who are first time voters at a polling site “must show proof of identification. Approved forms of photo identification include: Pennsylvania driver’s license or PennDOT ID card, ID issued by any Commonwealth agency, ID issued by the US Government, US passport, US Armed Services ID, Student ID, Employee ID.” Student ID’s must include a current expiration date. Please see web site [www.votespa.com](http://www.votespa.com) for information on voter registration, voting and polling locations.

If you plan to vote from your district, please make sure you are registered to vote and know your polling place. If planning to vote by absentee ballot, a registration form must be requested in advance. Your local voter registration office can provide you with the information. Alternately, there are resources available on the Internet for each state.

## **ACADEMIC AFFAIRS ADMINISTRATION**

Dr. Joseph Evan, Provost and Vice President for Academic Affairs  
Dr. Neal Bukeavich, Associate Vice President for Academic Affairs and Dean of Arts and Sciences  
Rev. Thomas Looney, C.S.C., Associate Vice President for Student Success  
Dr. Christopher O’Brien, Dean of Health Sciences  
326 Administration Building  
Telephone: (570) 208-5895

Dr. Barry Williams  
Dean of the McGowan School of Business  
211 McGowan Hall  
Telephone: (570) 208-5932

Please refer to the current College Catalog for academic related policies.

### **Drop/Add**

With the approval of each student’s academic advisor, students may add a course to their schedule up to and including the fifth class day of the semester. Only open classes may be added. A list of courses that are closed is posted outside the Registrar’s Office.

Students may drop a course during the first ten class days of each semester. ADD/DROP forms are processed through the Registrar’s Office. Add/Drop dates are printed in the College Catalog. The academic advisor’s signature is required for all Add or Drop changes.

## **Overloads**

The standard full-time semester course load is between 12 and 17 credits. A student who wishes to register for an additional course must have a cumulative GPA of 2.5 and the approval of their academic advisor and the Registrar. There is an additional per credit tuition charge for any course considered an overload. Arrangements for overload payment are made in the Business Office.

## **Withdrawal from a Course**

It is presumed that a student will complete all registered courses. If necessary, a student may withdraw from a course by completing a Withdrawal form within the first half of the semester as specified in the College calendar. The withdrawal procedure must be completed within the permitted period. Course withdrawal for full-time students is initiated with the Director of Academic Advisement. Course withdrawal for part-time students is initiated with the Center for Lifelong Learning. A "W" grade is given for an approved withdrawal. If a student unofficially withdraws from a course (stops attending class without complying with school procedure) a grade of "F" will be recorded on the student's transcript.

Late withdrawals from a course will be considered only for extraordinary circumstances accompanied by appropriate documentation. Late withdrawals are subject to the approval of the Associate Vice President for Student Success. If a course withdrawal for a full-time student results in the student's course load dropping below 12 credit hours, the student will be considered full-time for the entire semester. No refund will be credited to the student's account for the withdrawn course.

Student athletes must maintain a minimum of twelve semester credit hours to maintain eligibility for intercollegiate athletics.

## **Withdrawal from College**

Formal withdrawal from the College is effective only upon completion of the official Withdrawal form available in the Academic Advisement Office. An exit interview with the Financial Aid Office and the Associate Vice President for Student Success is required of all withdrawing students. If under extraordinary circumstances a student is unable to attend the exit interview on campus, the interview forms may be requested by telephone. Completed forms become official only upon receipt of forms by King's College. Failure to follow this procedure will result in "F" grades. All financial charges remain the responsibility of the student. In all instances, the last day of class attendance indicated on the completed exit interview form is considered as the official date of withdrawal. The Tuition Refund Policy is outlined in the College catalog. Students requesting a late withdrawal from the College due to psychological or medical reasons may apply for readmission to the College upon presentation of written documentation detailing the professional treatment received. In all cases, readmission is subject to the College's approval.

## **ACADEMIC GRIEVANCE PROCEDURE**

A student who has an academic grievance against a faculty member should discuss the matter with their academic advisor or with the Academic Advisement Office to clarify the proper procedure for handling the matter. Please see the Academic Grievance Procedure in the College Catalog.

## **SEVERE WEATHER DAYS**

Changes in the class schedule is announced through the College's emergency notification system via text alert, the College email, and TV stations early in the morning. For current information on compressed schedules or cancelled classes, please call the SNOWLINE at (570) 208-5979. Please do not call the College switchboard. King's sends messages regarding school closings or changes in schedule to student email accounts. Additionally, students and employees may sign up at the beginning of the academic year to have these messages sent to their cell phones through the College emergency notification on the College's web page MyKings.

Decisions regarding inclement weather will be based on weather forecasts, campus conditions and the conditions surrounding the College. The College recognizes that commuting students come from a wide geographic area and that road conditions may vary greatly throughout Northeastern Pennsylvania. Common sense and good judgment should guide students as to whether or not to attempt travelling to the College, or if early departure from campus is required. We anticipate that the faculty will respect student judgment in these matters. In such situations, students should make every effort to notify an instructor in advance regarding their inability to travel to campus. If advance contact cannot be made, students should speak to their instructors about absence(s) upon returning to campus.

## **Compressed Schedule**

### **Monday, Wednesday, Friday**

(35-Minute Periods - 10 minutes between classes)

Regular Schedule	Compressed Schedule
8:00 a.m.	10:00 a.m.
9:00 a.m.	10:45 a.m.
10:00 a.m.	11:30 a.m.
11:00 a.m.	12:15 p.m.
12:00 p.m.	1:00 p.m.
1:00 p.m.	1:45 p.m.
2:00 p.m.	2:30 p.m.

### **Tuesday, Thursday**

(50-Minute Periods - 10 minutes between classes)

Regular Schedule	Compressed Schedule
8:00 a.m.	10:00 a.m.
9:30 a.m.	11:00 a.m.
11:00 a.m.	12:00 p.m.
12:30 p.m.	1:00 p.m.
2:00 p.m.	2:00 p.m.

### **Classes Begin at Noon/College Offices Open at Noon Option**

The College will open at noon, and the regular schedule of day and evening classes will resume; i.e., classes normally scheduled between 8:00 a.m. and 11:00 a.m. will not be held.

### **College Offices and Activities**

College offices will open as classes begin: at 10:00 a.m. for compressed schedule or noon. In general, when the College is closed, student activities are cancelled. Exceptions may be made, however, with the approval of a member of the senior staff.

### **Essential Personnel and Services**

During a weather emergency when the College is closed most offices and staff do not report for work. Essential services and personnel are to report to work. These include, but are not limited to, facilities, dining services, Campus Safety and Security, and Residence Life staff. Other offices including, but not limited to, the library, student health center, counseling center and academic labs are not open. The Scandlon Center may be open if sufficient facilities and security staff is available.

## **ACADEMIC ADVISEMENT OFFICE**

Mr. John Kratz, Director  
Mulligan Physical Sciences Center, Lobby  
Telephone: (570) 208-5872

Academic advisement is an integral part of the educational mission of King's College. As such, the members of the Academic Advisement Office strive to assist first-year students and transfer students in making sound choices. To accomplish this goal, advisors provide accurate and timely information concerning academic options and available resources. Advisors also support students in exploring their career paths and educational goals by selecting appropriate courses to satisfy requirements of the Core curriculum and their major program. To ensure first-year students receive the monitoring essential to a meaningful and successful College experience, they are required to meet with their advisors at least twice each semester. During these routine scheduled meetings, advisors assess the students' adjustment to College, assist them in planning an academic program consistent with their abilities and interests, and monitor their progress towards established career goals. In addition, students are encouraged to contact their advisors to discuss any questions or concerns that may arise at any time during the school year. First year and transfer students who have not selected a major spend time with their advisors discussing the various major programs offered by the College and the resources available to assist them in their decision making. A close working relationship between students and their advisors ensures students will make careful course selections that will afford them the opportunity to sample different areas of study in preparation for making a more informed choice of a major.

The Academic Advisement Office continues to work with all students in processing the following: Change of Major/ Advisor, Course Add/Drop, and Course Withdrawal forms.

## ACADEMIC SKILLS CENTER

Mrs. Sheri Yech, Director  
Telephone: (570) 208-5800  
sheriyeche@kings.edu

Mr. Peter Charney, Tutorial Coordinator, petercharney@kings.edu 570-208-5823  
Mrs. Dawn Shedlarski, Learning Specialist, dawnshedlarski@kings.edu 570-208-8087  
Ms. Susan Urban, Office Coordinator, susanurban@kings.edu 570-208-5841.  
Mulligan Physical Sciences Center Room 94

The Academic Skills Center mission is to strengthen learning, enhance retention, and promote student success by providing academic support services to students and professional development to faculty.

Services: Learning Strategy Instruction, Peer Tutoring, Writing Center, Disability Services, and First-year Academic Studies Program.

The Academic Skills Center is a coordinated program of learning assistance services including study skills and content-centered peer tutoring, disability services, and guided development in learning and study skills. The goal of these services is to assist students in mastering effective learning strategies that contribute to their academic success at King's College.

The Academic Skills Center provides academic assistance to students from acceptance to the College through senior year. As they matriculate at the College, students may improve their academic skills through the Learning Strategies Workshops, One to One sessions with a Learning Specialist, and the Peer-Tutoring Program.

The Learning Strategies Workshops and sessions with a Learning Specialist offer students the opportunity to improve their skills in the areas of time-management, note-taking, reading/reasoning skills, study methods, and test taking. Students may inquire about days, times, and location of these workshops and meetings in the Academic Skills Center.

The Peer-Tutoring Program allows students to participate in a collaborative learning experience. Through this program, students seeking to improve their academic performance in a subject are paired with experienced students who share their skills and knowledge of that subject and study techniques. Tutoring is available in most disciplines, subject to availability of tutors. The program utilizes two tutoring modalities — individual and scheduled small group sessions — to provide course content assistance to students free of charge. The King's College Peer-Tutoring Program is certified by the College Reading and Learning Association (CRLA). To participate in this active learning approach, stop by or contact the Tutorial Coordinator in the Academic Skills Center.

The Writing Center offers peer-tutorial assistance to students who wish to improve their writing skills. Students who wish assistance with research papers, analytical essays, or other core and major course writing assignments may utilize this walk-in service, located near the post office of the Mulligan Physical Science Center. Hours of service are posted each semester. This center is operated by the English Department.

Any student who discloses a documented disability to the Academic Skills Center Disability Services Coordinator may request appropriate accommodations as protected under Americans with Disabilities Act. Common disabilities disclosed are Learning Differences, ADHD, Anxiety Disorders, Autism Spectrum Disorders, physical or medical conditions, and some food-related issues. It is suggested to disclose a disability early in the college process (also see Services for Students with Disabilities).

The First-Year Academic Studies Program is fee-based support, which recognizes that the first-year of College is a year of transition for students with learning disabilities. The need for independence and self-confidence must be balanced with the development of successful strategies for learning and self-advocacy. To facilitate this transition, the First-year Academic Studies Program enrolls students in regular core and major required classes at the College, but supports each class with a structured, supplementary program of course specific learning strategies. Students accepted in the First-year Academic Studies Program will meet individually and in small groups with a learning specialist who will design a program of learning strategies to meet the specific learning profile of each student. In addition, the learning disability specialist and other Academic Skills Staff will act as advocates for the student in the first-year and mentor students as they develop self-advocacy skills. This service may continue into second year if requested.

## ACHIEVEMENT PLUS PROGRAM

Mrs. Donna Dickinson, Director  
Administration Building, Room 618  
Telephone: (570) 208-5900, ext. 5708

### **Mission Statement**

*Achievement Plus is a structured program of tutoring, financial assistance, counseling, and academic advisement that assists highly motivated first generation students who show potential for success in College. Individuals whose financial resources for higher education are limited and whose past scholastic record (SAT, ACT scores and/or high school grades) does not realistically reflect potential and/or*

motivation for academic success will be considered for the program. Program services and benefits include:

- Grants from \$200-\$1200 per year (contingent on eligibility for full-time students)
- Lending library with core and high demand major course textbooks
- Comprehensive tutorial assistance (peer-led individual and small group)
- Professional ESL, chemistry, math and learning specialists (reading, writing, study skills)
- Counseling (academic, personal, financial, career)
- Peer mentors for our summer program students
- Summer program offering 3-7 tuition-free credits (incoming first-year and transfer students)
- Faculty-staff mentors for a limited number of first-year students who apply and are selected
- Career planning/academic advisement
- Small groups on study skills and personal development issues

## ATHLETICS DEPARTMENT

Ms. Cheryl Ish, Associate Vice President and Executive Director of Intercollegiate Athletics and Recreation  
William S. Scandlon Physical Education Center  
Telephone: (570) 208-5855, Fax: (570) 208-5937

### Mission Statement

*Guided by the Holy Cross Tradition, the Athletic Department is committed to being an integral part of the student athlete's college experience. At King's College, athletic programs observe the institutional mission of providing experiences that encourage student athletes to lead meaningful and satisfying lives. Through participation in intercollegiate athletics, student athletes pursue academic and athletic success, develop leadership and collaborative skills, and exercise the principles of good sportsmanship.*

### Vision Statement

*King's College will continue to offer a broad-based athletic program that provides our student athletes with a quality competitive athletic experience; provide mentorship through experienced and dedicated coaches who adhere to the Division III philosophy and the values promoted by the College; and opportunities for individual and shared success.*

### Goals

- Encourage student-athletes to embrace regional competition and conference championships as an athletic goal and to strive for competitive excellence in intercollegiate sports
- Provide excellent staffing and resources that facilitate athletic success.
- Adhere to athletic and academic guidelines of the NCAA Division III, the Middle Atlantic Conference, and King's College.
- Recruit competitive rosters, provide individualized attention and support for student-athletes, and cultivate all-around collegiate success.
- Value ethnic diversity and gender equality within intercollegiate athletic programs.
- Promote undergraduate scholastic achievement and advocate the value of lifelong learning.
- Cultivate an athletic environment that embraces service learning and the institutional goal of educating the minds and hearts of students, as expressed in the words of founding President, Fr. James Connerton, C.S.C., "King's teaches students not only how to make a living, but how to live."

**The William S. Scandlon Physical Education Center** is the most complete facility of its kind in the area. It houses a swimming pool, racquetball courts, a wrestling facility, wellness center, a state of the art Sports Medicine Clinic, Recreation Center and the McGrane Gymnasium. In addition, athletics administration offices and the Sports Information Director are located in the Center. Coaches' offices are located in several facilities on campus. Please contact the Athletics Department office to locate a specific coach.

### Time Schedule

#### Gym, Recreation Center and Wellness Center Hours

Monday through Friday	7:00 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 9:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

#### Pool Hours

Monday through Friday	11:00 a.m. - 5:00 p.m. 6:00 p.m. - 9:00 p.m.
Saturday	12:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m. 7:00 p.m. - 10:00 p.m.

**Robert L. Betzler Athletic Complex** is home to our outdoor sports program. The complex is the home for field hockey, football, men's and women's soccer, baseball, women's and men's lacrosse, softball, track and field and the John D. Dorish Field House.

**The Varsity Athletic Program** provides competition at the intercollegiate level in 25 sports.

King's College is a member of the Middle Atlantic Conference (MAC) and National Collegiate Athletic Association (NCAA). Students who do not participate in varsity sports are encouraged to take part in the full schedule of intramural and club sports, which make up a dynamic part of the co-curricular activities at King's.

The following varsity sports are offered at King's:

**Men's Intercollegiate Athletics**

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Ice Hockey
- Lacrosse
- Soccer
- Swimming
- Tennis
- Track and Field
- Wrestling

**Women's Intercollegiate Athletics**

- Basketball
- Cross Country
- Field Hockey
- Ice Hockey
- Lacrosse
- Soccer
- Softball
- Swimming
- Tennis
- Track and Field
- Volleyball

**Coed Intercollegiate Athletic**

- Cheerleading

**Intramural Sports (Men and Women)**

- Basketball
- Racquetball
- Indoor Soccer
- Volleyball
- Zumba
- Dodgeball

**Club Sports**

- Rugby

**Participation in Varsity Sports**

In order to participate on a varsity athletic team, a student must be enrolled in a full-time course load and maintain a minimum cumulative GPA of 2.0. It is further required that all student athletes have proof of insurance and a physician signed physical form submitted to the Sports Medicine Department before practicing with any team. Any student wishing more information on a varsity team should contact the Athletic Office.

**MEMBERSHIP AND USAGE OF ATHLETIC FACILITIES**

All students, faculty, staff, and alumni using the athletic facility at the Scandlon Center, are required to sign the log book upon entering the center. The following groups have membership and access to the athletic facilities:

## **Students**

All registered students at King's College (full-time/part-time) who possess a King's College ID card are eligible to use the facility, including the wellness center, gymnasium, pool, and racquetball courts. King's considers students first-priority users so that their needs for intercollegiate and intramural use can be met. Students must present a King's College student ID to the desk attendant when entering the facilities. ID cards cannot be passed on or transferred to another person. All students must follow the guidelines for card use. Students are allowed to bring one guest.

## **Faculty and Staff**

All full-time faculty, part-time faculty, and staff currently employed by King's College who possess a King's College ID card may use the facilities, including the wellness center, gymnasiums, pool, and racquetball courts. When accompanied by a faculty or staff person, members of their immediate family may also use the facilities. Children of faculty/staff who are 12 years of age and under must be accompanied and directly supervised at all times by at least one parent when using any athletic facility. No one under 16 years of age may use the cardio or weightlifting machines located in the Inter Metro Wellness Center.

## **Alumni**

King's College alumni may use most of the athletic facilities. In order to be admitted to the facility, the alumnus must obtain a membership card through the Alumni Office. This card must be renewed annually. Alumni cards are not transferable. All alumni are permitted to bring a guest. If more than one guest is desired, special arrangements must be made with the Director of Athletics. All alumni will be held responsible for knowing and adhering to the rules and regulations pertaining to the facility. The wellness center is not open to alumni. A copy of these rules may be obtained at the entrance of the facility.

## **SECURITY REGULATIONS**

1. Each person wishing to use the athletic facility must present an ID card to the attendant in order to be admitted. Students, faculty, and staff will use their College ID as an entrance card. Others will be given a card through the Alumni Office or the Athletics Office.
2. College personnel may request identification from any individual using the facilities or on the premises.
3. A copy of the rules and regulations for the use of the facility may be obtained from the desk in the lobby of the facility, or at the Office of the Director of Athletics.

## **BOOKSTORE - Barnes and Noble**

7 South Main Street  
Telephone: (570) 208-4700

Regular business hours throughout the semester will be Monday through Friday, 8:30 a.m. to 9:00 p.m., Saturday 10:00 a.m. to 9:00 p.m., and Sunday noon to 5:00 p.m.

The bookstore offers a variety of emblematic clothing and imprinted merchandise. Textbook and merchandise orders may be placed by going online to [kings.bnCollege.com](http://kings.bnCollege.com), or by calling (570) 208-4700. Visa, Master Card, Discover, and American Express cards are accepted in addition to the King's Cash card. Students should also consult this website for information on

- Resale of textbooks
- Financial responsibility

## **LOST/STOLEN BOOKS**

If your book is lost or stolen, you should immediately notify the College Bookstore. Be sure to report the theft to the Safety and Security Office, (570) 208-5926.

To help deter book theft, place your name in the book along with some other identifying marks after you are sure you will be keeping the book for the semester. Never leave books unattended.

## **TEXTBOOK BUYBACK**

To sell back a textbook to the College Bookstore, you must show a valid College ID card with your student ID number. Driver's licenses or temporary student College ID cards are not accepted.

Students may only resell books they have purchased from the College Bookstore. The reselling of books belonging to others is prohibited. Any student who knowingly resells a stolen book to the bookstore or another person will be in violation of College policy (Regulation V, p. 2). Students found in violation of this policy will be placed on disciplinary probation for one year, with notification to parents. Students will then be required to pay restitution, and will be fined a minimum of fifty dollars for a first offense.

## **BUSINESS OFFICE**

Mr. John Loyack, Executive Vice President for Business Affairs and Chief Financial Officer  
Administration Building, First Floor  
Telephone: (570) 208-5830

The Business Office is primarily responsible for the billing of tuition and fees. The Business Office is located on the first floor of the Administration Building. The Business Office accepts cash, checks, and major credit cards (VISA, Mastercard, Discover and American Express). Credit card payments can be made online through Web Advisor. Payment arrangements can be made through Tuition Management Systems. A fine of \$35 (subject to change) is imposed for any check to the college for insufficient funds. Students may request a refund check if receiving financial aid packages or loans that exceed what is owed the college after semester begins.

An Automatic Teller Machine (ATM) is located in the lobby of the Sheehy-Farmer Campus Center.

### **King's Cash Program**

All King's Cash deposits by students, parents, guardians and employees must be made at the PHIL station in the first floor lobby of the Sheehy- Farmer Campus Center, or online at <https://kingscash-sp.blackboard.com/eaccounts>. The King's Cash Program permits students to make purchases in the College food service locations, campus vending or laundry machines, Barnes and Noble Bookstore and other participating off-campus merchants by using their College ID card. For further details on the King's Cash program, please see the brochure available at the Dining Service Office, Residence Life or the Business Office.

### **King's Cash Refunds**

Flexible Spending Account (King's Cash) funds are designed to be used for on-campus purchases or for off-campus purchases at participating vendors. King's Cash funds are not available for cash withdrawals. Any balance remaining at the end of an academic year will be transferred to the next academic year for use by the student. Graduating seniors may request a refund of their unused balance by contacting the Business Office. Requested refunds will be paid by check and will be sent to the requestor at their permanent address.

### **King's Cash Misuse of Program**

Students are not permitted to use anyone else's Student Identification Card/King's Cash Card for any purchase or to gain entry into any facility. Violation of this policy will result in a sanction of not less than: disciplinary probation, a \$100.00 fine and restitution, even for a first offense. Students and employees are to report any inappropriate use of their King's Cash account by others to the Office of Campus Safety and Security located in Alumni Hall.

## **CAMPUS POST OFFICE AND STUDENT MAILBOXES**

The College post office is open Monday through Friday, 8:00 a.m. to 3:00 p.m. (with limited services available from 3:30 p.m. to 6:00 p.m. when classes are in session). All full-time students are assigned a campus mailbox. Resident students have a mailbox in their residence halls. Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall resident mailboxes are located on the lower level of each building. Off-campus and commuter students have a mailbox in the main level of the Sheehy-Farmer Campus Center.

The Registrar's Office, located in the Administration Building, assigns mailbox numbers and their corresponding combinations.

#### **All mail for students must be addressed using the following format:**

Student Name  
Box #  
King's College  
133 North River Street  
Wilkes-Barre, PA 18711-0801

Please note: the above format does not include 'P.O.' before the Box number. P.O. is a United States Postal Service convention and its inclusion in your address will delay delivery of your mail.

- Students must inform the Registrar's Office immediately regarding any change in student residency or contact information.
- Any student in need of mailbox repair should notify the College post office in writing. Include name, mailbox number, and location.
- Students, faculty and staff may mail packages from the College post office. Postage stamps are available for purchase.
- Administrative offices send notices and publications to the campus mailboxes. It is the sole responsibility of the student to check their mailbox frequently to keep informed of deadlines and changes in College policies and regulations, as well as correspondence from College offices.

- Students and faculty may send packages up to 70 pounds through the USPS. All international mail weighing over 13 ounces must be sent through the USPS.

## **CAMPUS MINISTRY**

Rev. Thomas Looney C.S.C., Director of Campus Ministry and College Chaplain  
J. Carroll McCormick Campus Ministry Center  
Telephone: (570) 208-5890

### **Mission Statement**

*Rooted in Jesus Christ, the living word of God, and inspired by the Holy Spirit, we give witness to God's unconditional love by reflecting on and celebrating faith and serving others, with competence, courage and compassion.*

In concert with the great world religious traditions King's College invites all of its members to care for one's soul and to care for one's neighbor. As a Catholic institution founded by the Congregation of Holy Cross, King's affirms that love of God and love of neighbor, as espoused by Jesus, cannot be separated and that faith, as taught by Blessed Basil Moreau," must move into our hands."

Campus Ministry welcomes students of all faiths and those searching for a religious tradition, who desire to develop and nurture their spiritual lives, to participate in its many opportunities for reflection, service, and worship. Our Catholic tradition calls us to be faithful disciples of Jesus which includes gracious hospitality to all.

Sunday worship forms the heart of the College's liturgical life. King's students serve as lectors, altar servers, extraordinary ministers of Holy Communion, hospitality ministers and cantors. Campus Ministry provides training and ongoing spiritual formation for these ministries. Weekday masses are celebrated in the Chapel of Christ the King. The sacrament of reconciliation is available at scheduled times each week or anytime by appointment. Worship at the College also includes: Taize Prayer, Interfaith Prayer, Evening Prayer, Eucharistic Adoration, Rosary, and the Stations of the Cross. Campus Ministry also assists students in finding houses of worship of their own religious tradition.

Campus Ministry works closely with students to develop and implement spiritual formation opportunities to meet students' needs. The Campus Ministry Peer Ministry Council, made up of student leaders, helps to brainstorm and implement new ideas; students serve as retreat team leaders and facilitators; students lead Campus Renew, a small group faith sharing program for college students; class officers develop spiritual programming opportunities for their classmates; the R.C.I.A. program welcomes students into deeper life and fellowship within the church; and the College's Knights of Columbus sponsor faith sharing and service opportunities.

The Campus Ministers are available to accompany students in their spiritual journeys by listening and sharing their own experience of faith.

Campus Ministry is a place where students' gifts are shared, leadership is fostered and faith is nurtured.

### **MASS SCHEDULE:** Chapel of Christ the King

Monday through Friday: 12:05 p.m.

Sunday: 11:00 a.m. and 7:00 p.m. (In addition, a 10 p.m. Mass is celebrated in the 12th Floor Chapel in Holy Cross Hall.)

## **CAREER PLANNING OFFICE**

Mr. Christopher Sutzko, Director  
Administration Building, Lower Level  
Telephone: (570) 208-5874  
Email: christophersutzko@kings.edu  
[www.kings.edu/academics/career\\_planning](http://www.kings.edu/academics/career_planning)

### **Mission Statement**

*The Office of Career Planning promotes lifetime career satisfaction by educating and empowering students to develop self-awareness, academic management, and professional development skills. The Career Planning Office supports students' career aspirations through collaboration with academic departments, student services, and community partners.*

The goals of the Office of Career Planning are based on four general learning goals - interpersonal, intrapersonal, information literacy, and communication skills. A comprehensive, developmental program of career services designed to develop these four learning goals is available to students at all academic levels. In order to achieve the learning objectives, our programs include:

## **CAREER DEVELOPMENT ACROSS THE CURRICULUM**

Three distinct 1-credit courses that are rooted in career development theory and reflect emerging career and job search trends as well as current economic conditions.

- CARP 211- Opportunity to explore interests, values, and skills through targeted activities and career assessments
- CARP 411- Wealth Management for the New College Graduate
- CARP 412- Career Planning II- Focused activities to enhance students' individualized job search skills

## **PROFESSIONAL DEVELOPMENT SEMINAR SERIES**

Enhances students' knowledge and skills in career related topics through a series of workshops and educational activities using the knowledge and expertise of employers, community members, and alumni. Examples of our workshops include: Etiquette Dinner, Networking Night, Dress for Success, Mock Interviews, and Graduate School Practice Tests. For more information, please contact Korie Munley, Career Development Specialist - [koriemunley@kings.edu](mailto:koriemunley@kings.edu).

## **INTERNSHIP PROGRAM**

Internships are a one time work or service experience related to a student's major or career goal. The internship plan involves working in a professional setting under the supervision and monitoring of practicing professionals.

- Student must have completed 60 credits, maintained a G.P.A. required by major department, completed departmental prerequisites, and incurred no serious student conduct violations.
- Available during sessions: fall, spring, and summer for 12- 15 weeks
- All internships involve a minimum of three academic credits. Opportunities can be local, regional, national, or abroad.
- Applications must be processed the semester before desired experience

For additional information, please contact Kelly Lettieri, Assistant Director for Internships at [kellylettieri@kings.edu](mailto:kellylettieri@kings.edu).

## **ON-CAMPUS RECRUITMENT**

Provides opportunities for students and employers to connect through customized corporate recruiting events, including resume referrals, on-campus interviews, company tours, and networking opportunities. Some recruiters include: Campbell Soup Company, PwC, Kraft Foods, Prudential Retirement, Target, Pennsylvania State Police and Enterprise Rent-a- Car. For more information, please contact Theresa Kinney, Employer Relations Coordinator, at [TheresaKinney@kings.edu](mailto:TheresaKinney@kings.edu).

## **INDIVIDUALIZED SERVICES**

Individualized services are available by appointment for all students. They include:

- Individualized career counseling
- Résumé and cover letter construction and critique
- Major(s) exploration
- Career assessments and interpretation
- Job search strategies and online job search resources
- Mock interviews and interview skills preparation
- Graduate and professional school preparation
- Job fairs

Students may obtain additional information on services, resources, and programs by reviewing the Office of Career Planning's website at [www.kings.edu/academics/career\\_planning](http://www.kings.edu/academics/career_planning). Job postings may be found at [www.collegecentral.com/kingscollege](http://www.collegecentral.com/kingscollege). The office is open year-round, Monday through Friday, 8:30 a.m. to 4:30 p.m.

## **COMMUTER LIFE**

Mrs. Kathy Barber, Coordinator of Campus Activities and Commuter Life  
Campus Activities Office  
Sheehy-Farmer Campus Center  
Telephone: (570) 208-5966, Fax: (570) 208-6013  
Email: [campusactivities@kings.edu](mailto:campusactivities@kings.edu)

### **Mission Statement**

*The office of Commuter Life provides programs and services to support and enhance the commuter student experience at King's College in the Holy Cross tradition. The office serves as a resource and provides information and opportunities that enrich the commuter experience.*

#### *To achieve its Mission*

- *Serve as an advocate for commuter students.*
- *Provide programs and services that address the needs of commuter students.*
- *Inform students of campus events, policies, and procedures.*
- *Encourage involvement with campus life beyond the classroom.*
- *Provide social events to help students interact and meet fellow classmates, faculty, staff and administration.*

The Commuter Life Office provides a place for commuters to express their opinions and have their ideas heard in order to support the commuter population here at King's College. This office works under an open-door policy to encourage students to make use of the services provided. Commuting students may feel free to seek out information, find directions, or address any problems or concerns.

Commuters are a valued part of the King's family and are encouraged to get involved. Take advantage of what King's has to offer, make new friends, and feel at home. Stop by the Office of Campus Activities if you have a question, do not know who to contact, or if you are not sure where to go next. Even if you just want to say 'Hello,' we will always steer you in the right direction.

**Commuter Pit Stops!** These events are held at the beginning of each month. Refreshments are served, and students can pick up handouts on student services, information on upcoming events, and a calendar of events. Commuters can chat with King's staff while grabbing a quick snack!

**Commuter Life Association** – C.L.A. meets throughout the semester to discuss and plan a variety of events that are of particular interest to commuting students. All commuters are encouraged to become involved in the Association's activities. If interested, please contact the Office of Campus Activities at (570) 208-5966, or stop by the office.

**Lockers** – Stop by the Office of Campus Activities to rent a locker. Lockers are located in the lower level of the Sheehy - Farmer Campus Center.

**Suggestion Box** – Have a suggestion or a concern you would like addressed? Just write it down, stop at the Campus Activities Suite, and drop it in the suggestion box.

**Sheehy-Farmer Campus Center** – The Campus Center is a great place for commuters to relax and mingle with fellow students during their free time on campus.

The lower level of the Campus Center features Connerton's Café, a pool table, a ping-pong table, a shuffleboard table, a foosball table, a computer lounge, a large screen TV, a lounge area, and commuter lockers. On the main level are the commuter mailboxes, a lounge area, the art gallery, student offices, as well as the Office of Campus Activities.

## **CONFERENCE AND EVENT SERVICES**

Sheehy-Farmer Campus Center, Main Level, Room 119  
Telephone: (570) 208-5807, Fax: (570) 208-5959

The Office of Conference and Event Services is designed to meet the needs of various educational and non-profit associations in organizing meetings, conferences and social events on King's campus.

We offer a full range of services and facilities, including multi-media auditoriums, computer laboratories, a first-rate dining service, excellent recreational facilities, and air-conditioned residence hall rooms and apartments. The Office of Conference and Event Services also works closely with area hotels and the Chamber of Commerce to promote tourism in the region.

In order to facilitate cooperation and collaboration among student groups and to prevent scheduling conflicts that would reduce the effectiveness of the student activities program, the Coordinator of Campus Activities handles the scheduling of all events planned by classes, clubs and organizations. Whenever possible, events of interest to the entire College community are not scheduled at conflicting times. This pertains especially to major College-wide events and fund-raising projects. Once approved, if approval is required, a facility/space may be reserved through the Conference and Events Office.

### **CONTACT PERSONS FOR CAMPUS EVENTS/SPACES**

All facilities/space are scheduled through the Conference and Events Office at extension 6054 or 5807.

To reserve a classroom for use between 8:00 a.m. and 3:15 p.m. please call the registrar's office at extension 5471.

To reserve a classroom for use between 3:15 p.m. and 10:00 p.m. please call the Conference and Events Office at extension 6054 or 5807.

## THE COUNSELING CENTER

Mr. Brian Cook, Director  
Room 620  
Administration Building  
Telephone: (570) 208-5873  
counselingcenterstaff@kings.edu

College is an intense time of academic, personal, and social growth. It brings challenges, changes, decisions, confusion, and new experiences. More freedom affords more responsibility, which, at times, can be overwhelming. During these difficult periods, the Counseling Center is available as one of many support systems on campus. The Counseling Center strives to provide support for all of the above areas that might bring the student distress or conflict with their academic success. This is accomplished with an individualized identification of the student's needs and based on these supports are offered that may include short-term individual therapy, select group discussions; psychiatric consultation and related psychopharmacology; Drug and Alcohol Programs; crisis and emergency intervention. The staff of the Counseling Center also offer outreach, educational training, and consultation programs for students, faculty and staff.

The Counseling Center is staffed by Licensed Mental Health Professionals who are qualified to provide students with short-term, equitable, sensitive, and confidential support. Services are available to presently enrolled full-time students. These counseling services are provided in a comfortable and private office environment on campus at no additional charge to the student. Upon consultation(s) with a student, should the counseling professional find that a student's specific mental health needs might be better served by an outside provider, that student will be referred to an appropriate professional practice in the surrounding area.

We contract psychiatric services with a local independent psychiatry office as well so that on a bi-weekly schedule throughout the semester a clinician comes to the Counseling Center and is able to see students that need medication monitoring or interventions. This too comes at no additional cost to the student.

The Counseling Center also offers and supervises a peer education program called HOPE (Helping Our Peers Excel). This program entails students that serve as a bridge of outreach between the professional staff of the Counseling Center and the students throughout the campus community. They do not counsel students. Rather they offer prevention, education, and awareness in the form of offering interactive programming, presentations, and discussions on various pertinent topics that the Counseling Center sees. Each peer educator is trained by the licensed mental health professionals that work in the Counseling Center.

A student is encouraged to make an appointment to see an on-campus counseling professional if they are experiencing difficulty with the following common college student concerns:

- Making a smooth transition to college
- Managing stress and anxiety
- Feelings of loneliness or depression
- Self-esteem difficulties
- Relationship struggles and conflicts
- Resolving family or roommate conflict
- Grief/Loss
- Controlling food and/or substance intake
- Self-Injurious Behaviors
- Anger management
- Coping with a traumatic event
- Perfectionism and high expectations
- Social interaction struggles

Counseling Center Hours: Monday through Friday: 8:30 am - 4:30 pm. Appointments can be made by calling 570-208-5873, stopping in, or e-mailing counselingcenterstaff@kings.edu.

In the event of a crisis or an emergency, the Counseling Center provides services as follows:

- During regular office hours: students are encouraged to walk into the Counseling Center, where they will be seen as soon as a counselor becomes available
- After hours or on weekends: students can contact the Switchboard by calling (570) 208-5900 and ask to speak to the professional on-call. The professional on-call can help to assess the situation and if desired can put the student in contact with the counselor on-call.
- When the college is closed: have someone transported to the Emergency Room of your local hospital, or, in Luzerne County, PA, contact Community Counseling Services at 570-552-6000 or HELPLINE at (570) 829-1341.

A listing of staff and contact information, FAQs, resources, and helpful links regarding mental health in college can be found at: [https://www.kings.edu/life\\_at\\_kings/resources\\_for\\_success/counseling\\_center](https://www.kings.edu/life_at_kings/resources_for_success/counseling_center)

## Dining Services

Mr. Jeffrey Thomas, Senior Director of Dining Services  
Sheehy-Farmer Campus Center Conference and Events Offices  
Telephone: (570) 208-8301

### Mission Statement

*King's Dining provides various programs and outlets to nourish the body and enrich the student experience at King's College in the Holy Cross tradition.*

Goals include providing nutritious, appealing meals to the campus community, offer meal plans that are practical and attractive to students, faculty and staff, provide viable options for students with food allergies and dietary restraints and, with the Conference and Events team, promote successful events for both the campus community and outside groups.

For current meal plan options, please visit our website: [www.dineoncampus.com/kings](http://www.dineoncampus.com/kings). Meal plans are sold in varying numbers of meals to suit your needs. Each meal may be used as a swipe in King's Court or as a dollar equivalency in on-campus restaurants, excluding Chick-Fil-A and Monarch Mart. Swipes in King's Court are limited to two swipes per meal period. One swipe per meal period is allowed in other locations. Meal periods are as follows:

Breakfast: 7:00 AM - 10:59 AM

Lunch: 11:00 AM - 4:29 PM

Dinner: 4:30 PM - 7:59 PM Late Night: 8:00 PM - 10:30 PM

Flex dollars may be used in any campus dining facility at any time, including Chick Fil-A, offering flexibility throughout the day and evening.

Meal Plan Options: For information on meal plan options and requirements for resident students, contact the Office of Residence Life or visit [www.dineoncampus.com/kings](http://www.dineoncampus.com/kings).

- 275 Block Plan plus \$200 Flex
- 250 Block Plan plus \$350 Flex
- 200 Block Plan plus \$450 Flex
- 125 Block Plan plus \$400 Flex
- 75 Block plus \$125 Flex
- 25 Block

### King's Court Dining

King's Court is located on the second floor of the Sheehy-Farmer Campus Center. Meals in this location are served in a casual "All You Care to Eat" atmosphere. Students must present their ID card to the cashier at the greeter's desk to pay for each meal. ID cards may not be loaned to others. If an ID card is lost, a new card must be obtained from the Office of Residence Life. The office will issue a temporary card until a new card is made.

To obtain a new card, a \$15 ID card replacement fee is required unless a broken card is presented, in which case the fee is waived. Students are responsible for cleaning up after themselves. Guests and students not on a meal plan may purchase meals from the cashier using King's Cash, cash or credit card.

King's Court offers many dining options including pizza, grill, deli, salad bar, exhibition cooking and various promotions throughout each semester. Promotions consist of monotony breakers throughout the week featured at a single station, or theme meals that are highlighted in the entire dining hall.

The Balanced U station provides safe and appetizing food choices "ready to go" for our customers with food allergies, gluten intolerance, or those who prefer plain and simple foods. This station will not offer foods made with the FDA's most-common allergens of peanuts, tree nuts, shellfish, wheat, soy, milk products, and eggs. All foods offered will be made without gluten-containing ingredients. Dishes with beef, pork, chicken and turkey will be offered in various menu options along with vegetarian options. The menu changes with every lunch and dinner. This program is in King's Court, running from 11:00 am to 7:00 pm.

### King's Dining Retail Locations

In addition to the King's Court Dining Hall, King's Dining has several retail locations that are available to students and guests. They are listed below. Please visit [www.dineoncampus.com/kings](http://www.dineoncampus.com/kings) for a more detailed description of these dining locations.

- Susquehanna Place
- Connerton's Café
- Leo's On Mane
- Monarch Mart
- Chick-Fil-A

## **King's Dining Hours of Operations**

Hours of operation for all dining outlets can be found at [www.dineoncampus.com/kings](http://www.dineoncampus.com/kings)

## **Dining Facilities Regulations**

- Students must present their own valid ID card.
- Shoes and shirts must be worn in all dining facilities at all times.
- Students and their guests are to clear their own tables and take their dishes to the dish return area.
- Tobacco use is prohibited.

## **Nutritional Needs Related to a Medical Condition**

If you have a food allergy or intolerance, we recommend that you contact Dining Services.

Should you have a documented medical condition that may warrant an accommodation, you must contact the Director of Disability Services in the Academic Skills Center, Mrs. Sheri Yech for procedural information.

Please contact Jeffrey Thomas, Senior Director of Dining Services ([jeffreythomas@kings.edu](mailto:jeffreythomas@kings.edu)) for any on campus dietary restrictions you may have.

## **QUESTIONS AND ANSWERS**

### **What happens if I lose my card?**

Students are responsible for notifying the Office of Residence Life as soon as possible. Your account will be assessed for meals charged to it. When you notify the Residence Life Office, they will deactivate your lost card and issue you a new card. To obtain a new card, you must pay a ten-dollar (\$10.00) fee. The fee is required in all cases. A temporary card is issued for you to use while a new card is being made. If you misplaced your card, you may use a temporary card which may be used once.

### **How do I sign up for a meal plan?**

All students-resident, commuter or off campus - may sign up for their meal plans in the Office of Residence Life.

You may make changes to your meal plan only until the third Friday of classes of each semester. All meal changes, for both residents and non-residents, are done in the Residence Life Office.

### **Can I use my meal plan at any of the dining service locations?**

Yes, you may eat in any of the dining service locations on campus during the posted meal hours. If you choose to eat in one of our on-campus restaurants, you may choose from our featured meal plan options, or use your flex dollars. Each dining service location has a card reader that will charge your account. Your card will be rejected if you attempt to eat the same meal in any other dining room.

### **What is the difference between King's Cash and Flex?**

*King's Cash* is money that you voluntarily deposit on your ID Card. Funds may be used in all campus vending, laundry, parking, and dining locations as well as with participating off-campus merchants. This money will carry over from fall to spring semester and from spring to fall semester. Any funds over \$10.00 will be refunded upon request when you graduate or leave the College.

*Flex Dollars* are credited dollars added to your account when certain meal plans are purchased. Flex Dollars must be used in the semester that the meal plan is purchased and are non-refundable. They do not carry over from the semester in which they were purchased. Flex Dollars may be used in any campus restaurant including Chick Fil-A.

### **What is a meal block or swipe?**

A "block" or a "meal swipe" represents the meal exchange students receive when eating at a dining location. For example, a student will be able to use one block/meal swipe to dine in our all you care to eat facility King's Court. Guests swipe once here and eat as much as they like. However, if you would like to use a meal swipe in one of our retail locations (except Chick-fil-A and Monarch Mart) meal swipes are allotted a dollar equivalency based on the meal period. Breakfast is \$5 while lunch, dinner, and late night are \$7.

### **What is dollar equivalency?**

Although your meal swipes are intended to be used at King's Court, to provide added FLEXIBILITY and VALUE,

they can also be used at our on-campus retail locations: Connerton's Café, Susquehanna Place, and Leo's On Mane. Simply trade a meal swipe for up to \$5 for breakfast, \$7 for lunch, \$7 for dinner, and \$7 for late night food in these locations. You can purchase any prepared food item as part of the equivalency. Pre-packaged items such as bottled beverages, candy or gum cannot be purchased with equivalency dollars. If you would like to purchase these items, or if you go over your allotted dollar equivalency, you can pay with Flex, King's Cash, cash or credit card. In addition, each of the above retail locations will have a Featured Meal Option that allows you to purchase a full meal, including a fountain beverage, with your meal swipe.

### **Is the use of meal swipes restricted to certain time periods?**

Yes. Although students can use 2 meals per meal period at King's Court, only one meal swipe per meal period may be used at participating retail dining venues.

### **How do I add funds to my King's Cash account?**

Funds can be added in the Business Office, at the PHIL Station located in the first-floor lobby of the Sheehy-Farmer Campus Center, or online at <https://kingscash-sp.blackboard.com/eaccounts>. The link is available on the My King's page under Resources on the left-hand side.

### **How do guest meals work?**

When you would like to treat someone to a guest meal, bring him or her to King's Court, and tell the cashier you would like to use a guest meal to pay for his or her meal. The cashier will swipe your card twice, once for you and once for your guest. The system will keep track of the number of guest meals that are used for the semester.

### **Once I select my meal plan, can I make changes?**

Yes! Changing to a bigger, or smaller meal plan if eligible, can be done before the third Friday of the new semester. Meal plans will be prorated to reflect meals and flex used before the change. Changing to a larger plan is possible at any time during the semester.

### **How do I make changes?**

All meal plan changes, for both residents and non-residents, are done in the Office of Residence Life.

### **King's Cash Program**

The King's Cash Program permits students to make purchases in all College food service locations, campus vending, laundry machines and certain campus activities. Purchases can also be made at off-campus merchants including Barnes and Noble Bookstore, Sheetz, CVS and many others participating off campus merchants by using their College ID card. All King's Cash deposits by students, parents or guardians and employees must be made in one of these locations: PHIL station in the first floor lobby of the Sheehy-Farmer Campus Center, or online at <https://kingscash-sp.blackboard.com/eaccounts>. Cash and most credit cards are accepted. Please see the brochure on the King's Cash program which is available from the Dining Service Office, or Residence Life for details concerning the program.

### **King's Cash Refunds**

Flexible Spending Account (King's Cash) funds are designed to be used for on-campus purchases or for off-campus purchases at participating vendors. King's Cash funds are not available as cash withdrawals. Any balance remaining at the end of an academic year will be transferred to the next academic year for use by the student. Graduating seniors may request a refund of their unused balance by contacting the Business Office. Requested refunds will be paid by check and will be sent to the requestor at his or her permanent address.

### **Misuse of the King's Cash Program**

Students are not permitted to use any other person's Student Identification Card or King's Cash Card for any purchase or to gain entry into any facility (even if card owner grants permission). Any violation of this policy will result in a sanction of not less than: disciplinary probation, a \$100.00 fine, and restitution, even for a first offense. Students and employees are to report any inappropriate use of their King's Cash account by others to the Office of Campus Safety and Security, which is located in Alumni Hall..

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Mrs. Sheri Yech, Director of the Academic Skills Center  
Mulligan Physical Science Center  
Lobby Telephone: (570) 208-5841

## Services

At the time of their admission to King's College, students are encouraged to contact the Disability Services Coordinator to discuss their concerns and to develop appropriate plans to meet their educational needs. A request for services or accommodations is initiated by registering with the Academic Skills Center and providing appropriate documentation. Documentation on file for the applicant must meet the following criteria:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Be current and/or demonstrate a history of services—the following guidelines are recommended, but documentation is reviewed and interpreted on an individual basis i.e., completed within the last five years for learning disabilities, last six months for psychiatric disabilities, or last three years for ADHD (NOTE: this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
  - Include complete educational, developmental, and medical history relevant to the disability for which testing accommodations are being requested
  - Include a list of all test instruments used in the evaluation report and relevant subtest scores used to document the stated disability (this requirement does not apply to physical or sensory disabilities of a permanent or unchanging nature)
  - Describe the specific accommodations requested
  - Adequately support each of the requested testing accommodation(s)
  - Be typed or printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization)

At no point in the disability accommodation process will the Academic Skills Center release any information regarding an individual's diagnosis or medical information without informed written consent.

As needed, accommodations include, but are not limited to, extended time for testing, note taking support, course registration assistance, orientation to campus, on-campus housing arrangements, and contact with faculty members regarding academic accommodations. Students interested in comprehensive services beyond these accommodations should refer to the First-year Academic Studies Program, a component of the Academic Skills Center.

Disability Services provides a liaison role with community resources including the Pennsylvania Office of Vocational Rehabilitation, Pennsylvania Blindness and Visual Services, and accessible textbooks.

King's College has established procedures to address student concerns when a student believes his/her rights under the Americans with Disabilities Act (ADA) are not being appropriately addressed. The student must first meet with the Disability Services Coordinator, who serves as ADA Coordinator for King's College. This meeting should occur within 30 working days from the time the student identifies a concern. At that time, the following information shall be provided in writing:

- The name and address of the student(s)
- A brief description of the student's concern or complaint.

The Disability Services Coordinator will investigate the matter and propose a resolution in writing within 10 working days of the initial meeting.

If a resolution cannot be reached, the Disability Services Coordinator will:

- Arrange a conference with the student and the faculty member(s), administrator(s), or staff member(s) identified in the complaint
- Schedule a conference to occur within 20 working days of the initial complaint

If a resolution cannot be reached during this conference, the Senior Staff member will:

- Review all written documentation and will investigate the student's complaint
- Issue a written determination of the validity of the complaint and a description of the resolution
- Forward a copy of the resolution of the complaint to all parties involved within 30 working days of receipt of the written complaint

If the complaint is directed toward the Disability Services Coordinator, the complainant will:

- Submit in writing the appropriate information as described above to the Associate Vice President for Student Success.

The Associate Vice President for Student Success will:

- Investigate the complaint and propose a resolution in writing within 10 working days of the receipt of the initial complaint

If a resolution of the complaint cannot be reached, a conference will be arranged with the complainant, the Disability Services Coordinator, and the Vice President for Academic Affairs within 20 working days of the written complaint.

The Vice President for Academic Affairs will:

- Issue a written determination of the validity of the complaint and a description of the resolution
- Forward a copy of the resolution to all parties involved within 30 working days of the receipt of the written complaint
- Compile and maintain a written record of conferences and supporting documentation provided by all parties involved; shall be compiled and maintained by the Disability Services Coordinator

All records are maintained under the Family Education Rights and Privacy Act of 1974

### **Residence Life: Housing Assignments- Esseff Hall, Holy Cross Hall and Luksic Hall**

Students with disabilities who require specialized housing are accommodated in the College residence halls.

Facilities: It is strongly recommended that students with disabilities that limit their physical mobility be assigned as follows: for women, the second floor of Esseff Hall (the first residential floor); for men, the first occupied residential floor in Holy Cross Hall. All undergraduate and graduate fulltime students are eligible to reside in Esseff and Holy Cross Halls. Luksic Hall houses fulltime sophomore, junior, senior and graduate students.

Single Room: If a student needs additional space due to use of a wheelchair or other equipment or approved accommodation by the Disability Coordinator, they will be assigned a single room at the double-occupancy rate.

Fulltime Attendant: If a student requires an attendant, a non-student attendant will be permitted to live in the room at no extra cost.

### **College Apartments- Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall**

Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall contain student apartments designed for three to four students per unit. Alumni Hall, Flood Hall, King's on the Square and O'Hara Hall are each equipped with a handicapped-accessible apartment. A student with a physical disability will be given priority in selecting a handicapped-accessible apartment.

The process for living in an Alumni Hall, Flood Hall, King's on the Square or O'Hara Hall handicapped-accessible apartment is as follows:

- The student and their prospective apartment mates will sign up for the College apartment lottery (the process developed by the Office of Residence Life for the lottery)
- At the time a student with a disability signs up for the lottery, the student must make their disability known to the Office of Residence Life, submitting in writing, a need to be assigned to a handicapped-accessible apartment.
- The Disability Services Coordinator must confirm the need for an accommodated housing assignment.
- The student will be placed in an appropriate apartment after consultation with Residence Life.
- All cases are dealt with on an individual basis, as deemed necessary by the documentation and personal interviews.
- If a student is requesting accommodation for a disability or medical condition, the disclosure of such impairment must be made prior to the lottery. Any requests for accommodation after the lottery will be addressed subject to availability. This availability may result in the student being placed on a waiting list. All ADA designated apartments not assigned during the College apartment process in the spring semester lottery process will be held until July 15. After July 15, accommodations will be made on availability of ADA apartments.
- Students with accommodations are charged the same housing fee as other students living in the apartment facility they are assigned. Most bedrooms in College apartment facilities are single rooms, there is no single room supplement fee for students with an approved housing due to a disability accommodation. All apartments are shared with at least two other students depending on the number of bedrooms and configuration.

Students living in Flood Hall are to be aware that the building is located atop a hill above the main part of campus. While Flood Hall is handicapped accessible, students need to consider accessibility in light of the location of the hall. During inclement weather, access to Flood Hall may be difficult.

Disability Services, coordinated by the Academic Skills Center, is located on the lobby floor of the Mulligan Science Center.

The Center's goal is to maximize students educational potential while helping them to develop and maintain independence. The program philosophy is one that encourages self-advocacy.

These services recognize the rights of all qualified students with disabilities to equal access to an education as guaranteed under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

### **Eligibility**

Services are available to any member of the King's community who has a disability, whether they are students, faculty, or staff members. Individuals eligible for service include, but are not limited to, those with mobility, orthopedic, hearing, vision, or speech impairments, as well as those with learning disabilities, psychiatric or attention disorders, and medical or food related disabilities. Individuals with temporary disabilities, such as those resulting from injury or surgery, are also eligible for services. Students with allergies or other dietary restrictions are encouraged to provide documentation to the Disability Services Coordinator and meet with Dining Services staff to learn about all options for eating healthy on campus.

### **King's College Service Animal Policy**

#### **General Policy and Description**

King's College recognizes that Service Animals can play a vital role in facilitating the independence of individuals with disabilities. Service Animals are therefore not excluded from College property or activities so long as they meet the guidelines set in this policy. A service animal is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other disability

The service that the Service Animal is providing must be directly related to the functional limitation of the person's disability. A Service Animal does not have to be licensed or certified to qualify as a Service Animal. King's College considers an "animal in training" and its trainer to have the same rights and responsibilities as a person with a disability. Service Animals whose behavior pose a direct threat to the health and safety of others or are disruptive to the campus community may be excluded, regardless of training or certification.

#### **Partner/Handler/Team**

A person with a disability using a Service Animal is called a Partner. A person without a disability with a Service Animal is called a Handler. Sometimes Partners and Handlers work together with Service Animals, while other times Partners work solely with Service Animals. A Partner or a Handler, and his/her Service Animal are called a Team.

#### **Types of Service Animals**

A Service Animal can either be a dog (any breed) or a miniature horse. The Service Animal must be trained to assist a person with a service directly related to the functional limitation of the person's disability. Service Animal examples are as follows:

**Guide Dog-** A dog trained to serve as a travel/tool assistant for persons who are blind or have severe visual impairments is a Guide Dog.

**Service Dog-** A dog trained to assist a person with mobility or health impairment is a Service Dog. The types of duties the dog may perform include: carrying, retrieving, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after the person falls, etc. Service Dogs are sometimes referred to as Assistance Dogs.

**Hearing Dog-** A Hearing Dog is trained to alert a person who is deaf or has impaired hearing of sounds, e.g. someone knocking at a door.

**Seizure Response Dog-** A Seizure Dog is trained to assist a person with a seizure disorder. How the dog may serve the Partner depends on his/her needs. The dog may stand guard over the Partner during a seizure, or the dog may go for help. Some dogs have learned to predict seizures and warn the Partner in advance.

**Dog in Training-** In Pennsylvania, a dog being trained to perform as a Service Animal has the same rights as a fully-trained dog when accompanied by a trainer and identified as such.

**Miniature Horse-** Miniature Horse service animals are trained to do work or perform tasks for people with disabilities. The animals range in height from 24 inches to 34 inches measured to the shoulders, and generally weighs between 70 and 100 pounds. The miniature horse must be housebroken and under the owner's control. Other factors to consider: the facility must be able to accommodate the horse's type, size and weight; the horse's presence must not compromise legitimate safety requirements necessary for safe operations of the facility.

## Procedures

A Partner requesting the use of an Assistance Animal will follow these steps:

Contact the Academic Skills Center, Disability Services Coordinator to set up a meeting.

A person who will make use of a service animal on campus must contact the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life at least 30 days prior to bringing the animal to campus in order to register the intended use of the service animal so that the College can assure appropriate housing. The Service Animal must be vaccinated and licensed as required by state law and/or local ordinance. The Partner must provide documentation of the Service Animal's vaccinations and licensing if a Service Animal would need to live in campus housing; Disability Services and Residence Life needs to approve the placement in campus housing.

## Campus Community Etiquette

Service Animals are working animals and are not considered pets. Regular members of the community should refrain from asking questions about the Partner's disability or tasks the Service Animal performs. A person should remember to interact with the person- not the animal. Therefore, the campus community members SHOULD NOT:

- Pet, feed, or distract the animal while working
- Startle, tease, or taunt the animal
- Prevent a Service Animal from accompanying its Partner to any place on campus except where specifically prohibited.

## Restricted Areas

King's College has designated areas as off-limits to all animals due to health and safety concerns. These areas include research laboratories. Exceptions can be requested and will be determined on a case by case basis.

## Conflicting Disabilities/ Health issues

The College is aware that at times, other persons may have a condition that may cause an allergic reaction or other concern when a Service Animal is in proximity. Persons who have issue with the Service Animal should direct the concern to the Disability Services Coordinator in the Academic Skills Center. Action will be discussed to consider the needs of both parties and resolve the problem as efficiently and effectively as possible.

## Owner Responsibilities

- Identification: the Service Animal should wear a harness, tag, or other gear that readily identifies its working status. If there is no such precaution, College officials may ask (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform. In addition, Service Animals must wear an owner identification tag.
- Control: it is the responsibility of the Partner and/or Handler to control his or her Service Animal, and the College, its employees and agents are not responsible for the care or supervision of an animal. Furthermore, a Service Animal may be excluded from the premises if the Service Animal is out of control and the animal's Partner and/or Handler does not take effective action to control it; or the Service Animal is not housebroken.
- Damages: The Partner and/or Handler is financially responsible for the actions of their Service Animal including, but not limited to: bodily injury, house damages, and campus property damages.
- Leash and Clean-Up: A Service Animal must be on a leash at all times. The Partner and/or Handler must always carry equipment to clean up animal waste when on College property.
- License: All Service Animals must meet license requirements of Luzerne County or county of residence and wear those licensing tags. Records are maintained by the Disability Services Coordinator and shared with Campus Security. It may be shared with Residence Life if necessary.
- Health: A Service Animal must be clean and in good health. All Service Animals must have all veterinarian recommended vaccinations. These records are maintained by the Disability Services Coordinator. If the health or hygiene of a Service Animal is not maintained, the Service Animal may be excluded from campus.
- Removal from Campus: Animals may not be unattended for more than 8 consecutive hours and must be removed from campus during breaks or other extended periods if the Partner is not on campus.

## Exclusion

If for any reason a Service Animal is excluded from campus for a short-term or long-term period, the individual with a disability who uses the Service Animal will be given the opportunity to continue to utilize or participate in College activities without the Service Animal on premises.

## Appeals Procedure

King's College has established procedures to address student concerns when a student believes his or her rights under

the Americans with Disabilities Act (ADA) are not being appropriately addressed. See Student Handbook under SERVICES FOR STUDENTS WITH DISABILITIES or the King's College website under Academic Skills Center Disability Grievance Procedure.

## **Training of Service Animal Policy and Agreement King's College**

King's College recognizes the importance of training service animals for the benefit of persons with disabilities. Thus, students, who wish to provide this important service and are committed to fostering a positive learning and living environment at King's College are required to follow this policy in registering and caring for a Service Animal in Training.

A King's College student, who desires to train a service animal on campus, is required to adhere to the protocols and procedures contained in this policy and agreement

1. The student must meet with the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life to review the content of this policy, especially regarding the standards for procuring a service animal in training and responsibilities in caring for the animal and the good of the College community;

2. King's College may use up to 30 working days (starting the day the student meets with the College's Disabilities Services Coordinator and the Associate Dean of Students for Residence Life) in order to do its due diligence in assuring that the provisions found in this document have been met by the student to determine eligibility to house a Service Animal in Training.

3. Students are not permitted to share a contract for the training of a service animal. The animal is the responsibility of a single student, who is entrusted with responsibility for the animal's behavior on campus.

4. Students are responsible for any damages caused by a Service Animal in Training, including to furniture, carpets and any other property belonging to the College or to another student.

5. If the College determines that the student is in violation of this policy or other College policies, the Service Animal in Training can be removed from the campus at the student's expense.<sup>1</sup>

6. Before other types of Service Animals in Training can be brought to campus, the College reserves the right to verify that the animal in question does not in any way infringe upon the safety, health or general well-being of any member of the College community.

7. Before a Service Dog in Training can be brought to campus the student must provide the College verification of the following: A) the dog is at least six months old; B) the dog has received all necessary vaccinations; C) the dog is properly licensed and has a dog tag; D) the dog is housebroken; E) a record of the trainings for the dog to date and a plan for future trainings have been arranged; F) the student understands his or her obligations related to the contractual arrangement entered into with the agency or company from whom the dog has been procured;<sup>2</sup> and G) the student understands his or her responsibilities related to this policy.

### **Emotional Support (Assistance) Animals**

King's College recognizes the importance of Emotional Support (Assistance) animals in serving students, whose healthcare providers or mental health professionals prescribe the use of animals as contributing to a student's health and wellbeing.

An Assistance Animal is an animal that provides emotional support which alleviates one or more identified symptoms or effects of a person's disability. An Assistance Animal is prescribed for an individual with a disability by a healthcare or mental health professional. A person using an Assistance Animal is called a Partner. An Assistance Animal does not assist a Partner with activities of daily living or accompany that person at all times.

Federal law does not give Assistance Animals access to the College campus as a whole. The College will reasonably accommodate an Assistance Animal in a residence hall or campus apartment; the College does not allow students to bring Assistance Animals to other areas or buildings on campus unless the animal also qualifies as Service Animal. An Assistance Animal is permitted so that the student in question will be afforded an equal opportunity to use and enjoy College housing.

Separate paragraph to highlight. Venomous or other life-threatening animals will not be permitted. Animals that may pass on a disease directly to humans such as rats or turtles will not be permitted.

### **Procedures**

A Partner requesting the use of an Assistance Animal will follow these steps:

1. Contact the Academic Skills Center; Disability Services Coordinator to set up a meeting.

<sup>1</sup>Students are also required to adhere to the guidelines presented in sections entitled "Conflicting Disabilities/Health Issues," "Using an Assistance Animal in College Housing," "Owner Responsibilities," "Removal of an Assistance Animal," "Exclusion" and "Appeals Procedure" in the King's College Policy for Emotional Support (Assistance) Animals. The term "Service Animal in Training" substitutes for the term "Assistance Animal."

<sup>2</sup>Students are strongly encouraged to examine carefully all of the items presented in a contract regarding medical expenses, financial responsibility due to the loss or death of the animal, and other potential hidden fees.

2. Provide documentation meeting King's College guidelines from a qualified healthcare or mental health professional. These guidelines can be found at [http://www.kings.edu/academics/support/skills\\_center/disabilities\\_program](http://www.kings.edu/academics/support/skills_center/disabilities_program)

3. If the College communicates in a determination letter that the Partner is permitted to have an Assistance Animal on campus, the Partner must meet with the Associate Dean of Students for Residence Life or Associate Director of Residence Life staff member to determine living arrangements.

King's College may use up to 30 working days (starting the day documentation of the disability is received) in order to do its due diligence of gathering and verifying the necessary documentation for the Partner/student and determining eligibility. This documentation includes, but is not limited to: verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the Assistance Animal will be housed, and verification of all vaccinations and the health of the Assistance Animal including all the necessary licensing. If documentation is immediately available, the time for the approval process may be shortened.

#### Conflicting Disabilities/ Health issues

The College is aware that at times, other persons may have a condition that may cause an allergic reaction or other concern when an animal is in proximity. Persons who have issue with an Assistance Animal should direct the concern to the Disability Services Coordinator in the Academic Skills Center. Action will be discussed to consider the needs of both parties and resolve the problem as efficiently and effectively as possible.

#### Using an Assistance Animal in College Housing

Assistance Animals must be accompanied by the Partner, properly restrained on a leash and remain in close proximity to the Partner, whenever the animal is outside the Partner's room/residence.

An Assistance Animal is only permitted in the Partner's residence (room or apartment), the residence lounge and other common areas which are a part of the residential facility excluding a dining facility. When the Partner is outside the Partner's residence, the Assistance Animal must at all times remain under the control of and in close proximity to the Partner. An Assistance Animal is not permitted in other areas of the College (e.g. libraries, academic buildings, classrooms, labs, campus center, etc.).

It is the responsibility of the Partner to make arrangements to promptly handle any cleaning that is necessary due to the presence of the Assistance Animal. This includes College owned housing units common areas and exterior property such as courtyards, walkways, lawns, and front/back yards. Feces must be cleaned immediately and disposed of properly.

When an Assistance Animal must exit the living quarters to address biological needs, it must be under the control of the Partner at all times. Feces must be cleaned immediately and disposed of properly; this includes but is not limited to: the campus residence, the campus residence lounge, residence exterior and courtyards, hallways that are part of the residence facility, and common areas and grounds.

Animals may not be unattended for more than 8 consecutive hours and must be removed from campus during breaks or other extended periods if the Partner is not on campus.

#### Owner Responsibilities

Control: it is the responsibility of the person with a disability to control their Assistance Animal, and the College is not responsible for the care or supervision of an animal. Furthermore, an animal may be excluded from the premises if the animal is (1) out of control and the animal's handler does not take effective action to control it; or (2) [t]he animal is not housebroken.

Damages: The owner is financially responsible for the actions of their animal including, but not limited to: bodily injury, house damages, and campus property damages.

Leash and Clean-Up: The animal must be on a leash at all times. The handler must always carry equipment to clean up animal waste.

License: All Assistance Animals must meet license requirements of Luzerne County or county of residence and wear those licensing tags. Animal Records are maintained by the Residence Life Office and shared with Campus Security. It may be shared with other departments if necessary.

Health: All Assistance Animals must be clean and in good health. All Assistance Animals must have all veterinarian recommended vaccinations. These records are maintained by the Residence Life Office. If the health or hygiene of a Service Animal is not maintained, the Assistance Animal may be excluded from campus.

Other: The College may place other reasonable conditions or restrictions on Assistance Animals depending on the nature and characteristics of the animal.

#### Removal of an Assistance Animal from College Owned Housing or Campus

Animals that engage in aggressive behavior will be required to leave the campus immediately. The Partner of an Assistance Animal is expected to report such incidents to the Residence Life Staff. The Partner of an Assistance Animal will be required

to remove the animal if it exhibits unruly, disruptive, or threatening behavior. This behavior includes but is not limited to excessive noises, running around unrestrained, making unwanted contact with others, or growling/biting or threatening others.

An Assistance Animal that makes excessive noise in a dwelling can be very disruptive to other residents. The Partner will be required to remove the Assistance Animal from campus until the noise is under control.

An excessively unclean or unkempt Assistance Animal may result in the Partner being asked to remove it from campus until acceptable hygiene is achieved.

Failure to uphold and abide by this policy may result in a Partner not being permitted to keep his/her Assistance Animal in College owned housing units.

#### Exclusion

If for any reason the animal is excluded from campus for a short-term or long-term period, the individual with a disability who uses the animal will be given the opportunity to continue to utilize or participate in college living without the animal on premises.

#### Appeals Procedure

King's College has established procedures to address student concerns when a student believes his or her rights are not being appropriately addressed see Student Handbook under SERVICES FOR STUDENTS WITH DISABILITIES.

## EXPERIENCING THE ARTS

Student Affairs Office  
Rev. John J. Lane, C.S.C., House  
Telephone: 570-208-5900, extension 5328  
Fax: (570) 208-6023  
Email: [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)

This series draws from a wealth of local and international artists and performers who participate in residencies in the visual and performing arts, also as displaying exhibitions of paintings, sculptures, textiles, photography, and other media. Students thoroughly enjoy one-person plays, or the talents of pianists, guitarists, violists, cellists, and other musicians of the folk, classical, and contemporary genres. Admission to all Experiencing the Arts performance events is free of charge.

The Campion Society, the student fine arts organization, sponsors Open Readings and allows students' work to take center stage. This venue allows students to perform their own works of art in the literary arts including drama, verse, poetry, and prose, among others.

From children's theatre to the classics, students in the King's Theatre Department have the opportunity and the talent to do it all. King's offers programs in children's theatre. Additionally, King's is the only area theatre group that regularly offers classical works by Shakespeare, Moliere, and Shaw. Over the years, all students have the opportunity to take part in these outstanding productions. For information concerning the College theatre productions, please call 570-208-5828.

During the academic year, exhibits are displayed in the Widmann Art Gallery, located on the first floor of the Sheehy-Farmer Campus Center. These works provide audiences with a truly rich experience in the visual arts. Talented local artists share their work with us. "Meet the Artist" receptions, which include a gallery talk, provide an opportunity to meet with the artist and ask questions you may have about the exhibit.

**The Widmann Art Gallery** is located adjacent to the lobby of the Sheehy-Farmer Campus Center. It is an art gallery for exhibiting the talent of local artists.

Since this room is primarily a gallery, requests to use it when there is an exhibit on display are made directly to Ms. Michelle Leonard, the Coordinator of the Widmann Art Gallery at (570) 208-5875 (Student Affairs Office). When sculptures are on exhibit, no other event may take place. After approval has been given to hold an event in the gallery, the sponsor of the event is responsible for safeguarding the exhibit during and after the event. The event sponsor will make certain the gallery is locked.

Viewing Hours for the Gallery are:

Monday through Friday	9:00 a.m. to 4:30 p.m.
Saturday & Sunday	as arranged

The Gallery is closed on national holidays and during scheduled breaks throughout the academic year.

## FINANCIAL AID OFFICE

Mr. Jared Menghini, Director of Financial Aid,  
Administration Building, Room 108  
Telephone: (570) 208-5868

The Financial Aid Office provides scholarship, grant, loan, and employment information to all students. Although most aid

is based upon financial need, the financial staff encourages all students to apply for financial aid and consult with a financial aid advisor to review their financial aid eligibility.

In addition to determining grant and loan eligibility, the Financial Aid Office provides students with valuable information regarding employment opportunities in on-campus academic and administrative departments, as well as in community service agencies off campus. The Financial Aid Office will assist eligible students in securing employment.

All students who wish to be considered for need-based aid, including the Direct Loans and federal work-study, must file a Free Application for Federal Student Aid (FAFSA) every year. The deadline for filing a renewal FAFSA is May 1 each year. Financial aid and scholarships are renewed annually, providing the student continues to meet the eligibility requirements for all programs as well as the enrollment and academic progress requirements for continued receipt. Students should keep in mind that withdrawing from a class or classes during the semester could impact their eligibility for aid the following academic year. Anyone wishing to determine how dropping a class will impact their academic progress may contact the Financial Aid Office.

Private scholarship information is updated throughout the year on the King's website. Click on Admissions, and then Financial Aid. Students looking for additional funds should check the listing on a regular basis. Separate applications must be submitted for these scholarships.

Students are encouraged to walk in or to schedule an appointment with a specific staff member.

### **Drug Conviction and Financial Aid**

If you have been convicted (federal or state convictions only) of possession or sale of illegal drugs for an offense that occurred while receiving federal student aid (grants, loans or work-study), you may not be eligible to receive federal aid. Convictions which were removed from your record or which occurred before age 18 (unless tried as an adult) do not count. To determine if you are eligible for federal student aid, or what you must do to regain eligibility, you may contact the Financial Aid Office.

For additional information on Financial Aid policies and procedures, please view "The Guide to Financial Aid Awards. It is available on the web at: [http://www.kings.edu/admissions/financial\\_aid/resources/publications](http://www.kings.edu/admissions/financial_aid/resources/publications)

## **FIRST YEAR EXPERIENCE (CORE 090)**

Mr. Sean Cryan, CORE 090 Coordinator  
Campus Activities Suite  
Sheehy-Farmer Campus Center  
Telephone: (570) 208-5802, Fax: (570) 208-6013  
Email: [campusactivities@kings.edu](mailto:campusactivities@kings.edu)

### **Learning Objectives for CORE 090/First-Year Experience**

Upon completion of the course, students should be able to:

- Identify and explain the key elements that define the mission and identity of King's College as a Catholic college in the Holy Cross tradition
- Describe the ways general principles founded on a Catholic liberal arts tradition can guide personal morality and ethical decision-making
- Analyze the ways Community-Based Service activities contribute to the development of responsible citizenship, to the achievement of personal and professional goals, and to the fulfillment of the King's College mission
- Distinguish the differing characteristics between learning in college and learning in high school
- Identify behaviors that promote successful academic, personal, and social development
- Recognize academically dishonest behaviors and explain the King's College policy on academic integrity
- Demonstrate mature attitudes and behaviors towards others, both in the classroom and in personal lives
- Have an understanding of the advisement/course registration process and how to register for spring courses using web advisor during the spring registration process

- Identify and analyze issues that influence the spiritual, physical, and mental wellness of college students
- Implement appropriate strategies for integrating the liberal arts education with career goals
- Identify sound decisions regarding financial obligations and post-graduate financial responsibility
- Locate and describe services that enrich student learning including the Academic Skills Center; the Academic Advisement Office, the Writing Center; Campus Activities/Commuter Life and New Student Orientation Office, Multicultural and International Student Programs office, the Honors Program, Residence Life Office and the Study Abroad office.

The First-Year Experience Seminar (CORE 090), or FYE, as it is known on campus, is part of the New Student Orientation program in which all first-year students participate. The First Year Experience is part of the core curriculum of the College. The class meets twice a week for seven weeks. Most sections will meet the first six weeks of the semester, and then one week in November, as designated by the instructor. This is a graded, one-credit course.

A faculty member or professional staff member and a student leader teach the seminar. The sessions focus on integrity, with information and discussion regarding decision making on a cross section of topics that apply to campus life. Topics include campus services, social issues, leadership, spirituality, career planning, and service.

All first-year students who begin their undergraduate experience at King's are required to complete the seminar to be eligible for graduation from the College. FYE appears on the student's class schedule and on the College transcript with a grade. Class attendance, completion of writing assignments, a service project, attendance at campus educational and/or cultural events, passing grade on an on-line drug and alcohol and sexual violence module and active participation in all FYE sessions is required to pass the seminar.

## **HONORS PROGRAM**

Dr. Regan Reitsma  
Hafey-Marian Hall, Room 508  
Telephone: (570) 208-5900, ext. 5781

The Honors Program is designed to challenge and meet the needs of the well-motivated or aggressive learner. Courses offered in the program present students with the opportunity to learn and grow in classes limited to fifteen students who actively cooperate with the professor in an individualized and discussion-centered approach to learning. Opportunities for independent study and credit-yielding internships are also available and encouraged.

### **Program Requirements**

The Honors Program requires no additional courses beyond the normal course load. To qualify for admission, applicants to the College must be in the first quintile of their graduating class and have an overall SAT score of at least 1100 with a 650 minimum score on the verbal portion. After the first-year, any student with a grade point average no less than 3.25 may apply for admission. Students who maintain a minimum G.P.A. of 3.40, and successfully complete the program outlined in their Honors Student Planner receive an Honors certificate at commencement. Honors courses are not limited to students enrolled in the Program. Any student with at least a 3.0 GPA may register for an Honors course, with the written approval of the Director.

### **Program Services**

The Honors Program provides the following academic services: Interdisciplinary Courses and Seminars; Capstone Seminars; Advanced Independent Study; Course Extension Contracts; Self-Designed Major or Minor Program; and Advisement on Fellowships and Scholarships. The Honors Program also works actively with the Study Abroad Program and the Experiential Learning Program to encourage its students to consider opportunities such as The Washington Center Internship and similar initiatives in Europe, especially London.

## INTERNATIONAL STUDENT SERVICES

Ms. Gina Petrucelli  
Coordinator of International Student Services  
107 N. Franklin Street  
Telephone: (570) 208-5864  
Fax: (570) 208-8027  
Email: ginapetrucelli@kings.edu

### **Mission**

*Coordinator of International Student Services Advisor's mission is to enhance the academic experiences of international students by providing the highest levels of knowledge and expertise in advising, immigration services, advocacy, and programming. It is our goal to actively promote international and intercultural understanding and to enrich the academic and cultural environment of King's College by facilitating the exchange of people and ideas.*

To accomplish this mission the Coordinator of International Student Services offers the following support services:

- Non-academic advising for international students
- Non-immigrant visa documentation and compliance
- Orientation and programs for international students
- Training and support for campus faculty and staff

Ms. Bridget McFadden  
International Student Academic Advisor  
107 N. Franklin Street  
Telephone: (570) 208-5897  
Fax: (570) 208-8027  
Email: bridgetmcfadden@kings.edu

The primary first-year academic advisor for all freshman international students. International students who are on academic probation meet with the advisor regularly to work together on improving study skills, time management, etc.

- Performs the services and responsibilities coordinated by the Office of Academic Advisement.
- Provides study plans, enrollment letters and other documents for sponsored students.
- Provides guidance on dropping a course, course withdrawal, registration, academic planners, change of major and more.
- Aids students experiencing academic difficulties and/or questions about an instructor's expectations.

## LEADERSHIP PROGRAM

Dean Robert McGonigle, Associate Vice President for Students Affairs and Dean of Students  
Student Affairs Office  
Rev. John J. Lane, C.S.C., House  
Telephone: (570) 208-5875, Fax: (570) 208-6023  
Email: studentaffairs@kings.edu

The Leadership Program seeks to provide a variety of experiences in order to enhance leadership qualities in students. Students will have opportunities to develop:

- Oral presentation skills along with use of technology
- Ethical decision-making
- Confidence and skills to facilitate positive change
- Appreciation for people who are different from us
- Increased self-awareness and self-confidence
- Ability to apply formal learning to life experiences

The Leadership Program offers formal education by means of non-credit learning experiences. A unique characteristic of the program is the emphasis in each of its components on the study of ethical decision-making and the diversity of our society.

### **Emerging Leaders Program:**

This program is for first-year and sophomore students who have an interest in pursuing leadership roles on or off campus. It includes topics such as leadership skills, leadership styles, group process, motivation, ethics, and diversity.

### **Spring Leadership Conference:**

This annual conference began in 1992 as a means of introducing new leaders to the elements of leadership styles, motivation, and process. The conference features nationally or regionally known leadership facilitator(s) along with sessions that focus on the needs of student organizations at King's.

### **Intercollegiate Leadership:**

This is a program sponsored by six local Colleges/universities and Leadership Wilkes-Barre. The program includes six day-long leadership experiences throughout the academic year. It covers topics such as leadership skills, diversity, community issues/visioning, the media, justice/governance, and community services. The College selects seven students, usually sophomores, and juniors, to participate in the program. Applications are available each fall semester from the Campus Activities Office.

### **Leadership Opportunities:**

**Involvement through over thirty-five student organizations:** Over 200 students hold leadership positions in student organizations on campus.

**Community Service:** The Shoal Center offers leadership programs for students engaged in community service.

**Resident Assistants** are responsible for a floor community usually housing 25 to 55 students. The RA is responsible for programming, community development, student conduct, advising and administrative tasks.

**Orientation Leaders** are responsible for working with the New Student Orientation program in development of the Campus Orientation program held in August and January of each year.

**First-year Experience Co-Leaders:** Upper-class students serve as co-leaders for the First-Year Experience Seminar program each fall.

## **D. LEONARD CORGAN LIBRARY**

Director of the Library  
Telephone: (570) 208-5840

The primary purpose of the D. Leonard Corgan Library is to provide information and information services for students and faculty in an environment that encourages learning and critical inquiry. Because the education process involves not only the acquisition of specific knowledge, but also the development of critical thinking and information skills, the library faculty and staff strive to provide resources and services that best support the curriculum and independent study. The library provides students and faculty with an online catalog and access to databases. The building has areas for single-person studying, several group study rooms with mounted whiteboards in nearly each room, and over 40 computers with printing capability..

### **Hours**

The library building is open twenty four-hours a day for study. Hours are subject to change.

During the academic year, library services are normally provided (subject to change):

Monday through Thursday.....	8:00 a.m. - 11:00 p.m.
Friday.....	8:00 a.m. - 7:00 p.m.
Saturday.....	11:00 a.m. - 5:00 p.m.
Sunday.....	11:00 a.m. - 11:00 p.m.

Exceptions to library hours will be posted at the library's entrance.

### **Circulation**

Students and employees must present a King's College identification card to borrow materials. Individuals are responsible for materials borrowed on their cards. Fees will be assessed for late or lost materials.

All library books must be returned and fines settled before students receive their grades or transcripts.

### **Reference Services**

Reference services are available at the Reference Desk:

Monday through Wednesday:	8:30 a.m. - 9:00 p.m.
Thursday and Friday:	8:30 a.m. - 5:00 p.m. Hours are subject to change.

If you need assistance at other times, please consult the online research guides or email [askalibrarian@kings.edu](mailto:askalibrarian@kings.edu).

### **Borrowing from Local Libraries**

By presenting a King's ID card, King's College faculty and students may borrow directly from the libraries of Misericordia University, Luzerne County Community College, Marywood University, University of Scranton, and Wilkes University on a year-round basis. King's College faculty and students may also borrow directly from the Osterhout Free Library using their King's College ID and another picture ID.

### **Interlibrary Loan**

Books and periodical articles not available in the library are usually obtainable from other libraries through interlibrary loan. The link for interlibrary loan request forms is on the Library's website. The staff at the Circulation or Reference desks can answer any questions.

Please submit interlibrary loan requests at least two weeks before you need the materials so there is enough time to process the request.

### **Photocopying Machine**

A coin-operated copier/scanner/fax machine is located on the first floor near the Circulation Desk. The cost is ten cents per photocopy.

### **Food and Beverages**

Food and drinks are not allowed in the library.

## **MULTICULTURAL AND INTERNATIONAL STUDENT PROGRAMS**

Ms. Jasmine Tabron, Director of Multicultural and International Student Programs,  
Campus Activities Suite, Sheehy-Farmer Campus Center  
Telephone: (570) 208-5898, Fax: (570) 208-6013  
diversity@kings.edu

### **Mission Statement**

*Multicultural and International Student Programs (Office of College Diversity) supports and promotes cultural competency to all students and offers special services to those of the underrepresented population at King's to promote wellness and academic success. In addition, the director supports many underrepresented students concerning academic success, social opportunities, and personal development. We believe the true strength of a multicultural atmosphere is in the understanding of what makes every student unique and bring them together for a greater purpose of a life of excellence.*

- Offers small and large programming to expose students to various cultures and traditions
- Creates an inclusive environment through recognition and celebration of the underrepresented students

Multicultural and International Student Programs Office is student-centered and, therefore, provides many opportunities for students to initiate, coordinate, and implement programs that enhance their personal, social, and intellectual development at King's College. In keeping with the College's mission, Multicultural and International Student Programs provide co-curricular activities and programs that complement and augment the learning that takes place in the classroom, while influencing and enhancing the total College experience. Programs are designed to enhance students' cognitive skills and heighten awareness concerning contemporary issues of diversity. It is important to provide students with a complete College experience inside and outside the classroom.

Multicultural and International Student Programs provide support and advocacy for all students, especially under-represented groups such as African-American, Latino/Chicano, Asian, and Native American.

### **Multicultural and International Student Organization**

Multicultural International Club: MIC promotes cultural awareness and the fellowship of all students at King's College. MIC hosts entertaining educational and social programs throughout the year that is typically open to all students. Some of the notable programs held in the past are fashion shows, trip to the Holocaust Museum (Baltimore, MD), International Cuisines, Community Service, and more. Any King's College student can join MIC.

## MUSIC ENSEMBLES

Mr. Robert Yenkowski, Campus Musician  
Rev. John Lane C.S.C. House,  
166 North Franklin Street, 2nd Floor  
Telephone: (570) 208-6044

The Music Program at King's was initiated to meet the needs of students who love music and love being part of music ensembles. These ensembles are dedicated to learning new music and sharing it with the campus community and the community-at-large. Membership in any one of these groups is not limited to any major or class.

### **Cantores Christi Regis**

This choir strives to bring the art of choral music to the campus by performing at many College functions and concerts, and is the premiere choral ensemble at the College. The choir consists of 16-28 men and women from all grade levels. It performs many great classical choral works and some more contemporary ones by current choral composers. This choir rehearses twice weekly for 75 minutes each session.

### **Christian Voices**

This liturgical choir is founded upon the principles of the Second Vatican Council. Its primary function is to minister to the King's Community at the Sunday Eucharist. The choir is comprised of first-year through senior King's students from a variety of faith traditions. The choir primarily ministers at the 7:00 p.m. Sunday Liturgy. Members of the choir rehearse weekly for 90 minutes, usually on Sundays from 5:00 p.m. to 6:30 p.m.

## NEW STUDENT ORIENTATION

Mr. Sean Cryan, Director of Campus Activities and New Student Orientation  
Campus Activities Suite  
Sheehy-Farmer Campus Center  
Telephone: (570) 208-5802, Fax: (570) 208-6013  
Email: campusactivities@kings.edu

### **Mission Statement**

*New Student Orientation at King's College will provide new students with the knowledge and resources that will assist with the transition to a small, Catholic college in the Holy Cross tradition. Incoming students will gain knowledge of how to succeed academically and socially, as well as become a part of the King's College Community. Orientation for new students is an evolving process that actually begins from the time of admission, and continues through the first semester of attendance. Elements from the Orientation program are extended into the beginning of the fall semester through involvement in the Core 090/First-Year Experience Seminar.*

*To achieve its Mission:*

- *The New Student Orientation program will collaborate with other institutional departments (Academic Affairs, Campus Ministry, Information Technology, Student Affairs, and Theatre) to provide students with assistance, guidance, and direction throughout their College experience.*
- *The President of King's College and student leaders will address all new students about the unique experience of being a King's College student on opening day of New Student Orientation.*
- *Students participate in educational experiences addressing academic success, sexual violence, alcohol and other important topics for new students.*
- *All new students participate in community service and reflection as part of New Student Orientation and CORE 090.*
- *Evening social events are designed to help students interact and meet fellow classmates, faculty, staff and administration.*

Transfer students are invited to attend a separate and distinct orientation that supplements the first-year orientation. During this time, transfers are advised on the academic and social policies of the College and are welcome to discuss any concerns that may be unique to their situation.

In January, an orientation is offered for new students who enter King's College for the first time in the spring semester. Orientation for new students is an evolving process that actually begins from the time of admission, and continues through the first semester of attendance. Orientation is extended into the beginning of the fall semester through involvement in the First-Year Experience Seminar (Core 090).

## OFF-CAMPUS STUDENT SERVICES

Associate Vice President for Student Affairs Office: Rev. John J. Lane, C.S.C., House  
Telephone: (570) 208-5875, Fax: (570) 208-6023  
Email: [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu)

Each fall semester, the Off-Campus Liaison sponsors an opportunity for off-campus students to meet with city officials to discuss the relationship between students and the city. The Associate Vice President for Student Affairs and Dean of Students advises off-campus students on an individual basis regarding landlord/tenant situations.

The Associate Vice President's Office publishes a booklet for students about living off-campus. A brochure for parents is also available. All first-year and sophomores are required to live on campus in College housing or commute from the permanent residence of their parents or guardians located within forty-five miles of the campus. Students can enroll in meal plans for off campus in the Office of Residence Life.

## SAFETY AND SECURITY SERVICES

Mr. James Gilgallon, Executive Director of Campus Safety and Security  
107-108, Alumni Hall  
Telephone: (570) 208-5926  
Emergency: (570) 208-5900  
Executive Director's Office: (570) 208-8103

Mr. Mark Naylor, Director of Campus  
Safety and Security  
Telephone: (570) 208-5993

Mr. Stephen Kopenis, Senior Investigator  
Telephone: (570) 208-5965

Mr. Nicholas Gushka, Investigator  
Telephone: (570) 208- 8450

### **Mission Statement**

*The goal of King's College is to educate the student for the present and the future. In keeping with this goal, the Campus Safety and Security Department endeavors to provide a safe campus environment. Security Services will assist students in becoming active participants in the security of their campus. King's accomplishes this with a motivated staff of men and women dedicated to being a positive resource to the campus community. The staff strive to update training and work together with other departments within the College to meet the needs of a dynamic society.*

King's College recognizes the importance of safety and security on campus. Therefore, the College maintains its own Safety and Security Services Department. Security officers are on duty 24 hours-a-day throughout the year. Selected, well trained members of the Campus Safety and Security Department are armed. Students may contact security at any time regarding emergencies, problems, or for information by dialing "0" from campus telephones, or (570) 208-5900 from off-campus locations. Students may also go directly to the College switchboard located on the main floor of the Corgan Library by entering through the doors from Lane's Lane.

The Executive Director of the Campus Safety and Security Office is located in Alumni Hall, room 107. Students may call the Director at (570) 208-8103 between 8:30 a.m. and 4:30 p.m., Monday through Friday. Students may leave non-emergency messages after hours.

The College switchboard is located on the main level of the Corgan Library. Enter through the doors from Lane's Lane. The switchboard telephone number is 570-208-5900. The switchboard is accessible twenty-four hours a day.

### **YOUR SAFETY AND SECURITY**

King's College strives to maintain an atmosphere in which each student can grow and become a responsible member of society. Part of that process includes taking responsibility for one's own actions, and learning to ensure your own personal safety and the safety of your belongings.

Everyone is a potential victim of crime. There is no absolute protection from crime, but King's College Campus Safety and Security Department and the Office of Residence Life would like to offer some precautions students can take to prevent becoming a victim.

Video surveillance is used on the King's College campus for the safety and security of students, faculty, staff, and visitors including but not limited to some residence halls, college apartment buildings, campus center, recreational areas, academic facilities, and other facilities.

The Campus Safety and Security Department has an investigative staff. The investigators conduct investigations of incidents, complete follow-up investigations, and conduct interviews of witnesses, victims, and suspects. The investigators are the college liaison officers with the local, county, state and federal criminal justice agencies.

### **COLLEGE HOUSING SECURITY**

1. A large number of College housing thefts occur because residents fail to lock their doors. It takes approximately eight seconds for someone to walk into an unattended room or apartment and remove something, such as a purse or jewelry. Students should always lock their door, even if only going to the bathroom or next door.
2. Students should also lock the door when inside their room or apartment, especially while asleep.
3. Students should never lend keys to anyone or let anyone use a key entrusted to them. Never leave keys lying around. Any student who loses a key or has one stolen should report the loss to Security Services immediately.
4. Never leave handbags, wallets, jewelry, or other valuables unattended anywhere. Keep them in a safe place in your room, under lock and key if possible.
5. Always report strangers loitering around College housing to a member of the Residence Hall Staff and to the Security Services Department.
6. Do not prop open College housing doors that are supposed to be locked.
7. Do not leave items of value in your room or apartment during vacation periods or long holidays.
8. If you receive annoying or obscene telephone calls, notify Security Services, the Residence Hall Staff, and the telephone company at once.
9. Do not let strangers into your room.
10. Do not advertise or write on your door where you will be or when you will return.
11. Do not bring or store rare, expensive, one-of-kind items such as coin collections, or family heirlooms in College housing. Keep these types of items in a safety deposit box.

### **AVOID PROBLEMS**

1. When walking at night, walk near the curb. Use the best-lighted route, and try not to walk alone.
2. Do not jog alone at night.
3. If you think someone is following you, cross the street, walk faster, or even walk down the middle of the street. Try to go to a lighted area, an open building, or where there are people.
4. Do not accept rides from strangers. If a car approaches, and you are threatened, walk in the opposite direction of the vehicle.
5. Do not overload yourself with packages, books or other items.
6. If your purse is snatched, do not fight; give it up rather than risk injury. It will not be a great loss if you:
  - a. Carry no more cash than is absolutely necessary, and
  - b. Keep a list at home of all credit cards, licenses, and personal papers.
7. Students should always have keys ready in hand when walking to a vehicle. This avoids standing outside the vehicle looking for the keys. Before getting into a vehicle, always check the rear seat and floor.
8. Lock doors immediately upon entering a vehicle, and keep them locked.
9. Immediately report any encounters with voyeurs or exhibitionists to Security Services.
10. If you are the victim of a crime, notify Security Services immediately.

### **FIRE SAFETY**

1. If you discover a fire, sound the alarm. Know where the alarms are located in every campus building.
2. If you are in a burning building, go to the nearest exit stairwell. Do not use elevators.
3. Feel the door handles. If hot, do not open.
4. If your exit is blocked, look for another exit or return to your room.
5. Keep low to the floor to avoid smoke.
6. Tie a wet cloth over your nose and mouth to aid breathing.
7. If you become trapped in your room, seal cracks around door with tape, clothes, sheets, etc.
8. If there is no smoke outside, open windows slightly. Open at top (to vent smoke) or at bottom (to let in fresh air).
9. Signal rescuers by waving a sheet, etc., out the window, and telephone for help.
10. Do not jump if you are higher than two stories.
11. If your clothing catches fire, do not run. Drop to the floor and roll out the fire.
12. Have an emergency escape plan worked out.
13. Never tamper with fire alarms or extinguishers. They could save your life.

## **KNOW HOW TO PROTECT YOUR PROPERTY**

1. It is the student's responsibility to protect personal property, including vehicles, from theft.
2. Students should have valuable items engraved for the sake of identification. Engraving should include the student's name, or state operator license number (OLN), or state personal identification number (PIN). Security Services has electric engravers for student use, and will assist with engraving as needed.
3. Make a personal inventory of all valuables and put it in a safe place. Security Services has pamphlets that can help with this.
4. When parking a vehicle, students should always lock all doors and roll up windows. Lock any valuables in the trunk or take them with you.
5. Students should always lock bicycles to a bike rack, even if leaving the bike for only a short time.

## **USE YOUR HEAD TO PROTECT YOUR BODY**

There is no one perfect way to protect yourself, but remember:

1. Students have the right to set limits.
2. Communicate those limits clearly. E.S.P. does not work.
3. Trust instincts. If a situation does not feel right, change the situation or get away from it.
4. Be aware of surroundings, of what is out there and what is going on.
5. Alcohol or other drugs cloud judgment and decrease a person's ability to make sensible decisions and take care of themselves.

## **PLAN AHEAD**

1. Going on a first date or blind date? Check the person out with friends. Go to a public place like a movie, restaurant, or campus event with friends, instead of going alone.
2. No student should ever leave a party, concert, or bar with someone they just met or do not know well.
3. Students can show they are in control by walking with confidence.
4. Students should always stand up for themselves and feel confident they know what is best. If feeling pressured, students should make it clear they feel uncomfortable. Say no and mean it! Do not be embarrassed to make a scene.

## **BE PREPARED**

Students need to:

1. Be educated about crime prevention tactics.
2. Consider in advance what to do if confronted by a criminal.
3. Know their capabilities.
4. Remember that using violence can encourage further violence.

## **CONTACT INFORMATION**

In case of an emergency, you may contact a security officer on duty by going to the College switchboard located in the Corgan Library (enter through the doors from Lane's Lane), or by dialing "0" or (570) 208-5900 from any on-campus extension. In cases of emergencies occurring off campus, contact the Wilkes-Barre City Police at the Luzerne County Emergency Telephone system by dialing 911.

### **Commuter Parking-permit required**

- North Street Lot BB:  
Monday through Friday 7:00 a.m. to 10:00 p.m. No overnight parking.
- North and Washington Streets Lot EE:  
Monday through Friday 7:00 a.m. to 10:00 p.m.  
No overnight parking, except for special Parking Permit.

### **Reserved Parking- Permit Required**

- Alumni Hall Lot DD:  
Parking available 24 hours for residents of Alumni Hall and O'Hara Hall. Space is limited. The Office of Safety and Security awards spaces in the spring semester for the following school year.
- King's on the Square Lot:  
Parking available 24 hours a day for all campus residents. Space is limited.
- Flood Lot (corner of N. Main and North streets):  
Parking available 24 hours for residents of Flood Hall. Space is limited. The Office of Safety and Security awards

spaces in the spring semester for the following school year.

- North Washington Street Lot CC:  
This lot is for resident students only; 24 hour reserved/overnight parking.
- Cul-De-Sac at Holy Cross Hall:  
Loading and Unloading only. Parking is limited to 15 minutes.

### **Parking Fees and Related Fees**

• Commuter Lots	\$255.00 (North Washington and East North streets lots)
• Alumni Parking Lot	\$350.00
• Flood Parking Lot	\$350.00
• North Washington Lot	\$350.00
• King's on the Square Lot	\$350.00
• Student Handicap Tag/Fee	\$150.00 (Holy Cross Lot)

For information on towing services used for all vehicle removals from College property, contact Campus Safety and Security Services directly at (570) 208-5993 or via the switchboard at (570) 208-5900, ext. 0. All costs involved in the towing are the vehicle owner's responsibility.

All students, commuters, residents and off-campus students planning to have a vehicle on campus must register their vehicle with Security and Safety Services in order to obtain a parking tag. This tag does not guarantee or reserve a parking space. Parking is on a first-come, first-served basis. Parking tags cost \$5.00. Students wishing to purchase a reserved/overnight parking space may do so by paying an additional fee at the Security and Safety Department. Upon verification of payment, the Security and Safety Services Department will issue a card key to access the lot. Lost card keys cost \$25 to replace.

### **Parking Policy**

The purpose of the parking policy at King's College is to provide a safe environment for all members of the College community. The Vice-President of Business Affairs oversees parking issues. Parking policy is in place to ensure the safety and security of all our employees and students regarding vehicles operated and parked on College property.

All employees and students must register their vehicle with the Campus Safety and Security Department prior to parking on College property. Temporary passes and guest passes are available at the security office. The College makes every attempt to accommodate parking needs that arise throughout the year, including requests for additional parking for visitors and guests. Remember, parking at King's College is a privilege and not a right.

All students, commuters, residents and off-campus students planning to have a vehicle on campus must register their vehicle with Safety and Security Services in order to obtain a parking tag. This tag does not guarantee or reserve a parking space. Parking is on a first-come, first-served basis. Students wishing to purchase a reserved/overnight parking space may do so by paying an additional fee at the Safety and Security Department. Upon verification of payment, the Safety and Security Services Department will program the student's College issued identification card to access the appropriate parking lot.

Security officers from the Department of Campus Safety and Security will enforce the following parking violations.

Violations are subject to a parking ticket.

• Handicapped parking zone	\$50.00
• Blocking a driveway	\$35.00/towed
• Blocking access to a parking lot	\$35.00/towed
• No parking: reserved residence space	\$35.00
• Unauthorized parking lot	\$15.00
• No display of college parking permit	\$15.00
• Expired college parking permit	\$15.00
• No parking: loading/unloading zone/time limit infraction	\$25.00
• No parking: signs posted	\$15.00
• No overnight parking	\$15.00
• All other violations	\$15.00

Unless the individual requests an appeal, they must pay fines within five business days of a violation. Student accounts with King's are billed for any unpaid fines and a hold will be placed on your account.

Second offenses of the above violations may result in the doubling of fines. Multiple offenders of the above violations may result in the College having the vehicle towed.

Pay all fines during normal hours of operation at the Business Office located in the Administration Building, or at the Office of Campus Safety and Security located on the first floor of Alumni Hall in room 107. If paying a fine by mail, send a check accompanied by the ticket to the Business Office. The Campus Safety and Security Office maintain records of all violations.

An appeal board for student violations will make determinations when students disagree with violations of policy. The board will consist of three members: the Executive Director of Campus Safety and Security or designee, a designee of Student Affairs, and a designee of Student Government.

Appeals require the offender to fill out an appeal form, available at the Business Office or the Campus Safety and Security Office. Submit the appeal request within five business days of the violation. Clearly state reason(s) for the appeal on the request.

The board will convene bi-weekly during the academic year to hear appeals of parking tickets. All board decisions are final. Students found in violation are required to make payment within five business days.

The Vice President of Business Affairs and the Human Resource department will be responsible for staff or faculty appeals.

Vehicles not registered with the College are also subject to parking fines. The College makes every attempt to locate vehicle owners. King's College security officers will contact the Wilkes-Barre Police Department and request issuance of appropriate citation(s). A private complaint with the district Magistrate's Office will be filed if necessary.

Motor vehicle owners assume all risks associated with operating or parking a vehicle on King's College property. King's College is not responsible for damage or loss caused by, but not limited to, fire, theft, accident, or vandalism.

## **PARKING ON CAMPUS AND IN THE NEIGHBORHOOD**

All students, full and part time, must adhere to all College policies regarding parking on campus, and abide by local laws for parking in the city. The following are some specific examples relevant to parking on campus and in the surrounding neighborhood.

- Some local homeowners have designated permit-parking-only spaces. Only the homeowner and their guests may park in these areas. Students illegally parking in permit-parking-only areas will receive a parking violation ticket. The student's vehicle will then be towed at the vehicle owner's expense.
- There is no student parking allowed in front of the townhouses on North Franklin Street (in the same block as Holy Cross Hall). These spaces are for townhouse resident use only. Students ignoring this parking instruction are in violation of College policy for failure to follow a directive issued by the Student Affairs Office.
- Students may only park in legal parking spaces. The block of Franklin Street north of Jackson Street has clearly marked metered parking spaces. Non-metered spaces are not legal parking places. Students will receive a parking violation ticket if parked in such non-metered spaces.
- Do not park in front of fire hydrants, driveways, alleyways, or streets. Violators should expect to receive a parking violation ticket and towed at the owner's expense.
- Students are not permitted to park on Harrison Street, behind the Scandlon Center (gym). The opposite side of Harrison Street is a fire lane. Parking a motor vehicle in a fire lane will result in ticketing and towing at the vehicle owner's expense.
- King's College reserves the right to restrict parking in any on campus parking lot due to weather conditions and special events on campus. When a restriction is to occur, the Department of Campus Safety and Security will make an announcement via email, in a timely manner, announcing the restriction, location, time period and reason for restriction.
- King's College students with a campus parking pass/hang tag are allowed to park in the Holy Cross Hall lot and McGowan Hall lot during the weekends from Friday night to Monday 5:00 a.m. Those parking violating the policy will be ticketed (\$25.00) and repeat offenders will be towed and ticketed.
- Parking in the small lot on the south side of Flood Hall is restricted to the individuals who rent those spaces. The rental company will have unauthorized cars towed from the lot at the vehicle owner's expense.
- There is no student parking allowed in any lot designated for employee or other non-student use. Lots clearly marked as reserved for guests or the Admissions Department are restricted for only those purposes.

## **PARKING AT ROBERT L. BETZLER ATHLETIC COMPLEX**

Students, employees and guest are required to park their vehicles in the main parking lot during all sporting events, including practices unless authorized by the Athletic Director to park in the lower section of the complex. This restriction does not apply to handicapped parking.

## **ESCORT SERVICE**

- Escort Service will be given on a first come first served basis. Escort Service is a priority for King's College Safety and Security Department but due to service calls on campus or multi calls for escorts, security may not be able

to respond immediately for the escort. Therefore, students, staff, and faculty requesting escorts should take precautions to ensure personal safety, such as staying in their vehicle, waiting for the escort in a well light area, or remain inside a building until security arrives for the service.

- When calling for an escort, the caller should give the switchboard a cellular telephone number for the caller if the same is available.
- Security Officers, through the Switchboard Operator, will endeavor to give the requestor an estimate time of arrival for the escort service.
- Escorts are not provided for off campus entertainment or leisure.
- Escorts are not provided to and from the Scranton/Wilkes-Barre Airport unless approved by either the Executive

Director or Director of Campus Safety and Security.

The King's College Campus Safety and Security Department provides officer escorts to all members of the King's College Community upon request. Any member of the faculty, staff, or student body may request a security escort to any point on Campus. Contact the Security Office at (570) 208-5900; a uniformed security officer will be assigned to assist you. For further information regarding security escorts, contact the Director of Safety and Security at (570) 208-5993.

### **PARKING FOR EVENING STUDENTS**

The College encourages evening students to park in the two areas closest to classroom buildings, the Administration lot and the West Union Street lot.

King's urges students to:

- Walk in well-lighted areas
- Use the buddy system; do not walk alone
- Contact Safety and Security Services at (570) 208-5900 if you do not have anyone to walk with. (You may have to wait until a security officer is available.)
- Contact Safety and Security Services at (570) 208-5900 if you notice unusual behavior.

### **SHOVAL CENTER FOR COMMUNITY ENGAGEMENT AND LEARNING**

Dr. Bill Bolan - Director ([williambolan@kings.edu](mailto:williambolan@kings.edu); Ext. 8058)

Mrs. Maura Modrovsky - SERVE and Community-Based Work-Study Coordinator ([mauramodrovsky@kings.edu](mailto:mauramodrovsky@kings.edu); Ext. 5915)

Mrs. Briana Button – Community Outreach and Social Justice Programs Coordinator ([brianabutton@kings.edu](mailto:brianabutton@kings.edu); Ext. 6020)

Rev. Charles D. Sherrer, C.S.C. House 171 North Franklin Street Telephone: (570) 208-8058

Fax: (570) 208-8236

#### *Mission Statement*

*Dedicated to continuing the social mission of King's College, the Shoval Center for Community Engagement and Learning facilitates teaching, research, and volunteer opportunities that advance both the needs of the community and the educational mission of the college. The Center was created in 2005 through a major gift from Susan and Judd Shoval, co-founders of GUARD Financial Group.*

King's College is comprised of caring students, faculty, and staff who actively collaborate with the wider community. The Shoval Center encourages this engagement by promoting ongoing volunteer work, service learning, and social justice programs. King's community members who wish to offer their services to the community may consult the Shoval Center for help with ideas, coordination, and planning. Likewise, the Shoval Center responds to community requests for assistance by engaging the knowledge, expertise, and resources of King's College. These requests may range from appeals for volunteers, to assistance for community development projects and research. The Shoval Center now houses all programs previously run under the name Office of Volunteer Services (OVS), and is located in the same building, the Sherrer House at 171 N. Franklin Street.

The Shoval Center is active in eight main areas.

- Service-learning classes
- Community volunteering
- S.E.R.V.E. alternative break trips: Fall SERVE; Winter SERVE; Spring SERVE
- Community-based work study
- AmeriCorps VISTA
- Social Justice Education and Action Programs
- Community-based faculty research
- College-wide civic engagement efforts

Service learning at King's integrates academic learning with hands-on community service that encourages students to

be more socially aware and active. A course-based pedagogy, service learning allows students to get a more meaningful understanding of their studies, while simultaneously helping the community. Although service learning may take many forms, all service-learning classes share three primary characteristics.

1. The service project is meaningful and relevant. Service is related to the course, allows a student to learn, and is needed by the community.
2. The service is actively integrated into analysis of course subject matter, whether in lectures, exams, presentations, discussions, or reflections.
3. Students learn about the social context of the services in which they engage, i.e., why the particular service is necessary.

The Shoval Center also attempts to find individual volunteer placements that best suit the interests and talents of King's students. As a result, King's volunteers find themselves working with children and youth groups, people experiencing homelessness, the elderly, and other populations. In the past, King's volunteers have helped prepare meals for the St. Vincent de Paul Kitchen; constructed houses locally with Habitat for Humanity; tutored children and teenagers at local learning and community centers; and visited the homebound and elderly in the community at local nursing homes and day care centers.

As a part of its mission, the Shoval Center further attempts to make students aware of social justice issues. The Center helps to organize student participation in annual community events like "Hunger for Justice Week" and the Holy Cross Day of Service.

Eager to advance the idea that "communities in need" extend far beyond the King's campus, the Shoval Center additionally facilitates trips outside the area in order to perform service work and to learn more about other communities. The most notable of these trips are the alternative fall, winter, and spring break service trips. During these trips, students, staff, and faculty work in cities across the United States and abroad with Holy Cross-affiliated sites and national organizations such as Habitat for Humanity. In recent years, these service trips have taken King's students to Mexico, Florida, New Jersey, Phoenix, and Washington.

For more information, please visit or contact the Shoval Center at 171 N. Franklin St., (570)208-8058, or email [williambolan@kings.edu](mailto:williambolan@kings.edu).

## **STUDENT HEALTH CENTER**

Mrs. JoAnn Kosik, MHA, PA-C, Director  
([joannkosik@kings.edu](mailto:joannkosik@kings.edu))

Mrs. Nancy Bellas, R.N.  
([nancybellas@kings.edu](mailto:nancybellas@kings.edu))

Andre Hall, 72 West North Street  
Telephone: (570) 208-5852  
Fax: (570) 208-8394

### **Mission Statement**

*The King's College Student Health Center is committed to providing compassionate care and support to promote the health and welfare of every patient. It's mission is accomplished by giving sensitive care to the whole person. The health center focuses on the acute care of the medical condition with integration of the physical, psycho-social, and spiritual needs of the person. The center affirms the importance of the patient in the health care decision-making process. We are aware that a student's health is critical to their success and work diligently and collaboratively with other departments to assure their overall well-being.*

The student health center is staffed by a full time registered nurse and physician assistant director and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday during the academic year. A physician and/or physician assistant is on duty during specified hours each day in addition to walk-in services all day. Services include evaluation and treatment of illness or injury, point of care testing for mono, strep, flu A and B, and urinalysis, select prescription and over the counter medications, nebulizer treatments on site, medical equipment loan program for crutches, nebulizer, humidifier, and heating pads, allergy injections per policy, tuberculosis testing, weight monitoring, and BP checks. Patient education is emphasized and sincere effort is put forth to deliver as much care as possible in the health center to avoid unnecessary emergency room or urgent center visits.

Any full-time student seeking treatment in the student health center must have a completed health history and physical examination on file (performed within one year of the date of matriculation) prior to consultation or being seen by a student health center clinician.

All students residing in College campus housing including the residence halls, College apartments, and locations contracted

by the College must demonstrate and maintain acceptable health insurance in accordance with College policy. All students participating in intercollegiate athletics, as well as international students must also provide proof of health insurance.

Resident students must also receive the meningitis vaccine or sign a waiver indicating they have been informed about meningococcal disease and the meningococcal vaccine, and have chosen to forego immunization on accordance with Pennsylvania law. A meningitis booster if the student was vaccinated before the age of 16 is strongly recommended.

All resident, commuter, and off-campus students are required to provide two (2) dates of immunization against measles, mumps, rubella (MMR). Students born before January 1957 are considered immune and do not need proof of MMR immunizations.

The health fee required of resident students covers the cost of student health center services. The student is responsible for any additional medical expenses for services needed/rendered outside of the Student Health Center.

Commuter and off-campus students who have submitted a completed health form may use the student health center on a fee-for-service basis. The fee-for-service charge is added to the student's account.

## **STUDY ABROAD OFFICE**

Mrs. Margaret Kowalsky, Director  
margaretkowalsky@kings.edu  
112 North Franklin Street  
Telephone: (570) 208-5986

### **Mission Statement**

*The King's College Office of Study Abroad provides international education opportunities for students and faculty that encourages global engagement, academic enrichment, and personal growth. The Study Abroad Office at King's College supports the development of knowledge, skills, and attitudes needed to live and work successfully in the global community. The Study Abroad Office is committed to integrating the study abroad experience into the core and major curricula through collaboration with academic departments and administrative offices.*

The opportunity to study or intern abroad for a summer, semester, or academic year is available to all students as part of their undergraduate education at King's College. This opportunity to immerse oneself in a different culture supports the development of knowledge, skills, and attitudes needed to live and work successfully in the global community.

The Director of the Study Abroad Program assists King's College students in learning about study abroad opportunities through programs affiliated with the College and independent programs approved by the College. The Director will assist students in finding study abroad programs that complement their academic goals and enhance life experiences. Opportunities include taking classes at a foreign institution or an American college or university site abroad, internships, field studies, laboratory research, and service learning. The Director helps students prepare for the study abroad experience, serves as a contact for students while studying abroad, and reorients students to the campus upon their return. Students considering a study abroad experience should begin the process at least one full year prior to the anticipated semester abroad.

## **VICTIM/WITNESS ASSISTANCE**

Mrs. Rebecca Ream, Victim's Assistant  
Sheehy-Farmer Campus Center, Room 100A, Main Level, Residence Life Suite  
Telephone Number: 570-208-5856

The victim's assistance staff member provides support to students who have been a victim or witness of a violent incident on or near the College campus. The primary responsibility of the staff member is to inform victims of the services available to them on and off campus, and provide support when interacting with college counselors, Campus Safety and Security staff and the police. The victim's assistant staff member provides follow up to the victim after the initial incident and response. Follow up meetings/updates (through email/telephone) may continue after that for as long as the student and victim assistant feel it is necessary.

The Executive Director of Campus Safety and Security or designee can assist the victim or witnesses in preparing for judicial proceedings and understanding the criminal judicial system.

# ACADEMIC INTEGRITY

*“You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.” Woodrow Wilson*

**Dr. Brian Williams**  
Academic Integrity Officer  
brianwilliams@kings.edu  
(570) 208-5900 ext. 5690

## **PREAMBLE**

### **Academic integrity, why does it matter?**

Rules, if left unexplained, seem arbitrary. As a student, you might ask of the rules immediately following this preamble, “Why should I follow them?” An obvious answer is, “To avoid getting caught and punished.” But saying that you should follow rules so that you don’t get into trouble doesn’t really justify why all of the dos and don’ts exist in the first place. Do these rules serve any significant purpose?

This preamble suggests that they do. There are good reasons for you, and for your fellow students, to care about the practice of academic integrity in our community, King’s College.

### **Why Have a Policy?**

Students who are caught, say, copying text word for word off of a website commonly respond in one of two ways.

The first is “I didn’t know that what I did counts as plagiarism.” This plea is true—but only in some cases. Faculty should be charitable to students, recognizing that, at least in some instances, a student needs to be taught about plagiarism, not punished for committing it. In fact, the administration and the faculty at King’s have a real and living responsibility to indicate, as clearly as possible, what expectations—for citation, for doing work independently—it places on its students. This explains in part why there is an Academic Integrity Policy. This policy states—in print, for all students to see—what the basic guidelines of academic integrity are, as well as what will happen if these guidelines are violated. King’s College also expects faculty—in First Year Experience, CORE 110: Effective Writing, class syllabi, and classroom discussions—to define, in greater detail, with more precision, what it means for a student to live up to the standards of academic integrity.

All this said, faculty members are not under an expectation to be naïve. Pleading ignorance is, of course, the age-old tactic of the guilty, and in some cases the claim “I didn’t know” simply isn’t plausible: “Did you really think that your theology professor, who asked you to reflect upon the works of Saint Augustine, really only wanted to see whether you have enough computer expertise to Google ‘Augustine’, cut text from a website, and paste it into a Word document?” Not plausible.

Faculty will be permitted to assume that a student who has taken First Year Experience and CORE 110: Effective Writing has at least basic knowledge about what plagiarism is and knowledge of the standards of academic integrity will increase during their career at King’s College. This is to say that each student is expected to take responsibility for their own education, actively aiming to understand what it means to be a good student.

The second plea plagiarizing students frequently make is “I didn’t realize that copying text is such a big deal.” This preamble indicates not so much what academic integrity is than why King’s College thinks it matters. What follows is a brief discussion of why cheating is “such a big deal.”

### **Is There Any Learning Going On?**

The first word to say about academic integrity is this. The Academic Integrity Policy is intended to serve, first and foremost, the central goal of King’s College: to provide liberal arts education in the Catholic Christian tradition. As a student at King’s College, you have chosen to be a part of an academic community, a community with several commitments: first, to seek the truth, with each other, and with thinkers across the world and across human history; second, to help you, the student, become a thoughtful, well-informed person, a person who has the critical bearing and basic cultural information necessary to address difficult professional, scientific, moral, political, religious, and existential questions as they arise in the run of a normal human life; and third, to prepare you to make fruitful contributions to public life in a democratic society. To some readers, these words will sound high-minded, but this is the well-publicized mission of the College you have chosen to be a part of.

The Policy, you might notice, attempts to discourage cheating. Please realize, though, that there is so much more to being a good student—a person with academic integrity—than not cheating. If you do not read what your instructors assign, if you do not reflect carefully upon these readings, if you do not edit, and re-edit, and re-edit, your written work, if you do not seek out challenging courses to take (as opposed to “easy A’s”), you are not going to become the well-informed and thoughtful person a liberal arts education is designed to produce.

The Policy emphasizes cheating because cheating undermines the goals of liberal learning in a particularly obvious and direct way. In cheating, little or no learning is accomplished. To engage in liberal learning is to be a part of a grand conversation over several years; a conversation that is messy, strange, difficult to sum up, and full of competing voices and ideas about so many topics. To say the very least, copying chunks of a paper off of a website—without citation, and without having gone through the admittedly arduous task of trying to organize the relevant material in a natural, flowing way, to

stave off objections that might occur to a sensitive reader; to levy evidence for your central thesis—isn't taking part in this conversation, it is merely pretending to do so.

Someone might argue that students would be less inclined to cut corners if their journey through a liberal arts education were less strenuous. To minimize cheating, King's could make the road easier for students to traverse—more comforting, less challenging. The College could choose not to ask you to confront challenges to, and to defend, your most heartfelt beliefs and values. But that would be to give up far too much; it would be to give up on the high aspiration at the heart of liberal learning. Education would be less interesting, less transformative, and not worth the several years of labor and significant tuition you have decided to spend at King's.

### **What Kind of Person Do You Want to Be?**

Cheating speaks to character. It's dishonest: to cheat is to turn in work that is not yours under the pretense that it is. It also raises other questions about a person's character. Does the cheat mean to say that they do not care to learn? But that signals a lack of curiosity. Is it that the student thinks they already knows everything worth knowing? But that signals a lack of humility. Is it that the cheat doesn't think they are able to do the work; that they are not up to the task of learning? But that signals a lack of self-confidence. We take it that these kinds of considerations, some of them moral, will speak to many students. There are, of course, people who do value being honest, intellectually curious, and humble. Cheating, we suggest, isn't for them—and so, maybe it isn't for you.

### **Is It a Victimless Crime?**

Cheating is sometimes regarded as a victimless crime. But this simply isn't true. Cheating gives the cheater unfair advantages. The student saves time and energy. If the cheater hands in an assignment better than they would be able to produce by their own native ability and effort, the student negatively affects the professor's evaluation of the work of other students, for faculty often, if not inevitably, make comparative judgments about the work of students, and grade accordingly. The cheater's better grade might give them future scholarship or employment advantages over other students. Furthermore, the student who cheats puts students who do not in a bad situation. When the student who does not cheat recognizes that others do, they naturally wonders whether good behavior has serious practical costs: "Are the cheats getting better grades than I am? Are they going to have a higher GPA? Going to be offered the job I want? Is cheating something I need to do to keep up?" In this way, one cheat becomes the parent of another. Cheating also erodes the academic reputation of our college; when the cheater, ill-prepared for their work environment, does poorly at their job, future King's students lose out in the job market. Cheating is not a victimless crime; it has effects upon the entire College community of students, staff, and faculty.

### **Pride in Your Degree**

Cheating steals away future benefits from the cheater themselves. Take the long view. If you get a college degree, you should take significant pride in it. It's a real accomplishment. Of course, even if you have cheated along the way, you might well receive a degree—"the piece of paper"—at the end of your academic career—cheating, after all, is not always caught. And the degree, even if it is not deserved, might well open up tangible career opportunities for you. But if you have cheated along the way, you will not be able to see yourself as having earned either the degree or the job it leads to. Cheating thus cheapens your degree and undermines the proper pride you might otherwise feel. Doing your own work in college, then, is a way to secure for your future self a well-founded feeling of self-esteem.

There are also, we think, some rather deep reasons why it is prudent for you to submit to the rigors and demands of a liberal arts education, even though it is not easy. Cheating undermines self-confidence. A person who has subjected their own beliefs and values to scrutiny and has discovered that they have stood up to the test of reflection will naturally and properly feel confident in those views. The student is "their own person," with their own views, and with the self-possession that comes with having gone through the rigors of a liberal arts education. The student really is ready for much of what the world will throw at them. If you have cheated, if you have not submitted to the discomfort of hard thinking, can you be so sure you will be?

### **A Final Word**

All this said, the Academic Integrity Policy establishes minimal expectations for behavior. Student cheating will not be tolerated. As mentioned, there is so much more to being a good student than simply not cheating. A good student wants to learn; works hard; expects faculty to challenge them; respects fellow students; has passionate convictions, but is open to thinking critically about them. Also, students are not the only group on campus expected to live up to the standards of academic integrity. The faculty and administration are under an obligation to take your education seriously, too. When it comes to academic integrity, we are a community; each of us has the opportunity to gain immensely from cooperation, mutual commitment, and a love of learning; and each of us has important standards—among them, standards of academic integrity—to live up to.

King's College cannot force you to care about liberal learning, and there are serious limits upon what faculty can do to inspire you to value it. King's College extends the invitation; it is yours to accept, or not. You are free, that is, not to scrutinize your most cherished beliefs, to put in a half-hearted effort, so long as you receive passing grades. You are not free, however, to violate this Academic Integrity Policy without suffering the consequences described below.

## **Part I. The Educative Process of the Student**

In order for the students to value academic integrity, understand its relation to ethical behavior, and learn the actions academic integrity demands of students, an educative process is required. The education in the value of academic integrity has begun with your reading of the preamble of this policy; actions required of people with high standards of academic integrity will be laid out in Part II of this policy.

In the courses CORE 090: First Year Experience and CORE 110: Effective Writing this educative process is continued. You will be asked to reflect on and use rules of academic integrity when writing papers, completing online tutorials, and other activities. Early in your King's matriculation and after familiarizing yourself with the content of this Academic Integrity Policy, students will be invited to sign the Academic Integrity Pledge that indicates an understanding of academic integrity and a promise to maintain high academic standards. This pledge is only a promise to maintain high academic standards; all King's College students are bound by this Academic Integrity Policy regardless of signing the pledge. This pledge will be kept in a student's file in the office of the Associate Vice President for Student Affairs / Dean of the Students.

Students of King's College who have not taken nor are required to take either CORE 110 or CORE 090, transfer and graduate students for example, will be required to read, upon registration to the College, the Academic Integrity Policy and familiarize themselves with good practices of academic integrity. Once these students have done so, they will be invited to sign the Academic Integrity Pledge.

The educative process of the student does not end with understanding the College Academic Integrity Policy and signing the Academic Integrity Pledge early in their matriculation as King's College students; course syllabi and lessons taught by members of the King's College faculty will continue to further clarify and enhance the meaning of having high academic standards.

Finally, the students who need to be educated the most in the correct practice of academic integrity are those that behave in a way that calls their integrity into question. The bulk of this policy is written to deal with these specific students.

## **Part II. Positions and Responsibilities of King's College Academic Integrity Policy**

### **A. Student**

The student is responsible for being aware of and following the Academic Integrity Policy as stated in the student handbook and introduced in CORE 090: First Year Experience (FYE).

In order for faculty members to accurately perform their duty of fostering and evaluating the individual academic progress of each of their students, they need to assume laboratory reports, examinations, essays, themes, term papers, and similar requirements submitted for credit as a part of a course or in fulfillment of a college requirement are the original works of the student. Put simply, a violation of academic integrity is an action where a student tries to violate this assumption of the faculty member.

The following guidelines are intended to help students be aware that faculty makes final decisions about levels of violation and penalty concerning Academic Integrity. Penalties are determined by the instructor, but may be appealed by the student according to the Academic Integrity Policy.

**A low-level violation minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.**

Examples of low level violations of academic integrity: A student

1. looks at another student's paper during a quiz.
2. looks at a unauthorized electronic device (e.g. cell phone, computer) for answers during an examination.
3. submits an assignment (e.g. lab report, essay, take-home exam) with some passages nearly identical to another student's.
4. omits necessary citations.
5. uses citations improperly.
6. uses exact wording from a source without quotation marks.
7. provides false information to seek special consideration or privilege (excused absences, postponement of an exam or due date of papers or project, etc.).

**A mid-level violation substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.**

Examples of mid-level violations of academic integrity: A student

1. copies from another student during an exam.
2. submits the same work for one course that has already been submitted in another without the permission of all involved instructors.
3. submits an assignment in which several sources have not been properly cited.
4. submits an assignment in which several passages are similar to another student's assignment.
5. provides false information about attending a cultural event.
6. receives or attempts to receive assistance not authorized in the preparation of any work.
7. fabricates data on experiments or sources for research.

**A high-level violation results in a student receiving a grade of F in the course; possible further sanctions may be determined by the Academic Integrity Officer.**

Examples of high level violations of academic integrity: A student

1. uses unauthorized copies of tests, answer sheets, books, notes, calculators, computers, "cheat sheets" or similar means during a quiz or exam.
2. provides false information (including forging signatures on relevant documentation) about completing field hours and/or internships.
3. submits another student's assignment as their own.
4. submits an assignment (e.g. lab report, essay, take-home exam) with a high degree of similarity to another student's assignment.
5. submits an assignment (e.g. lab report, essay, take-home exam) in which significant portions of work have been plagiarized or fabricated.
6. obtains, without authorization of the instructor, answers from another student's assignment (e.g. exam, quiz, computer or paper).
7. takes or attempts to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade reports, roll books, reports, etc.
8. attempts to or actually sells, gives, lends, or otherwise furnishes to another student unauthorized assistance in preparation of any work or questions or answers to any examination scheduled to be given at some subsequent date or time offered by the College.

Repeat offenses in any category of violation as monitored by the Academic Integrity Officer may also result in further sanctions.

## **B. Faculty Member**

A crucial member of the academic integrity process is the individual faculty member. The faculty member is responsible for handling low and mid-level violations of academic integrity as informally as possible, yet in accordance with the procedures in this policy. Faculty members should make every effort to resolve the situation individually with the student. Faculty should match the punishment to the offense and are encouraged to emphasize the instructional value of such situations over the punitive. If the faculty member believes a student committed a high level violation of the Academic Integrity Policy the faculty member should give the student an F for the course.

To fulfill their role of upholding academic integrity at King's College, faculty members of the College shall:

1. Be as clear as possible in outlining what constitutes unauthorized outside assistance in a particular class or discipline. Instructors can rely on the methods described in Part I of this policy to delineate unauthorized usage that spans many, if not all, disciplines.
2. Be as clear as possible in describing what citation and referencing practices are to be used for submitted work.
3. Honestly judge the level of the academic integrity violations that occur in their classes into low-, mid- or high-levels as described above in Part II, A.
4. Use good judgment when assigning sanctions to academic integrity violations.
5. Make a reasonable attempt to discuss with a violating student both the sanction given and the reason the student violated the rule.
6. Submit an Academic Integrity Report to the Academic Integrity Officer (see Part III of this policy) in all but the most minor cases of academic dishonesty indicating the violation, the sanction, the level of the infraction, and reason(s) for assigning the level in order to respect the adherence of the rest of the student body to the Academic Integrity Policy.
7. Keep all evidence regarding student infractions in a place that will maintain the confidentiality of the student.
8. Engage in practices that minimize the opportunities for students to engage in practices that violate the Academic Integrity Policy. An example would be to proctor online exams.

### Part III. Filing and Monitoring of Student Violations

1. Faculty should submit an Academic Integrity Report to the AIO in all but the most minor cases of academic dishonesty. On the form, the instructor describes the violation, the sanction, the level of the infraction, and reason(s) for assigning the level. A place on this form is reserved for a student to agree or disagree with the information, but a student's signature is not required for submission.
2. These forms are kept in a secure file in the office of the AIO. The AIO will set up a meeting with the student to discuss their infractions. Failure to meet with the AIO will result in the imposition of sanctions indicated by the Academic integrity report and Academic Integrity Policy and the loss of the right of appeal by the student. The AIO will also place a copy of all Academic Integrity Reports in a student's file in the office of the Associate Vice President for Student Affairs/Dean of Students; a student's file in the office of AVPSA will serve as the official repository for non-registrar student records to be reported out for official requests.
3. If the AIO believes enough violations are in the student's record to imply a blatant disregard for the College's Academic Integrity Policy, the AIO will meet with the student to discuss the imposition of sanctions,  
#4. During this meeting, the student has officially entered the College Student Conduct System
4. The Academic Integrity Reports of an individual student will be destroyed 7 years after graduation or 7 years after separation from the College, which is same protocol followed for the student's record in the office of the Associate Vice President for Student Affairs/Dean of Students.

For more information on the Academic Integrity Hearing Procedures, contact the Academic Affairs Office, third floor of the Administration Building.

## King's College Academic Integrity Pledge

The mission of King's College is to provide students with a broad based liberal education in the Catholic tradition, to offer intellectual, moral and spiritual preparation for satisfying and purposeful lives, and to develop mutually beneficial and cooperative ties to the wider society.

In light of this mission, and motivated by a deep concern for the welfare of its students, King's College expects its students to observe, both on and off campus, the conventional standards which are derived from the Judeo-Christian-Catholic tradition, which are in accord with the sound reasoning of traditional philosophy and have been respected by countless persons of good will, regardless of their religious beliefs. The College finds that some of these standards of behavior need to be articulated explicitly. These are set forth in the College's Academic Integrity Policy. The College is convinced that these standards are in the best interest of individuals and the entire King's community. They are meant to make King's a just and orderly place where men and women strive to realize ideals that are at the same time humane and Christian.

It should be noted that the norms presented in the College's Academic Integrity Policy are minimum standards of behavior. As educated individuals, however, students are expected to endeavor to exceed the minimum.

Offenders of the Academic Integrity Policy will be dealt with patiently and personally, more to help and correct than to punish. The process of imposing sanctions is always intended to be educational and animated by an unconditional concern for students.

As a King's College student, I acknowledge that I have read and understand the College's Academic Integrity Policy. Further, I pledge to value my education and the integrity of our College community. I promise to maintain high academic standards in my own work and interaction with others, and I expect the same high standards from every other member of our academic community

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(Signature

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Print)

## King's College Academic Integrity Faculty Report

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Faculty Member (print/sign): \_\_\_\_\_

Course: \_\_\_\_\_ Date: \_\_\_\_\_

This report documents the alleged violation of the Academic Integrity Policy of the College as published in the Student Handbook.

Faculty member's assessment of the severity of the violation (select one):

- ☐ Low-Level violation: minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.
- ☐ Mid-level violation: substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.
- ☐ High-level violation: results in a student receiving a grade of F in the course; possible further sanctions may be determined by the Academic Integrity Officer.

**Summary of the Violation:** (Include, in addition to describing the violation, the date of violation, and reason(s) for severity selected above)

Sanction Issued:

Student Section:

I am aware of my rights with the College Judicial System including the right to a hearing by the Academic Integrity Officer or the Academic Integrity Hearing Board.

\_\_\_\_\_ I admit to violating the Academic Integrity Policy as stated above and accept the above sanction issued by the faculty member.

\_\_\_\_\_ I admit to violating the Academic Integrity Policy as stated above but I do not accept the above sanction issued by the faculty member.

\_\_\_\_\_ I do not admit to violating the Academic Integrity Policy as stated above and I do not accept the above sanction issued by the faculty member.

\_\_\_\_\_ I do not admit to violating the Academic Integrity Policy as stated above but I do accept the above sanction issued by the faculty member.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **CAMPUS ACTIVITIES: STUDENT GOVERNMENT, CLASSES, CLUBS, AND ORGANIZATIONS**

*“Our zeal is always guided by charity. Everything is done with strength and gentleness.” Moreau*

## **CAMPUS ACTIVITIES OFFICE**

Mr. Sean Cryan, Director of Campus Activities and New Student Orientation  
Mrs. Kathy Barber, Coordinator of Campus Activities and Commuter Life  
Campus Activities Suite  
Sheehy-Farmer Campus Center  
Telephone: (570) 208-5966, Fax: (570) 208-6013  
email: campusactivities@kings.edu

### **Mission Statement**

*Campus Activities at King's College offers a variety of experiences and opportunities which enhance the overall quality of life among all members of the College community. Campus Activities relies on the Holy Cross tradition as a guide for interaction among students, staff, faculty, and members of the local community. By providing a rich variety of experiences, Campus Activities assists in the development of social vitality within the College community.*

*To achieve its Mission:*

- *The office staff along with campus activities leaders will strive to have a wide variety of events for resident and commuter students at the College.*
- *Campus Activities will collaborate with departments across campus for involvement with events for support and/or direct participation.*
- *Campus Activities will provide quality social events on weekends during the fall and spring academic semesters.*
- *The office staff will assist clubs and organizations and the Student Government Association on policies and procedures to be an effective and active group on campus.*

The Office of Campus Activities, in collaboration with student leaders, develops social programs for full time undergraduate students, provides a transition to campus life through the New Student Orientation Program, and empowers student leaders. The office is staffed with the Director of Campus Activities and New Student Orientation, and Coordinator for Campus Activities and Commuter Life. Both the director and coordinator work with student groups on campus to advise them on the planning of events, fundraisers, and other group functions. This includes working with the Student Government Association and class officers. Every effort is made to have a wide variety of events for resident and commuter students at the College.

The Director of Campus Activities has the responsibility and authority to oversee the programs, services offered by the Campus Activities Office, Student Government, the classes, clubs, and organizations.

## **CAMPUS ACTIVITIES TEAM**

The Campus Activities Team helps to develop social programming for the College. The members of the activities team assist in the planning, development and implementation of social and recreational activities for the King's College community. The campus activities team includes ten Campus Activities Leaders (CAL). The Campus Activities Leader position includes office hour coverage, event planning, promoting and assisting the professional staff for weekend events. By becoming involved, students enhance their organizational, programming, time-management, and communication skills, while having fun.

## **STUDENT CLUBS AND ORGANIZATIONS**

King's recognizes that involvement in student clubs and organizations is an important part of a student's educational experience. There are a large number of organizations to support academic, social, and special interests. These provide students with opportunities for leadership, diversified recreation, and the development of special abilities and skills. The September Activities Fair provides an opportunity to become involved in these groups.

## **STUDENT INVOLVEMENT IN COLLEGE GOVERNANCE**

The Student Affairs Division is primarily responsible for the co-curriculum of the College. This division, along with related departments, formulates policy and provides experiences and services to enhance the campus environment. Student involvement in formulating the co-curriculum is essential.

The Student Government serves as the primary voice of students in College governance. Students affect governance through participation in various committees within Student Affairs or the Academic Affairs Divisions of the College.

## STUDENT GOVERNMENT

Mr. Jake Sarwar, President  
Mr. George Casey, Vice President  
Ms. Tara Johnson, Secretary  
Ms. Kieran Frankenfield, Treasurer  
Mr. Joseph Kelly, Chief Information Officer  
Sheehy-Farmer Campus Center Campus Activities Suite, 103A  
Telephone: (570) 208-5857 Fax: (570) 208-6013

### **Mission Statement**

*The King's College Student Government Association (SGA) serves as the representative body for the undergraduate student population at King's College. The SGA works proactively to engage students, faculty, staff, administration, and alumni in conversations that further intellectual, spiritual, and emotional growth within the King's College community. The SGA strives to be a voice that promotes equality among students with different ideas, beliefs, ethnicities, races, genders, creeds, and sexual orientations. The SGA strives to accomplish these goals through informed debate, workable proposals, and decisive action while serving as members of both the Student Government General Board and various college committees.*

The Student Government Association consists of a General Board. The General Board is made up of an Executive Board, four Class Boards, Directors, and Liaisons. The Executive Board consists of an elected President, Vice-President, Secretary, Treasurer, and a Chief of Staff. Each Class Board has an elected President, Vice-President, Secretary, and Treasurer, as well as Four Representatives. The General Board also includes directors and liaisons that facilitate communication between the S.G.A. and King's College administration, various College offices and departments, and the community at large. The S.G.A. has two advisors, chosen each year by the Executive Board, who are full-time faculty, staff, or administrators.

The King's College Student Government Association meets on a bi-weekly basis throughout the fall and spring semesters. All members of the student community are welcome and strongly encouraged to attend. S.G.A. supports the student community and greatly benefits from the continual input of the student body.

The King's College Student Government Association exists to serve the needs and objectives of the College's student body, addressing campus and community issues. Acting as the voice for the student body, the Student Government attempts to facilitate student concerns into workable policy and decisive action by working with the administration and existing structures of the College.

It is the duty and responsibility of the S.G.A. to foster unity among students with faculty, staff, and the administration. As such, the S.G.A. considers proposals introduced by any student or authorized student group, and submits such proposals to the administration through appropriate channels. The S.G.A. equitably distributes funds from its annual fiscal budget to recognized and qualified student groups. It is the responsibility of the S.G.A. to ensure that such funds are spent in the best interest of the student body.

## STUDENT ORGANIZATIONS/CLUBS

For a complete list of student organizations and clubs, including information on how to contact them, please contact the Campus Activities Office located in the Sheehy-Farmer Campus Center, main level at (570) 208-5966.

### **Accounting Association**

The Accounting Association was created for students of King's College who have an interest in the field of accounting. These students have the desire to further their education and exposure to accounting outside the classroom through meetings with students and professionals of similar interests. The Accounting Association sponsors dinner meetings and socials that introduce students to the opportunities available in accounting by inviting guest speakers who share their experiences and advice. The Accounting Association participates in fund-raisers and in conjunction with the Student Government, performs actual audits of student organizations' financial records.

### **Active Minds of King's College**

Active Minds, Inc. is the only organization working to utilize the student voice to change the conversation about mental health on college campuses. Active Minds of King's College is a student-run mental health awareness, education, and advocacy group on campus, working to increase students' awareness of mental health issues, provide information and resources regarding mental health and mental illness, encourage students to seek help as soon as it is needed, and serve as liaison between students and the mental health community.

Through campus-wide events and national programs, Active Minds of King's College aims to remove the stigma that surrounds mental health issues, and create a comfortable environment for an open conversation about mental health issues.

(i.e.: depression, anxiety, suicide, eating disorders, etc.) on the King's College campus.

With over 340 campus chapters in the United States, hundreds of thousands of young adults all across the country are benefiting from the Active Minds model.

### **Anime Club**

The goal of the King's College Anime Club is to spread the appreciation and love of the Japanese culture through anime. The club offers a friendly social environment where anyone in the King's community is welcome to attend and enjoy the shows we watch. The club meets frequently and watches anime of all different genres for all different interests. All are welcome to join.

### **Billiards Club**

The King's College Billiards Club is an organization dedicated to fun, competitive billiards play in a friendly collegiate environment. We welcome players of all skill levels, and happily offer to teach both new players and anyone with a desire to improve their play. The Billiards Club organizes periodic tournaments, both at King's College and on regulation tables at local billiards hall. The Billiards Club invites all to join.

### **Biology Club**

The Biology Club is an organization for those students interested in the life sciences. The object of this club is to encourage participation in biological research, discuss issues in biology, and promote social functions that integrate with topics in biology. Activities include involvement in charitable projects, fundraisers, and daytrips to events that relate to the life sciences. This student-governed club takes trips to museums, attends presentations in the life sciences, donates both time, and funds to the Blood Council, environmental concerns, and other worthy biological causes. Any student with a fascination with all living things is encouraged to be a member of the club.

### **Blood Council**

The Blood Council is a service organization aimed at serving the Wyoming Valley Chapter of the American Red Cross and the local Geisinger Blood Program as a governing board of students who plan, organize, and hold annual blood drives on campus. The blood drives are an important campus-wide activity involving students, faculty, administrators and staff. Membership in the council consists of representatives from any club or organization on campus, or any interested student, who participate in each blood drive.

To be involved in the King's College Blood Council, one does not have to give blood. Being a part of a club that does so much for those in need is an exceptional feeling. King's greatly appreciates your efforts regardless of how you contribute. Each academic year, King's hosts several blood drives and to prepare for each drive, Blood Council members create varying themes and giveaways to attract more donors. With only a few meetings before each drive, joining the Blood Council will not place unnecessary demands on a student's schedule. The blood drives are important charitable events that can be used as service projects for clubs and organizations.

### **The Campion Society (English/Writing Club)**

Campion Society is the official literary club of King's College created to encourage students and the community to embrace creative writing. Every semester members host two different types of meetings: Open Mic Nights and Writing Workshops open to the college and local community. Open Mic Nights give participants the opportunity to read their own written works, as well as the works of published authors. Writing Workshops, hosted by student members, enable participants to work with creative writing exercises and provide feedback on each other's material. Additionally, members are automatically included on the club's Moodle page that provides a private space to share work and conversation. There are six meetings each semester (three of each type), and meetings last about an hour. Campion Society members also participate in a volunteer project each semester. Past ventures include working a concession stand at a local theatre production, assisting with a library haunted house fundraiser, and hosting writing workshops at local libraries.

### **Chemical Society (Chemistry Club)**

The King's College Chemistry Club seeks to promote interest in the chemical sciences both among its members, and among the public. Club activities allow members to experience interesting extracurricular programs, visits to academic research facilities, and chemistry-related museums. The club performs many chemical demonstration exhibitions geared towards varying age groups and sponsors a Halloween chemistry show for the public, held in Burke Auditorium each year. While this club tends to attract primarily chemistry majors and minors, it is open to any King's undergraduate with an interest in chemistry.

### **Climbing Club**

The Climbing Club exists to provide our community with opportunities to experience and enjoy the sport of rock climbing in both an indoor and outdoor environment. Rock Climbing is a fun, social, and rather laid-back activity that is a great way to stay healthy (both mentally and physically). In the process, you will meet new friends and gain unforgettable experiences. The club invites all students to “hang” because climbing “rocks.”

### **Coding Club (KC^3)**

King's College Coding Club is an academic club for computing students. The club prepares students to compete in local and regional programming competitions that utilize the students' problem-solving and programming skills.

Each week, students meet to work on practice problems and discuss programming solutions to previous problems. Club members are chosen each year to represent King's College in programming competitions. To become a member of this club, students must successfully show proficiency in programming by completing CS 116 and CS 117, or equivalent courses.

### **Comic Book and Media Club**

King's Comic Book and Media Club exists in order to provide an opportunity for individuals to come together and express their interest in comics and video games, the characters within them, and the culture surrounding them.

### **Commuter Life Association**

This group meets throughout the semester to discuss issues and concerns that are of particular interest to commuting students. The club acts as a resource for all commuters as a means to grow socially within the King's College community. This club is designed to encourage commuters to get to know other commuting students. All commuters are welcome to become involved with the Commuter Life Association at any point throughout the academic year. Interested students may contact the Office of Campus Activities at (570) 208-5966, or stop by the office.

### **Criminal Justice Association**

The King's College Criminal Justice Association is an organization through which students enthusiastic about Criminal Justice may explore their common interests. The Association is dedicated to sponsoring and participating in activities that inform students of careers in the criminal justice system. Members have the opportunity to attend lectures given by federal, state, or local law enforcement agencies on topics such as job qualifications, field experience, job opportunities, and placement. The Association also engages in charitable service projects, demonstrations, fund-raisers, and Criminal Justice-related recreational activities. Membership is open to full-time students with a major or minor in Criminal Justice, or anyone interested in the criminal justice field.

### **The Crown**

Sheehy-Farmer Campus Center, Sikorski Media Suite

Telephone: (570) 208-5900, ext. 5659

The Crown, the King's weekly newspaper, has been published for and by the students since 1946. The newspaper serves to inform the campus of events and issues that affect students, faculty, administration and the surrounding community. It is a comprehensive 8-page publication with sections including news, features, editorials, health, entertainment and sports. In addition to the print component, The Crown has a website that is updated regularly with exclusive multimedia content. Positions on The Crown staff are open to all students, regardless of major. Students may get involved as staff writers, photographers, videographers or graphic designers. Staff positions are also available including Editor-In-Chief; Assistant Editor-In-Chief; Managing Editor; Layout Editor; Copy Editor; and Section Editors.

### **Economics and International Business Club**

The Economics and International Business Club is open to all students who have an interest in exploring issues in economics and international business outside the classroom setting. The club's purpose is to educate its members, as well as other interested persons about the opportunities that exist in the fields of economics and international business. In addition, the club co-hosts the Global Landscapes Conference where students, guest speakers, alumni, and entrepreneurs are invited to contribute their research in the fields of economics and international business. This club also serves the community by raising money through their semi-annual King's 5K Run/Walk. Each year, the club arranges a trip to a major economic center, where the issues discussed in classes come alive. The club also works in partnership with the King's chapter of Epsilon Chi Omicron, the International Business Honor Society, to develop fundraising and service learning projects.

### **Education Club**

The purpose of the Education Club of King's College is to promote the teaching profession and enhance the learning opportunities provided by the Education Department. The Education Club is composed of students at King's College who have declared an education major, seeking teaching certification, and/ or who are interested in the teaching profession. The

club offers a great community which fosters professional development as future teachers collaborate together to develop a better understanding of the teaching profession.

### **Emergency Response Team (E.R.T.)**

The Emergency Response Team (E.R.T.) is a student organization that responds to medical emergencies on the King's College Campus. Members of the club are made up of state and nationally certified Emergency Medical Technicians, First Responders, and Observers who are certified in First Aid and CPR/AED. E.R.T. members are on duty from 7 p.m. Friday until 7 a.m. Saturday and from 7 p.m. Saturday until 7 a.m. Sunday. E.R.T. also provides education to the King's College Community by organizing both NREMT and CPR/AED certification classes. Both students and faculty rely on the services provided by the E.R.T.

### **Environmental Awareness and Outdoors Club**

The Environmental Awareness and Outdoors Club is an organization that unites students interested in environmental issues, outdoor recreation, and nature. The group sponsors various outings and environmentally related service projects. It strives to promote environmental consciousness not only among members, but also in the King's community. Membership is open to all members of the King's community who share a concern for the earth.

### **Finance Association**

The Finance Association provides a stimulus outside the classroom for the discussion, practice, and promotion of investments and corporate finance. In addition, it functions as a tool to obtain internships and further develop career opportunities. Through a broad understanding of the practical application of investment theory and corporate finance theory, the club's members obtain a thorough education concerning one of the most important aspects of the business world. Our active members participate in simulated investment challenges, host various speakers from different areas of the financial industry, volunteer in community service projects, and support the association through fundraising. Membership is open to all students attending King's College.

### **Foundation for International Medical Relief of Children**

The King College chapter of FIMRC the Foundation for International Medical Relief of Children is a service club who helps support the mission of the FIMRC foundation to provide medical care to underserved populations of women and children worldwide. Our chapter help further this mission through the three pillars of fundraising by adopting projects at clinical sites, promoting of both global and local health topics and volunteering through local projects, and a medical mission trip abroad.

### **History Society**

The History Society is for all students who have a love and passion for the study and discussion of history, welcoming majors, minors, and enthusiasts. As a whole, the History Society works towards bringing students and faculty together to foster relationships and a more open conversation about the study of history. Students coming into the society can look forward to enjoying academic and engaging experiences with their peers and colleagues.

### **The Student Chapter of the Society of Human Resources Management (SHRM)**

The Student Chapter of the Society for Human Resource Management (aka SHRM club) is a perfect fit for any student interested in human resources management. The SHRM club will engage in a variety of activities related to HRM, which may include tours of organizations given by the company's HR manager, guest speakers from a wide variety of HR positions (e.g., HR directors, union officials, HR consultants, compensation specialists), and attendance at HR meetings (e.g., NEPA SHRM monthly meeting). The SHRM club will also perform a service project each semester as well.

### **InHouse Design Club**

InHouse Design Club offers students' creative print and web design skills as a professional service to the King's College community, supporting the needs of student clubs, activities, faculty and staff. The Design Club brings students of similar interests together to learn, share knowledge, enhance design and technology skills, as well as build relationships. Student members grow professionally, intellectually, and personally as they gain more design experience and personal involvement on campus. The Design Club is committed to giving back to the King's College community, showing responsibility and commitment. All majors are welcome.

### **Jiu-Jitsu Club**

The King's College Jiu-Jitsu club is focused on sharing the practice of Jiu-Jitsu, the sport known as the gentle art. The club meets weekly for practice where we drill and train various moves that can be used in self-defense and in competitions.

### **King's Players**

The mission of the King's Players is to assist the King's College Theatre Department in all aspects of theatrical production and education. We also contribute to the King's and Wilkes-Barre Community through service, entertainment, fundraisers, and special programs through Orientation and Residence Life. In doing so, The Players learn and experience various aspects of the professional theatre community. King's is always looking for New Players both on the stage and behind the scenes. King's Players usually meet bi-weekly in the theatre. Everyone is welcome!

### **Knights of Columbus**

The Knights of Columbus is the world's largest Catholic fraternal service organization. The Knights participate in community service, celebrate the Catholic faith, and enjoy the company of others at socials. Within our order, we strive to promote goodwill and to further the Catholic faith while helping those in need. All Catholic men, age 18 and older, are welcome to join our order.

### **Marketing and Management Association**

The Marketing and Management Association is an organization that encourages students who are majoring or minoring in business administration or marketing to meet with one another to share their common interests and goals. The association sponsors activities that inform students about their majors and possible future careers. Members have the opportunity to attend seminars and guest speaker dinners, or participate in charitable services, fund-raisers, field trips, and other social projects and gatherings.

### **Mathematics and Computer Science Club**

The King's College Mathematics and Computer Science Club is both a social and academic organization. The club sponsors social gatherings as well as talks and demonstrations in mathematics and computer science. Members of the club attend meetings and volunteer in the community over the course of the year. During the spring semester, leaders plan a trip for members of the club and Mathematics community at King's to attend. This club is open to all students who are interested in expanding their Math and Computer Science backgrounds while enjoying the time they commit to the club.

### **Monarch Dancers**

The King's College Monarch Dancers was created approximately ten years ago. It has been rapidly growing ever since. The Monarch Dancers perform at many College and community events including football games and the women and men's basketball games. The Monarch Dancers is run by four officers (president, vice president, secretary, and treasurer), who are elected during the previous academic year. The officers choreograph the routines for each performance. The club consists of both men and women, and is open to anyone attending the College. The Monarch Dancers hold tryouts at the beginning of each academic school year. In addition to dancing, the Monarch Dancers are encouraged to participate in community service and volunteer activities. The club is also involved in numerous fundraising activities, which help pay for uniforms and other operating costs. The Monarch Dancers encourage all squad members to be successful academically. We are proud to be recognized by the school and community for our many accomplishments.

### **Multicultural and International Club**

The Multicultural and International Club cultivates a receptive, fun and informational environment, in which every person feels they are represented. MIC recognizes similarities and differences in upbringing, religion, sexual orientation, race, social class, etc. MIC firmly believes that every person at King's has an experience to offer and teach to others. The club meets twice a month and is dedicated to promoting diversity awareness on campus and in the community. This club encourages student-lead programming as a way of engaging everyone. The club is open to all students interested in helping spread the message of diversity while also learning about diverse cultures in a comfortable social atmosphere.

### **Lester Saidman Physician Assistant Student Society**

The Lester Saidman Physician Assistant Student Society of King's College brings together first and second year professional phase Physician Assistant majors to share medical experiences and national trends regarding the PA profession. The society exposes students to the larger picture of societal involvement as well as professional promotion and activities. Membership in the Physician Assistant Student Society is open to all students in the professional phase of the Masters of Science in Physician Assistant Studies degree.

### **Oxfam America – Social Justice Club**

In alignment with Oxfam America's mission and current campaigns, the King's College Oxfam America-Humanitarian Club aims to construct and carryout projects and initiatives focused on alleviating poverty, hunger, and social injustice on both the international and local levels. Oxfam America, as one of 17 members of the international Oxfam confederation, works with

people in more than 90 countries to create lasting solutions. Oxfam saves lives, develops long-term solutions to poverty, and campaigns for social change. Many of us can't claim our human rights. It's wrong. And together we aim to do what's right and right the wrong.

### **Pre-Health Club**

The Pre-Health Club is open to all students who want to pursue careers in health care professions. Members receive information and guidance on planning for their future in the health care field. Presentations include speakers from medical, dental, and chiropractic schools, as well as workshops on the application and admissions process. The club exposes students to different aspects of health care to prepare them to make informed decisions about continuing in health-related professions.

### **Pre-Law Society**

The Pre-Law Society at King's College looks to assist a variety of majors in their possible legal-bound pursuits following undergraduate studies. With a group of supportive and dedicated students ranging in their own law preparation, PLS hopes to create an environment that is informative as well as enjoyable, and which provides for the greatest amount of resources in regards to law school admission. Among its activities as a Society, Pre-Law explores LSAT preparation, attends the Red Mass at King's in the Fall along with many notable attorneys from the area, has guest lecturers often in attendance who further inform on law-related developments and their own law school experiences, and participates in numerous fundraisers, trips, and social events. These activities continue to establish PLS as an important academic group within the King's College community.

### **Pre-Professional Physician Assistant Society**

The purpose of the PPAS shall be to promote socialization of pre-professional phase physician assistant program students, to organize study groups/mentoring systems to promote good study habits and to prepare students for the professional phase of the physician assistant program, to assist with the organization of student directed clinical experience hours, to serve the community with educational activities relating to volunteering and public health, and to serve as a fundraising organization to help aid in charities and off set the price for professional phase necessities.

### **Pride**

The Pride is a student section club that promotes and inspire school spirit and supports King's Athletics. This club is present at King's sporting events throughout the athletic season.

### **Psychology Club**

The purpose of the Psychology Club is to enable all members to obtain a better understanding and appreciation for the science of psychology and its contributions to all aspects of human endeavor. It also seeks to provide insight into the professional opportunities available through the study of psychology. Activities include open meetings, fund-raisers, speakers, field trips, social gatherings, and charity projects. The Psychology Club is open to all majors and students who attend King's College.

### **The Regis**

Sheehy-Farmer Campus Center, Sikorski Media Suite

Telephone: (570) 208-5900, ext. 5658

The Regis is the College yearbook. The staff consists of an advisor and editors (editors-in-chief, writing editors, layout and design editors, and photography editors). Participation is open to students who are interested in capturing the memories, historical events, and everyday activities of the current academic year in photography, prose, and design.

### **Saudi Club**

King's College Saudi Club is seeking to promote social and educational exchange between domestic students and Saudi students in all life aspects. The club is open to all students. The club is dedicated to organizing culture exhibits and ceremonies to educate the campus and our community about Saudi culture.

### **SAFE**

SAFE promotes the acceptance and diversity of the LGBTQ (Lesbian, Gay, Bisexual, Transgender, and Questioning) community. We provide a safe environment where members of the King's community can learn about themselves and others without ridicule. The overall goal for our organization is to educate and foster awareness about sexual orientation in the club, those in the community, as well as the entire student body of King's College. SAFE will accomplish this by being active, working with the LGBT community within the surrounding area, and within the King's College community. Overall, we will work to create a supportive environment by educating, that will open doors for future generations to come. SAFE

seeks to work within the mission of King's College through enhancement of pluralism in our society and welcoming those to campus of diverse backgrounds.

### **The Scop**

Sheehy-Farmer Campus Center, Sikorski Media Suite  
Telephone: (570) 208-5900, ext. 5477

The Scop (pronounced Shope) is a student organization that promotes fine arts on campus. The publication serves a showplace for the prose, poetry, photography, and artwork of King's students, faculty, staff, and alumni. Two student co-editors oversee the magazine and organization members produce it at least once a year. All students with an interest in the fine arts are encouraged to join The Scop staff or submit works to be considered for publication.

### **Sigma Kappa Sigma**

Founded in 1963, Sigma Kappa Sigma is a Christian service fraternity based on the three pillars of charity, trust, and brotherhood. It is through fellowship that the fraternity has learned the values of trust and charity. With these values, the brothers of Sigma Kappa Sigma serve the College and the surrounding community. Following Christ's example, the members of Sigma Kappa Sigma welcome anyone who wishes to share the bond of brotherhood without prejudice. Sigma Kappa Sigma invites those men who yearn to rise above individuality and strive to mature into responsible leaders to join us.

### **Sigma Kappa Tau**

Sigma Kappa Tau, established by Mary Barrett back in 1974 as a service based organization, is a King's College approved sorority dedicated to service and the establishment and promotion of the individual leadership of all sisters. Originally based around volunteering and upholding the ideas of Christian womanhood within the local community, Sigma Kappa Tau has since evolved into an organization consisting of a diverse group of women with their own unique backgrounds uniting together for the expressed purpose of aiding the college community, local community, and surrounding areas. Every member of Sigma Kappa Tau has the opportunity to develop into their own person, throughout their course here at King's. Each member displays the ability and willingness to be a team player; highlighted through their dedication to service, on-campus activities, events, and their responsibilities to the sorority. All sisters provide a supporting and encouraging foundation for each and every member, proving that the bonds of sisterhood are not in fact based in blood, but created in love. As a member of Sigma Kappa Tau you agree to abide by and follow our motto, "Individual Unique, Together Complete."

### **Sports Medicine Society**

The Sports Medicine Society is predominantly composed of athletic training, exercise science, and other health care-oriented majors. Our society focuses on service, educational, social, and fundraising activities. The largest service program each year is our Trick-or-Canning Halloween food drive. Additionally, students are provided opportunities to act as medical personnel at local marathons and other events such as Special Olympics at the local and state levels. The society often invites health care professionals, including local doctors and surgeons, to present on current topics in their field as a supplement classroom education. Social events include an annual holiday party and field day, amongst others. The society hosts an annual golf tournament as well as other fundraising activities. Proceeds from fundraising activities are utilized to offset the costs of sending students to professional conferences to promote professional development in the student's respective field.

### **Student Alumni Association (SAA)**

The Student Alumni Association (SAA) is an organization open to any current King's student. The SAA works closely with the Alumni Relations Office to connect current students and graduates through special events such as Homecoming, Dinner with Monarchs, community service opportunities, and social activities. The organization strives to foster student affinity through leadership and networking opportunities.

### **WRKC – The College Radio Station**

Sheehy-Farmer Campus Center, Lower Level  
Telephone: (570) 208-5821

WRKC, the college's award-winning radio station provides programming year-round. Located at 88.5 FM, WRKC broadcasts new and independent music to the Wilkes-Barre area as well as to the online listening community. Students can hold various positions including Station Manager, Program Director, Music Director, News Director, and Sports Director or simply be a DJ, News Reporter, or Sports Broadcaster. WRKC is open to all majors. The radio station provides a valuable service to the local community 365 days a year through the radio home visitor program, which broadcasts national and local news, along with local interest stories, for the blind and home-bound.

## **THE ADVISOR FOR STUDENT CLUBS, ORGANIZATIONS, STUDENT MEDIA, AND STUDENT GOVERNMENT**

The Campus Activities Office collaborates with student leaders and advisors from the faculty and administration to plan and implement student activities. The advisor plays a significant role in student development by being a consultant, associate, and an interpreter of College tradition. The advisor consults frequently with staff members from the Campus Activities Office who act as a resource and clearinghouse for activities and programs. The College Advisor's role is to make certain student leaders are aware of and understand College policies, procedures, and guidelines pertaining to classes, clubs, or organizations.

### **Advisor Responsibilities**

1. Review carefully the club or organization's constitution with the student organizational leaders in the beginning of the academic year to inform everyone involved of the operating rules for the organization. The constitution should always be up-to-date.
2. Regularly assist student leaders in planning and implementing programs and activities for the academic year.
3. Communicate on a regular basis with the Director of Campus Activities, who has overall responsibility for the College Advisor program. Class Advisors work closely with the Coordinator of Campus Activities for the programming and planning of class social events.
4. Remind student leaders of their responsibility to inform the Office of Campus Activities of dates and major details of any class, club, or organization events.
5. Review with student leaders procedures for reserving campus facilities through the conference and events office.
6. Ensure that Student Handbook policy for contractual arrangements for student organization-sponsored events is followed.
7. Ensure students operate within the budget and financial resources of the class, club, organization, or Student Government Association. Each month, the business office sends the advisor and each class, club, or organization treasurer a budget status report. Follow guidelines issued by the chief financial officer of student government concerning withdrawal of money from student organization accounts in the College Business Office. This includes procedures for applying to use student government funds. Student government conducts periodic audits with the Accounting Association throughout the academic year.
8. Make certain S.G.A. and Campus Activities approve orders before they are processed.
9. Ensure that clubs and organizations annually renew their registration with the Campus Activities Office by April 30 of each academic year. Send information concerning the re-registration process to the College Advisor and current president in late February.
10. The advisor is appointed by the Director of Campus Activities in consultation with the Associate Vice President for Student Affairs and Dean of Students. Advisors are appointed for one academic year. New officers for the SGA, classes clubs and organizations provide recommendations for an advisor to the Director of Campus Activities by May 10 each year.

### **REGISTRATION OF STUDENT ORGANIZATIONS**

All student organizations must register with the Campus Activities Office to be a recognized organization at King's College. This allows a group to have a College advisor, use College facilities, meeting rooms, club mailboxes, College business office accounts, publicize events, receive funding from student government, participate in activities, and be included in all mailings to student organizations.

1. Follow the procedures below regarding formation of new clubs, or to activate a club or organization that has been inactive for an extended period. Student(s) who want to start a new organization on campus should meet with the Director of Campus Activities to explain the purpose of the new campus group. The Director will explain the procedures necessary for registration by the College. Campus Activities does not recognize club sports.
2. In order to plan events and programs effectively, there should be a sufficient number of students interested in joining the newly formed organization (usually 20 members minimum).
3. All student organizations and clubs operate in a manner consistent with values of a Catholic and Holy Cross institution and the mission of the college, in order to obtain and maintain registration.
4. After meeting with the Campus Activities Director, students who are organizing the new group need to draft and submit a constitution for later approval by members of the newly formed organization. The constitution should include the organization's name, statement of purpose, criteria for membership, and the organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
5. The newly formed or activated organization is required to submit recommendations for a College advisor selected from the faculty, staff, or administration of the College. The Associate Vice President for Student Affairs and Dean of Students makes the appointment of advisors in consultation with the Director of Campus Activities.
6. Submit member listing, constitution, and advisor recommendations to the Director of Campus Activities. The Student Affairs Directors Team reviews submissions for registration and recommends approval or rejection of the

club or organization. All student clubs and organizations are required to deposit their funds in the College Business Office.

7. The newly formed or reactivated organization must adhere to all policies, regulations, guidelines, and procedures of King's College.
8. An annual renewal of registration for all clubs and organizations takes place during the spring semester of each academic year. Send information concerning the re-registration process to the club or organization advisor and current president. Complete the election of new officers by the end of March.
9. Student club/organization's who are not registered with the Office of Campus Activities are deemed inactive. To gain registration after being inactive the organization will be required complete the new club/organization registration process of the Office of Campus Activities. When club/organizations is inactive (not registered with Campus Activities), they may not use the College name, facilities, business office account or other privileges of a registered student organization/club. If the club/organization is not registered for a period, of 12 months as determined by the Director of Campus Activities, their College Business Office account will be closed and funds will be transferred to Campus Activities to fund general student activities.

## **CONTRACTUAL ARRANGEMENTS FOR STUDENT ORGANIZATION-SPONSORED EVENTS POLICY**

1. It is the responsibility of the College Advisor, not the student leader, to negotiate verbally the terms of a contractual arrangement. This includes, but is not limited to, performers, agents for performers, disc jockeys, bands, promoters, bus companies, or hotel personnel.  
The advisor will determine if the terms of the proposed contractual arrangement are agreeable after verifying the information with the student leaders representing the class, club, or organization.
2. Contracts are issued directly to the advisor, not to students. Therefore, the advisor is the only person who may place an entertainer or activity on hold.
  - a. The advisor is to inform the vendor, etc., that a contract does not exist unless accepted and signed by the Vice President for Business Affairs or designee.
  - b. The name of the Executive Vice President for Business Affairs must be indicated on the contract for signature.  
The Executive Vice President is the only authorized person in the College to sign contracts.
3. When the advisor receives the contract, reviews it, and then forwards all riders (technical requirements, special needs, etc.) to the appropriate departments for approval.
4. After review of the contract and riders, it is the responsibility of the advisor to forward these items to the Vice President for Business Affairs for review and final approval.

### **Approval of Expenses and Contracts**

Student Organizations funded through College budgets must obtain the approval of their advisor and that of the Associate Vice President for Student Affairs and Dean of Students for any expenses.

Campus Activities Team  
The Classes (e.g., The Class of 2025)  
*The Crown*  
Emergency Response Team  
Radio Station  
*Regis*  
*Scop*  
Student Government

The Business Office will not process check requests, petty cash slips, use of the College credit card, or purchase orders without the signature of both the Advisor and Associate Vice President for Student Affairs and Dean of Students. Student Clubs funded through fundraising or Student Government allocation processes must have the signature of their advisor. The Business Office will not process any petty cash request, check request, or purchase order without the advisor's signature.

### **Organization Travel**

The Organization Officers, Advisor, and the Director of Campus Activities must approve all travel sponsored by any student organization prior to any arrangements being made for the trip. Prior to the announcement of a trip, organizers must provide details concerning transportation, housing arrangements for overnight trips, activities, costs, purpose, advertising, and other information requested by the Advisor or Director of Campus Activities. This must occur prior to any contracts, advertising, sale of tickets or sign-up for a trip.

When members of a class, club, or organization want to sponsor or plan a trip, the student officers and the College Advisor must work collaboratively in the planning stages. The College advisor negotiates, approves, and concludes any necessary contractual agreements as the planning progresses. All written contracts approved by the College advisor must then be

reviewed and accepted or rejected by the Vice President for Business Affairs. The College advisor will inform the Director of Campus Activities of the proposed trip.

After the approval process, and after contractual arrangements are completed, the College advisor(s) of the class, club, or organization sponsoring the trip must inform the Director of Campus Activities of all the specifics regarding the trip. Below is a list of this expected information. It must be submitted in writing at least two business days prior to leaving on the trip.

- definitive departure and return dates for the trip
- means of transportation
- time and location of departure and return
- completed responsibility forms that include names and emergency telephone numbers of students and College advisors going on the trip (responsibility forms available from the Campus Activities Office)
- if overnight, the location and telephone number of the hotel/accommodations for all students and advisors

## **CLUB/ORGANIZATION SOLICITATION POLICY**

It is the policy of King's College that any club or organization that wishes to solicit material or monetary gain from any Business, agency or the like submit a "Request for Solicitation" form to the Office of Campus Activities for approval at least two weeks prior to said solicitation. Please note that the submission of the aforementioned form does not equate to approval. An "approved" or "disapproved" decision will be made and communicated directly to the club or organization President. Examples of solicitation include but are not limited to food, gift cards, giveaways, prizes, co-sponsorship, advertising or venue space.

## **OTHER POLICIES AND REGULATIONS**

Student clubs and organizations must adhere to all College policies and regulations. All officers and advisors are to be familiar with these policies. Please review policies in the Student Handbook pertaining to alcohol (off-campus events, senior events), hazing, use of College vans, College post office guidelines, guidelines for imprinted materials, and advertising and posting materials.

## **STUDENT ORGANIZATION REGISTRATION WITH STUDENT GOVERNMENT**

All student organizations by virtue of their registration through the Office of Campus Activities shall be considered registered with the Student Government Association. All student organizations are to comply with the following criteria to maintain their "active" designation as student organization:

### **Criteria for SGA registration:**

1. An "organization" is defined as a class board, club, organization, or association.
2. The organization shall not discriminate on the basis of race, color, religion (creed), gender, gender identity, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities, operations, or membership criteria.
3. Any organization formed to exclusively serve one gender must have another organization recognized as its counterpart by King's College to be considered eligible to receive grants from the Student Government Association.
4. The organization must be registered with the Office of Campus Activities.
5. The organization must adhere to all policies, regulations, guidelines, and procedures of King's College.
6. The organization must have elected officers.
7. The club/organization must have and adhere to an up-to-date Constitution, approved by its members. The constitution should include the organization's name, statement of purpose, criteria for membership, and the organization's procedures. This constitution contains the procedures and guidelines that allow an organization to function effectively.
8. The organization must have an Advisor chosen from College faculty, staff, or administration and approved by the Office of Campus Activities.
9. The organization may not require any initiation rite that is contrary to College policy.
10. Hazing is strictly prohibited.
11. Must successfully pass a financial audit by the Student Government.
12. Must abide by all policies set forth in the Policies and Procedures for Student Organizations manual that is published annually by the SGA in consultation with the Office of Campus Activities.

## **RESIDENCE LIFE: RESIDENCE HALLS AND COLLEGE APARTMENTS**

*“If at times you have a preference for certain people, it should be for the poor, the abandoned, the most in need of education, those who have less than everyone else. It is a matter of justice to give more to those who have received less.” Christian Education - Moreau*

## **RESIDENCE LIFE OFFICE**

Ms. Megan Casey, Associate Dean of Students for Residence Life  
Mr. Steven Matusiewicz, Associate Director, College Apartments  
Mrs. Rebecca Ream, Hall Director, Esseff Hall  
Mr. Trevor Marszalek, Hall Director, Holy Cross Hall,  
Sheehy-Farmer Campus Center,  
Main Level Telephone: (570) 208-5856,  
Fax: (570) 208-6013  
Email: [reslife@kings.edu](mailto:reslife@kings.edu)

### **Mission Statement**

*The Office of Residence Life develops and maintains the residential housing program at King's College. We hold the conviction that learning transcends the formal environment of the classroom and is enhanced when students actively participate in and contribute to all aspects of life within the college community. Guided by the words of Fr. James Connerton, c.s.c., founding president of King's College, who stated that "King's teaches students not only how to make a living, but how to live," we strive to facilitate both the personal and academic development of our students.*

As such, we are committed to:

- Support and extend the mission and Catholic/Holy Cross identities of King's through our trained staff members who foster floor communities of interpersonal interactions and mutual accountability.
- Provide a safe, healthy environment that allows all students, regardless of race, national or ethnic origin, religion, gender, marital status, sexual orientation, age or ability, the opportunity to grow and develop intellectually, morally, spiritually and socially.
- Promote an atmosphere of participation and inclusion, so that all students may experience the full value of a King's education.

## **RESIDENCE LIFE STAFF**

### **Associate Dean of Students for Residence Life**

The Associate Dean is responsible for the overall operation of the College's Residence Life program, and is concerned with the environment in which students live, their safety, their personal growth, and the operation of the residence halls. The Associate Dean also serves as a judicial hearing officer.

### **Associate Director of Residence Life**

The Associate Director is responsible for the management of residence life and the direct supervision of the Resident Assistants, as well as the development of community within the residence halls and apartments. The Associate Director is responsible for planning and implementing staff development and programming opportunities on individual floors.

### **Hall Directors**

The Hall Directors are responsible for the management of residence life and the direct supervision of the Resident Assistants, as well as developing of community within the residence halls and apartments. One Hall Director is also the Victim/Witness Assistant, while the other Hall Director is responsible for Alcohol and Drug Education.

### **Resident Counselors/Counselors in Residence**

Resident Counselors are non-student adults. They serve as role models and members of the resident community. They are available to students for personal assistance, advice, and counseling whenever needed.

### **Resident Assistants**

Resident Assistants are paraprofessional members of the Residence Life Staff. They are upper-class students chosen for their strength of character and leadership abilities, and assist in managing and facilitating the Residence Life program.

## **RESIDENCE LIFE SERVICES**

### **Lobby/Information Desk**

The main desks of Esseff and Holy Cross halls offer many services to resident students. The desk personnel are an important source of information for all visitors to King's. Comfortable furnishings make the lobbies of Esseff and Holy Cross Halls pleasant places for visitors to wait, or for students to meet. Vending machines are located either in the lobby or on residential floors. A desk attendant staffs each desk 24 hours a day, 7 days a week, while classes are in session.

### **College Provided Furniture**

The College provides furniture for each student in each residential room, including a Twin XL bed, a desk with chair, dresser and a closet or wardrobe. Students must keep all College-provided furniture in their room. It will not be removed by the Facilities Department.

## **Laundry**

Laundry rooms are located in the basements of Holy Cross Hall, Esseff Hall, and Luksic Hall, on the lower level of Flood Hall, on the second, third, and fourth floors of Alumni Hall, on the sixth, seventh and eighth floors of King's on the Square, and on the second, third, and fourth floors of O'Hara Hall. They are equipped with automatic (ID card operated) washers and dryers. Each hall's laundry room is for the residents of that hall only. The washers and dryers operate using the King's Cash system. Students can make deposits to their King's Cash account at the Business Office, online, or at the kiosk located in the Sheehy-Farmer Campus Center.

## **Room Repair and Maintenance**

Repair requests should be submitted online, or to any member of the Residence Life Staff. Emergencies are to be reported to extension 5900.

## **Security**

In emergencies, students may contact Safety and Security Services directly through the College switchboard at (570) 208-5900. In non-emergency situations, students should first attempt to contact a resident assistant, resident counselor, or the Office of Residence Life.

## **Medical Assistance**

The resident assistant or counselor should be notified if a student becomes ill or disabled. If an ambulance is needed, contact the College switchboard operator. If you call the ambulance yourself, immediately contact the switchboard afterwards to provide them with the necessary information. Resident students may visit the Student Health Center in André Hall for treatment of common ailments.

## **Disabled Student Services - Housing**

Please see section on Services for Students with Disabilities.

## **Assistance Animal/Emotional Support Policy**

Please see services for students with disabilities in the Programs and Services Section.

## **Cable Television**

Cable television service is provided. The service provided is basic cable only. Purchasing premium channel service is the responsibility of the residents and can be arranged through Service Electric by calling (570) 825-8508. Any tampering with the cable service may result in loss of deposit and/or termination of the lease and referral for disciplinary action. Students must provide their own coaxial cables, though a limited number may be available in the Residence Life Office. The College does not permit outside antennae or satellite dishes.

## **Computer Access**

A wireless internet connection will be provided to each student's residence hall room. Wireless connections are available in all College housing. The College will ensure that data reaches the connection properly. Students are responsible for providing the equipment, software, and other necessary items to use this data. The College is not liable for any use, misuse, or abuse of this connection that results in damage to a student's hardware, software, or data saved on the student's system. Students are asked to not bring their own wireless access points, as these will slow the connection speed to their devices. Misuse of this connection including, but not limited to, harassing behavior, hacking, or illegal activities will be subject to judicial action and termination of access. Please refer to the Computer and Technology Policies section for restrictions on Internet use.

## **RESPONSIBILITY AND RESIDENCE HALL ROOMS AND COLLEGE APARTMENTS**

Students are responsible for the behavior of their guests while on campus or at College events held off campus. This responsibility includes behavior that occurs in residence hall rooms and College apartments. If a College regulation is violated in the residence hall room or College apartment, the residents of that room or apartment will be held responsible. Students should not allow other persons to use their room or apartment when they are not present. Residents are to lock their rooms or apartments when they are not in the rooms or apartments and/or when sleeping.

## **COLLEGE HOUSING FIRE SAFETY**

King's College strives to ensure student safety, and fire safety is not to be overlooked. King's has installed sprinkler systems in Alumni Hall, Holy Cross Hall, Esseff Hall, Flood Hall, Luksic Hall, King's on the Square, and O'Hara Hall. The sprinkler system is activated when extreme heat alerts the reader to expel water. The following is an outline of College and student liability and consequences for activation:

- Students shall not tamper with, set, or in any way cause the sprinkler system to be activated to release water.
- Misuse of any fire safety equipment will result in disciplinary action by the College including suspension from the College, restitution for damages incurred for both College property and personal property, and termination of the student's housing contract.
- The College will not be held liable for damage to personal property which results from the discharging of a sprinkler head, whether due to activation for fire, vandalism, or malfunction.
- Residence Life has provided each residence room with a fire evacuation procedure and fire prevention notice. The notice explains in detail how to prevent a fire and how to plan an escape route. Emergency phone numbers are also listed on the notice.
- The unintentional activation of a fire alarm will result in a minimum sanction of: censure, a \$125.00 disciplinary fine, and restitution of all penalties or fees incurred when local authorities must respond to an alarm. The intentional activation of a fire alarm will result in a sanction of disciplinary probation or suspension for not less than one year, a \$125.00 fine, restitution of all penalties or fees incurred when local authorities must respond to an alarm, and other sanctions.

## **Fire Prevention and Fire Evacuation Procedure**

### **Fire Prevention**

- Do not overload electrical outlets.
- Do not use space heaters or halogen lamps.
- Do not smoke in non-smoking areas.
- Do not possess or burn candles or incense.
- Do not leave excess trash in trash cans.
- The use or possession of candles, incense, space heaters, hot plates, or large electrical appliances is a violation of College policies.

### **Plan Your Escape Route.**

- Know where the two stairwell exits are located on your floor.
- Practice your escape plan.
- Do not use elevators.

### **Take fire alarm seriously!**

***Failure to evacuate when a fire alarm sounds is a violation of College regulations. Minimum sanction is disciplinary probation AND a \$50.00 fine.***

- Do not ignore fire alarms.
- Do not waste time bringing personal belongings.

### **Evacuation**

***You are required to evacuate the building anytime a fire alarm sounds.***

- Close windows.
- If the door handle is hot, do not open it.
- Go to the window, call for help, hang a towel or sheet out of the window.
- If the door handle is not hot, open cautiously.
- Check for smoke or fire before leaving your room.
- Close door behind you.
- Proceed to the nearest stairwell exit. Do not use the elevator.
- Go to your designated gathering place outside the building. Do not leave that area until Residence Life staff gives you permission.

### **Designated Gathering Places:**

Holy Cross and Luksic – O'Connor Park

Esseff – Sheehy-Farmer Campus Center

Flood Hall – In front of Moreau Court

Alumni Hall – area in front of Esseff Hall or in the parking lot behind the building

O'Hara Hall – area in front of Scandlon Gymnasium

King's on the Square – rear of parking lot or in front of the Times Leader building

Do not re-enter any building until Residence Life staff gives you permission.  
Causing a false fire alarm or fire will result in suspension from the College.

## **RESIDENCE ACCESS**

Residential living areas may be accessed during the normal visitation hours listed below:

Esseff Hall, Holy Cross Hall, and Luksic Hall.

Sunday through Thursday 10:00 a.m. - midnight

Friday and Saturday 10:00 a.m. - 2:00 a.m.

King's College students, faculty, and staff will be granted access by touching a valid King's College ID card at the proximity card reader located at designated access points. Access is allowed during normal visitation hours, whenever the residence halls are open. All sign-in procedures should be completed first. Students, guests and other persons are not permitted to use the emergency exit doors in any residence hall facility except for fire evacuation emergency. These doors include:

- The first floor stairwell exits in Holy Cross Hall
- The doors at the end of hallways on the first floor of Holy Cross Hall
- The side stairwell exit of Luksic Hall
- The exterior stairwell exits in Esseff Hall
- The two stairwell exits for O'Hara Hall
- The exterior stairwell exits in Alumni Hall
- The exterior exits in apartments 103 and 108 of Alumni Hall.

A fine of not less than \$75.00 will be issued to any student using these emergency exits to enter or leave the facility. Guests to the King's College Community will need to meet the student they desire to visit in the building's lobby. When the desk is staffed, the guest(s) will be asked to present a photo ID. The guest's name is then logged into a residence hall sign-in sheet, along with the name and room number of the student being visited. Guests leave their photo ID with the desk attendant. The guest may then be escorted to the student's room. The photo ID will be returned to the guest upon conclusion of the visit. All other policies and expectations still apply. If no photo ID is available, a temporary Guest Pass is completed. The student being visited signs the Guest Pass to indicate in writing that they are identifying this guest and taking complete responsibility for the guest for the duration of the visit. Host students must escort guests at all times. King's students are held strictly accountable for their guests. Upon conclusion of a visit, photo IDs are returned as guests sign out.

Any identification cards erroneously left with a desk attendant will be held for 24 hours at the desk of the residence hall lobby. From there it is forwarded to Campus Security in Alumni Hall. It can be reclaimed there by the ID owner during normal College business hours.

### **Holy Cross Hall, Esseff Hall, Luksic Hall, King's on the Square and O'Hara Hall - Elevator and First Floor Access**

In order to activate the elevators, the individual will need to touch a valid ID card at the proximity card reader located in the elevator car. The elevators may be called to any floor by the call buttons, but the student, faculty, or staff member must swipe a current ID card to activate the floor selection panel. This includes going from floor to floor or to the lobby to exit. In Holy Cross Hall, an individual may exit the first floor residential area access door or the south stairwell access door without tapping an ID card. Under no circumstances should College ID cards, including temporary cards, be loaned to any other person. Residents are not to permit persons they do not know into the building. Residents are not permitted to prop open any interior or exterior door including exterior doors, emergency stairwell doors, apartment doors, main stairwell doors, etc.

### **Holy Cross Hall, Esseff Hall, Flood Hall, Alumni Hall, O'Hara Hall, King's on the Square and Luksic Hall Building Access**

These buildings have a 24-hour ID card access system. The resident's ID card functions as an individualized building key. Resident students are granted access by touching their ID card at the proximity card reader. In the event that a student loses their ID card or the ID card does not function correctly, the resident should contact the Office of Residence Life immediately.

### **Overnight Guests of the Same Sex in the Residence Halls**

When an overnight guest of the same sex is staying with a resident, the resident must fill out the Overnight Guest Pass form at Residence Life prior to the arrival of the guest. This required document supplies Residence Life with the necessary contact and emergency information in the event of a medical- or any other type of emergency involving the guest.

## **COLLEGE HOUSING KEY POLICY**

The College housing key policy has been developed considering key systems in each of the residence halls and College apartments. Students must have these keys with them at all times.

### **LOCK OUTS**

Any student locked out of their room must go to the College switchboard located on the main floor of the Corgan

Library (use the Lane's Lane entrance) to fill out an emergency lockout form. There will be a \$5.00 fine associated with any lockout. Residents will only be permitted to enter their own room. Students will be required to show their College I.D. card to the switchboard staff prior to release of an emergency room key. No student will be allowed into another student's room for any reason. This \$5.00 fee is payable to the Residence Life Office within five days of the lockout. Failure to pay the lockout fee will result in a hold being placed on the student's registration, grades, transcripts, and graduation.

## **LOST KEYS**

Residents who lose their keys may go to the College switchboard located on the main floor of the Corgan Library (use the Lane's Lane entrance) to obtain a temporary key. A lost key form must be completed at that time. If a student knows their key will not be found, they may ask for a re-core to take place at that time. Otherwise, the resident will have three days to return the temporary key before the room's door lock is automatically re-cored and new keys issued. The cost of a re-core will be billed to the student's account. Current fees are \$150.00 in Holy Cross, Esseff, or Luksic Halls; \$525.00 in Alumni, Flood, or O'Hara Hall; and \$100.00 in King's on the Square. Students may not waive the re-core. After a room has been re-cored, residents must pick up their new keys from the Office of Residence Life. Re-coring will take place during normal maintenance staff work hours. If, for security reasons, a re-core must take place when appropriate maintenance staff member are not working, the student will be billed additional charges for overtime and any other costs associated with the re-core.

## **STORAGE**

King's College does not offer storage of student possessions unless the student is from an international country or a very distant state. Storage is extremely limited and is dependent upon availability. Please see the Associate Dean of Students for Residence Life to discuss storage availability if you meet the requirements. Upon approval of storage, the student must box all items and label the boxes with details of the contents on the storage detail sheet. The student is responsible for packaging, moving, and storing items in the assigned storage area. Boxes or items must be placed against walls in the storage area, leaving enough room for individuals to move about the room. Items must be removed from the storage area by the Sunday of move in weekend. King's staff will dispose of items not removed from the storage area by that time. The Facilities Department is not responsible for the moving of items to or from the storage room. The College assumes no liability for items that are stored. At the end of the academic year or at the time when a student is moving out of the residence hall or apartment, students must remove all items from their current apartment or residence hall, leaving nothing behind. College staff will remove and dispose of any items left in the current or future room. Storage company information will be available in a binder in the Office of Residence Life. The College does not make recommendations as to a preferred storage area or vendor. The College does provide a listing of any storage company that has provided the College with information regarding storage.

## **HOUSING CONTRACTS**

### **Requirements**

All first-year and sophomore students who do not reside within commuting distance (within 45 miles of campus) and who are under 21 years of age are required to live in College housing. A commuter student is defined as a student who resides in the permanent home of their parents or legal guardian, or in the home of a close relative (who is not a student and is at least 30 years of age), and who commutes to classes each day. A commuter may not reside more than forty-five driving miles from home to the campus. Junior students who have completed at least 57 credit hours and maintain a 2.5 minimum GPA may reside off campus. Senior students may reside off campus if they have earned 87 credit hours but no cumulative grade point average is required. At the time they move off campus, students who are 21 years of age, married or are the primary caregiver residing with their children, are exempt from the residency requirement (documentation required). There are no exceptions due to financial need or other considerations. All undergraduate students (regardless if a student is currently a commuter or resident or new or transfer student) must meet the College's residency requirement and receive permission to live off campus by completing an off campus request form at the Office of Residence Life. Residence Life will review the request and check the student's earned credit hours and cumulative grade point average. The student will be notified in writing if they are approved to live off campus. Students are not to sign a lease or make any agreement to live off campus prior to receiving the written notification of approval.

A signed contract, a completed registration form, and a \$150.00 damage deposit are required. The \$150.00 damage deposit stays with the student until they change their residency status.

Students who drop below the 12 credit mark at any point in the semester will need written permission from the Associate Dean of Students for Residence Life to continue living on campus. Junior and senior students may live off-campus with the permission of the Office of Residence Life, provided they meet the requirements listed above.

### **Request to Student Living With A Close Relative**

When a student is living with a close relative (grandparent, sibling, aunt or uncle) other than their parents or legal guardian over the age of 30 they must demonstrate the following: (1) the relative has lived at the address as their permanent residence

for at least one calendar year prior to the request being submitted, (2) the relative will live fulltime with the student, (3) the student must provide significant documentation of the family relationship, (4) the relative must provide a letter assuming responsibility for the student and (5) the student must change their permanent address to their residence as a commuter. Other King's College students, unless a child of the adult relative, are not permitted to live in the same dwelling. Providing false information will result in disciplinary action and being charged for room and board for an academic year. The same process will apply to students when a parent or guardian has moved from outside of 45 miles to the local area.

### **Termination**

The College reserves the right to terminate a student's housing contract if the student is disruptive to the community.

### **Arrival and Departure**

Students who do not arrive by the first day of classes forfeit their damage deposit unless they notify the Associate Dean of Students for Residence Life in advance. Students must depart from the residence hall within 24 hours of their last final exam, but no later than 6pm on the last day final exams are scheduled, unless they are graduating. Graduating seniors must vacate by 12:00 p.m. the day after Commencement.

### **Single Rooms**

There are a limited number of single rooms available; applications may be completed in the Residence Life Office. King's grants seniors and juniors priority regarding single rooms. The College makes assignments according to seniority on a first-come-first-serve basis. King's does not guarantee single rooms.

### **Roommates and Consolidation**

Students living in Esseff and Holy Cross Halls are expected to have a roommate, except in circumstances that require a single room (ie. a medical need). If a student's roommate moves out before or during a semester, the student will work with the appropriate Residence Life staff member to find a new roommate within 5 days. If a single room is available, students may be given the option to pay for a single room. Students who refuse to attempt to find a new roommate through the consolidation process will automatically be charged a single room fee.

### **Cancellation of Contract - Residence Halls**

Housing contracts span the academic year. Contracts cancelled prior to July 1 will result in loss of the damage deposit. Residents who cancel their annual housing contracts after July 1 will pay a cancellation penalty of 15 percent of the annual room rate plus loss of the room damage deposit. Students must cancel second-semester housing contracts before November 23, or forfeiture of the deposit applies. Cancellations after that date will result in forfeiture of the deposit plus a payment of 15 percent of the second semester housing fee. Resident students may not cancel their housing contracts after the start of classes for the current semester. First-year students and sophomores may not cancel their housing contracts. First years and sophomores must reside on campus in College housing or commute from the permanent residence of their parents or guardians located within forty-five miles of campus, as required. It is a violation of the College housing requirement for any first year or sophomore student to live off campus in a location other than of the residence of a parent or guardian. Students found in such violation will be assessed full room and board costs for the entire academic year.

### **Liability**

The College is not responsible for student property damaged or stolen on campus for any reason. Students are encouraged to keep their residence hall rooms locked at all times. King's issues each student a room key. Students are responsible for locking their rooms and reporting any problems with their keys or locks to the Office of Residence Life. Students are strongly encouraged to have individual insurance for property loss due to theft or fire. Some parents' homeowner policies may cover student property while at College. It is the student's responsibility to verify if this is the case. Insurance for loss due to theft or fire is available from various companies for students living in a residence hall. The College does not have any insurance policy for a student's individual property loss. Keep in mind, the Office of Residence Life reserves the right to use student rooms for housing individuals during holidays and break periods.

### **Alumni Hall, Flood Hall, King's on the Square, and O'Hara Hall Contracts**

Alumni Hall, Flood Hall, O'Hara Hall, and Kings on the Square are apartments for upper class and graduate students. Regarding the issuing of housing contracts, King's gives preference to juniors and seniors. Students who wish to live in these apartments must enter a lottery process with their desired apartment-mates early in the spring semester. Students who are awarded an apartment must sign their apartment contract by the date set by the Residence Life Office. If a group that has been awarded an apartment loses a person new to the College apartment, they must replace that person with a person of the same class year or higher within five days of notification. The Residence Life Office issues the regulations and procedures for renewal of the contract and the lottery.

Residents of College-owned apartments may reside in the apartment during break periods in the fall and spring semesters, with the exception of the December 21 - January 2 break. Remember to notify the Residence Life Office in advance.

### **Cancellation of Contracts – Alumni Hall, Flood Hall, King’s on the Square, and O’Hara Hall**

Any cancellation of Alumni, Flood, King’s on the Square, or O’Hara Hall contracts prior to August 1 will result in a charge of 30 percent of the annual rent paid per student, plus loss of the damage deposit. Cancellation after July 31 will result in an assessment of the apartment rent for both semesters. A cancellation from the fall to spring semester will result in a cancellation penalty of 30 percent of the second semester room rate, plus loss of deposit. This penalty does not apply when a student must break a housing contract due to graduation, dismissal from the College, studying abroad, or internships or student teaching at locations of more than 50 miles from campus. In such situations, students forfeit the security deposit. The lessor reserves the right to fill vacant space with any lessee. Current residents may fill vacancy with an individual of their own choosing, providing all parties agree and the lessor grants permission.

### **Housing during Pre-camp, Vacation, and Break Periods**

College residence halls (Esseff Hall, Holy Cross Hall, and Luksic Hall) close during all semester breaks and vacation periods. These include Fall Break, Thanksgiving holiday, break between fall and spring semesters, spring or winter vacation, Easter Break, and other holidays as designated by the College. All residence hall students are required to vacate the halls during those times. The housing contract does not provide room and board during semester breaks, recesses, or official College holidays. Students who are required to be on campus during break or vacation periods to participate in intercollegiate sports competitions, student teaching, internships, for other academic reasons, or who are international students, may request permission to remain in the residence halls.

- Students participating in intercollegiate sports must make their requests through their sports coach at least two weeks prior to the beginning of the break or vacation period.
- All other students are to make their request by completing a break housing form at least two days in advance at the Office of Residence Life.

The following regulations apply to students staying during breaks, vacation, and pre-camp periods:

- Students may be required to move into another residence hall or residence hall room during break or vacation periods.
- The Office of Residence Life reserves the right to use student rooms for housing individuals during holidays and break periods.
- Meal plans are not in effect during break periods and students will need to make their own arrangements for meals.
- No one from Residence Life staff is on duty in the halls during break periods.
- King’s College prohibits alcohol in the residence halls for all students regardless of age. The College also prohibits any intoxicated person from being in the residence hall.
- Residents are not to have any guests in the residence halls regardless if they are a student at King’s College or family member.
- Visitation is not permitted during pre-camp, vacation, or break housing periods.

Students who fail to abide by these regulations and all College policies will forfeit the privilege to stay on campus during break or vacation periods. If you have any questions, please contact the Office of Residence Life. Residents of College-owned apartments may reside in the apartment during break periods, except December 21 – January 2, but are required to notify the Residence Life Office.

### **Temporary Housing Due to Extenuating Circumstance**

On occasion, a student may require temporary housing due to extenuating circumstance, e.g., damage to off-campus housing due to fire, water damage, or poor housing conditions resulting in eviction.

In cases where an extenuating circumstance exists, King’s College may provide housing for a student with the following conditions:

1. King’s provides housing in beds that are vacant at no cost to the student, if provided on campus. Housing will most likely be with another student who currently resides in the room unless a vacant room is available that is not set aside for other purposes. The Associate Dean of Students for Residence Life or designee will determine the bed assignment.
2. The College will only provide temporary housing for a maximum of seven consecutive nights. After the seventh night, the student agrees to pay the housing rate set by the College for the space they are occupying. King’s charges this rate on a weekly basis, prorated from the semester rate. The student will be required to sign a housing contract after the seventh consecutive night.

3. The student is responsible for all meal costs while residing in temporary housing. After the seventh day, the College will charge the student for a meal plan required of resident students, prorated on a weekly basis.
4. The student is responsible for paying for all damages assessed to the room and shared living area while in temporary housing.
5. The student is responsible for returning all key(s). Lost keys will result in the student paying for the re-coring of the room, exterior doors, mailboxes, or for other keys issued.
6. The student is responsible for returning any and all linens issued to them for the room at the time they vacate College housing.
7. The student agrees to adhere to all College policies that apply to the residence space they occupy including, but not limited to, visitation, residence hall access, alcohol and drugs, pets, and weapons. College regulations and policies are published in the Student Handbook, College Catalogue, housing contract, and related materials.
8. King's reserves the right to discontinue temporary housing arrangements if the Associate Dean of Students for Residence Life or designee determines that the student is not adhering to College policies for on-campus housing, or if the student is disruptive to the living environment.
9. King's College defines 'students' as people who are registered and attending class on a full-time basis. A person not currently enrolled is ineligible for temporary housing.

If no beds are available on campus or the student chooses not to accept an available bed offered to them, the Office of Residence Life will assist the student in obtaining emergency housing at one of the local hotels. The student will pay the hotel directly for the cost of the room and all other fees. The student will be responsible for their own transportation to and from the hotel and all meal costs.

### **Student Travel Arrangements:**

#### **Air and Bus Service to Wilkes-Barre, New York City and Philadelphia Airports:**

Wilkes-Barre has several options for students seeking transportation to New York, Philadelphia or other points. The College does not provide transportation for students to airports or bus stations. For transportation to the Wilkes-Barre Airport, students can often find a friend to drive them.

Wilkes-Barre International Airport (AVP) is located between Wilkes-Barre and Scranton. Take exit 178 off Interstate 81 to get to AVP. Students can arrange for transportation through the local taxi service, Burgit's City Taxi (570-970-9090), or through Best Value Limousine (570-457-6111).

Martz Trailways Bus Service station is located off South Main and South Washington Streets in the Intermodal Center in Wilkes-Barre, and is within walking distance of the College. Martz offers service from Wilkes-Barre to New York City, New Jersey, Philadelphia, and other points in Pennsylvania. Contact Martz Trailways at 570-821-3800 or 800-223-8604.

#### **Transportation to New York City and Philadelphia Airports:**

Students can take Martz Trailways services into New York City Port Authority or to the Philadelphia bus station. From the NYC Port Authority, students can then get transportation by bus or taxi to JFK or Newark airports. AirTran is a service that is available to both of those airports from Manhattan. Contact AirTran at 888-397-4336 for Newark Liberty Airport (EWR), or 877-535-2478 for JFK International Airport (JFK). Information about AirTran is available on the Internet.

Students can take a taxi service or airport shuttle service from the Philadelphia bus terminal to the airport.

King's strongly recommends students check on services available for transportation, schedules, and costs well in advance of travel. Travelers need to plan for delays and extra costs that may be associated with delays (e.g., hotel, food, and rebooking charges).

### **Student Code of Conduct sections specifically for college housing**

#### **X. College Housing Policies**

- A. Quiet Hours in College housing are from 10 p.m. to 10 a.m. on weekdays. On Saturday and Sunday, quiet hours will be observed from 2 a.m. until 10 a.m. During all other times, students will observe courtesy hours. Courtesy hours require students to maintain a level of noise that does not interfere with other persons. Students or guests may not play musical instruments during quiet hours. Students or guests may not play amplified instruments in the residence halls at any time.
- B. Visitation for Esseff Hall, Holy Cross Hall, and Luksic Hall (see Visitation Policy)
  1. King's permits visitation by persons of the opposite sex in the living areas of each hall, and beyond the lobby only during the following hours: Sunday through Thursday: 10:00 a.m. to midnight, and Friday and Saturday: 10:00 a.m. to 2:00 a.m.
  2. Exterior Doors of residence halls are locked.
  3. The College prohibits overnight visitation of opposite-gendered guests in Esseff Hall, Holy Cross Hall, and Luksic Hall, regardless of their relationship to the student; this includes family.
  4. During visitation, opposite gender guests are prohibited from using the bathroom facilities on residential floors.

These are exclusively single-gender facilities. Public guest facilities are adjacent to the lobbies in Holy Cross and Esseff Halls, in the basement of Luksic Hall, and the handicapped bathrooms on floors 2 through 10 in Holy Cross Hall.

5. King's permits 24-hour visitation in the lobbies of Esseff and Holy Cross Halls, and in the basement lounge of Luksic Hall.
- C. Students and their guests must adhere to the escort and access policies established for each residence hall.
- D. King's prohibits students from using or possessing candles, incense, kerosene lamps, exposed heating elements (i.e., hot plates), fireworks, or flammable liquids (lighter fluid, kerosene, or gasoline).
- E. The College prohibits students from having live trees or flammable decorations in their rooms. Electric lights and cords must be U.L. approved and in good condition.
- F. Students may in no way tamper with elevators. This includes jumping, dancing and general horseplay.
- G. Students may not remove window screens. Students may not drop any liquid /solid substance or any item (including ID cards) from any window.
- H. Small aquariums (20 gallons or less) containing only fish are permitted in residence halls. King's College does not permit any other pets.
- I. Students must follow Residence Life Department procedures on room changes.
- J. Overnight same sex guests must be registered with the Office of Residence Life.
- K. King's prohibits throwing objects (including sports equipment) and playing physical games in hallways or lounges.
- L. Students must attend all posted community/floor meetings. These meetings are held at the beginning and end of each semester, and at other times deemed necessary by a member of the Residence Life staff. Notices for community/floor meetings are posted at least 48-hours in advance.
- M. Students are not to tamper with, alter, or misuse their wireless computer connection or television cable.
- N. King's College prohibits students from having College-owned property, including, but not limited to, furniture from lounges, in their room or apartment.
- O. Fire Safety
  1. All extension cords in use in the residence halls must be U.L. approved and in good condition. Students may only use socket multipliers or extension devices with built-in surge protectors.
  2. King's prohibits students from using or possessing candles, incense, and kerosene or oil lamps.
  3. The College prohibits students possessing any electrical appliances that contain an open heating element including, but not limited to, open-coil space heaters, hot plates, and toaster ovens.
  4. King's prohibits students from possessing flammable materials, including, but not limited to, gasoline, kerosene, lighter fluid, and fireworks.
  5. The College prohibits from having live trees or flammable decorations in their rooms.
  6. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency.
  7. The use of hover boards or similar items is prohibited for use on College property. Hover boards may not be recharged in any campus facility.
- P. Students must follow all instructions issued by Residence Life staff regarding residence hall opening and closing times, as well as student responsibilities regarding room condition (cleanliness, emptying trash, unplugging electrical units, turning off lights, etc.).
- Q. Students may not hinder or attempt to hinder entrance to- or exit from any room by altering doors, or locking or blocking a doorway.
- R. Students and their guests may not participate in drinking games where alcohol is present in the room.
- S. Students are not permitted to use emergency exit doors, except in cases of emergency.

## **NOISE POLICY**

The primary purpose for being at King's is to conduct learned inquiry. Such a task requires quiet interaction or silent research, reading, and study. There are times and places set aside for both the quiet interchange of ideas and noise-free scholarship.

The Library, classroom buildings, and College housing (Holy Cross Hall, Esseff Hall, Luksic Hall, O'Hara Hall, Flood Hall, King's on the Square and Alumni Hall) must provide a healthy environment conducive to scholarly pursuits. Excessive noise is inconsistent with these environments. The College takes very seriously its obligation to provide an atmosphere where students can study and exchange ideas.

While quiet is the norm for classroom and library buildings, quiet hours have been established for the College housing. College housing is the primary location where resident students both socialize and study.

Quiet hours in College housing are from 10:00 p.m. to 10:00 a.m. on weekdays. On Friday and Saturday quiet hours will be observed after 2:00 a.m. until 10:00 a.m.

Ideally, students will encourage each other to observe quiet hours in the designated buildings and during the appointed times. Should a staff member have to insist on quiet hours being observed, a disciplinary referral may result.

Staff members may also disband groups and temporarily suspend visitation privileges if visitors are involved or if visitation

will continue to aggravate the situation. Staff members may also confiscate radios, televisions, stereos, etc., pending action by the Residence Life Office. If a staff member confiscates an item, a receipt will be given to the owner of the item.

In the residence halls, there are four levels of noise: total silence, quiet-hours level, non-quiet hours level, and a noise level unacceptable at any time. A useful rule of thumb is this: if you, your guests, or your entertainment can be heard in the hallway, you are being too loud for quiet hours. If your activity can be heard on the other side of the building or on another floor, you are being too loud for non-quiet hours.

Please keep in mind that each community member shares a responsibility in maintaining appropriate levels of noise. Courtesy hours are in effect 24 hours a day. This means that individuals should cooperate with any requests for quiet by Residence Life staff or other residents.

## **SEARCH POLICY AND ROOM/APARTMENT ENTRY**

### **Search of Students' Residence, Vehicle, Property, and Technology Usage**

A student's room, locker, vehicle, or property will be searched only under supervision of the Associate Vice President for Student Affairs and Dean of Students or designee.

Requests for College administrative searches are made to the Associate Vice President for Student Affairs and Dean of Students, or in the Associate Vice President's absence, the Associate Dean of Students for Residence Life or designee. Administrative searches will be approved when there is reasonable cause to believe that a violation of College policies, rules, or regulations has taken place, or for the well-being of the student(s) or College community. Searches may be conducted without the resident(s) being present or prior notification.

Search of a student's technology usage of the College operated internet, email or other programs as part of an investigation by College officials when there is reasonable cause to believe there is a violation of College policies, rules or regulations must be approved by the Associate Vice President for Student Affairs and Dean of Students or designee.

Searches originated by municipal, state, or federal law enforcement agencies must be accompanied by a valid search warrant, or qualify under the law as an exception to the search warrant requirement.

Violations that occur in the plain view of a College official who has lawfully entered a student's residence or vehicle for a purpose other than search are exempt from the administrative search warrant requirement.

### **Room and Apartment Entry**

An authorized College employee may enter a student's room or apartment for the purpose of inspection or repair, to determine compliance with fire codes and other housekeeping regulations, at the beginning and end of each semester (finals week), and in emergencies where danger to life, safety, health, or property is perceived. Staff members may enter a student's room or apartment after knocking and announcing themselves if the staff member has reasonable grounds to believe that the occupants are violating College policies, rules or regulations.

## **SOLICITATION IN COLLEGE HOUSING**

Solicitation of any type in residential sections of College residence halls and apartments, or in administration or faculty offices for any reason is prohibited. Solicitation in residence halls and College apartment lobbies must be approved by the Associate Dean of Students for Residence Life.

## **SMOKING/ TOBACCO POLICY**

King's College is fully committed to maintaining a work environment that supports health and wellness. Consequently, the college has a policy on smoking and the use of tobacco. Smoking is defined as the burning of a cigarette, cigar, pipe, e-cigarette, vape, juul or other smoking material. The use of tobacco may be defined as a smokeless product consumed by placing a portion of the tobacco between the cheek and gum or upper lip teeth and chewing.

Under the College's policy, a person should not ordinarily be exposed to the harmful effects of passive smoking, except by personal choice. Smoking/tobacco use is prohibited in all College buildings, within 20 feet of entrances to College buildings, in the immediate vicinity of windows and air intakes, and in all College-owned or- leased vehicles. Smoking/tobacco use is also prohibited on Lane's Lane, from North Main Street at Esseff Hall to Holy Cross Hall, to include the Lane's Lane entrances to the Campus Center as well as the Lane's Lane entrance to the Library. Smoking/tobacco use is also prohibited in the area in and around Regina Court and the lower level between the Campus Center and the Library. Smoking/tobacco use is prohibited at the rear entrance of O'Hara Hall and all along the front of O'Hara Hall to Leo's on Mane. Additionally, smoking is prohibited inside and around (within 20 feet) the Learning Center's playground area.

Tobacco use of all kinds (e.g., cigarettes, cigars, pipes, chew, snuff, sniff, etc.) is prohibited in all College facilities including academic, non-academic, athletic and student housing including residence halls and all College-operated apartments. This includes properties owned, leased, or otherwise operated by the College.

Smoking/tobacco use is permitted outside of College buildings beyond the 20-foot entrance perimeter. However, it is expected that those who choose to smoke beyond the perimeter will respect others by doing so in appropriate general areas of campus. Receptacles will be placed in outdoor areas on campus where smoking/tobacco use might occur. To

maintain the beauty of campus grounds, smokers should use the available receptacles and never use the sidewalks or lawns as substitutes. The moving of cigarette receptacles is strictly prohibited. Periodic reviews will be conducted to ensure that passive smoke does not become problematic in any outdoor area.

Enforcement is the shared responsibility of the entire College community. All requests to comply with this policy should be courteous and respectful, as it befits a community of friends, teachers, students, and coworkers. While members of the community are expected to police themselves, violations should be reported to Human Resources or the Associate Dean of Students for Residence Life, who have a special responsibility to see that these rules are enforced. Failure to comply with this policy may result in disciplinary action.

King's College seeks to promote the health and wellness of all its students, employees, and campus visitors. Information on smoking/tobacco use cessation is available through the Human Resources Department and the Student Health Center.

## **VISITATION POLICY**

### **Esseff Hall, Holy Cross Hall, and Luksic Hall**

Coeducation allows men and women to contribute to one another's education and to form genuine friendships. In the proper context, visitation can facilitate personal and social development and enhance the quality of life on campus. Some limitations, however, are placed on visitation in order to protect the privacy rights of all students and to foster an atmosphere that is safe, scholarly, and in harmony with traditional Catholic moral teaching. By matriculating at King's College, you have agreed to abide by the visitation policy established by the College community. Specifically, the following policies must be observed:

1. Visitation in the living areas of each hall (any point beyond the lobby) by persons of the opposite sex is permitted only during hours approved by the Office of the Vice President for Student Affairs. The following hours of visitation have been approved:

Sunday through Thursday	10 a.m. to midnight
Friday and Saturday	10 a.m. to 2 a.m.
2. During visitation, opposite-gender guests are prohibited from using the bathroom facilities on residential floors since these are exclusively single-gender facilities. Public guest facilities are found adjacent to the lobbies in Holy Cross and Esseff Halls, in the basement of Luksic Hall, and the handicapped bathrooms on floors 2 through 10 in Holy Cross Hall.
3. A visitation violation that involves an overnight stay is a serious offense. Overnight guests seriously infringe upon the privacy and security of students and seriously disturb the scholarly and moral atmosphere of our residence halls. Overnight stays are prohibited to all opposite-gender guests regardless of their relationship, including family.
4. Visitation that involves an overnight stay by a person of the same sex as the resident, must register at the front desk of the visited hall and fill out the emergency contact information. The guest must comply with all college policies and remain with the resident they are visiting at all times.
5. Twenty-four hour visitation is permitted in the lobbies of Esseff and Holy Cross Halls and in the basement lounge of Luksic Hall.
6. You can gain entrance to Esseff and Holy Cross Halls via the card access reader on the front doors. No unescorted nonresidents of the hall may stay in the lobby.
7. Esseff Hall and Holy Cross Hall visitation policy: King's College students, faculty and staff must sign in at the desk and present their college ID to the desk attendant. Non-King's College guests visiting a student living in the hall must sign in and be escorted by their host. The guests are the responsibility of the resident and the resident should remain with their guest at all times.
8. Luksic Hall visitation policy: To gain access to the Luksic Hall residents' floors, visitors must enter the foyer through the front doors of Luksic Hall, and call the Luksic Hall resident whom they wish to visit. The resident must meet their guest(s) in the foyer and escort them at all times while in the building.
9. Non-student guests must be escorted by a student at all times in the residence hall. The student escort will be held strictly accountable for the guest's behavior. Students who refuse to identify themselves when asked to do so by an authorized college official (i.e., Resident Counselor, Resident Assistant, etc.) will be considered non-student guests and must have an escort.
10. Each hall resident has a right to privacy, which outweighs the roommate's visitation privilege. If the presence of a guest is an inconvenience to a roommate, the guest must leave.

# TECHNOLOGY SERVICES AND POLICIES

*“It is God’s hand which has guided everything, and it is God whom we must thank above all .”*  
*Circular Letter 36 - Moreau*

**Mr. Paul Moran**, Executive Director of Information  
and Instructional Technology Services  
McGowan, Third Floor

## **TECHNOLOGY - ACADEMIC AND INSTRUCTIONAL SERVICES**

Hafey-Marian Hall, 6th Floor  
Telephone: (570) 208-5960

Academic and Instructional Technology Services coordinates all distance-learning activities at the College. This department also promotes and supports the use of educational technologies in the teaching and learning process. In addition, Academic and Instructional Technology Services provide faculty, students, and staff with opportunities to participate in hands-on technology training workshops.

### **Services Offered**

- Supporting all online course areas utilizing course-based technology
- Directing student support of course-based technology
- Coordinating the College Discovery through Videoconferencing Program available to high school juniors and seniors
- Providing instructional design consultation services to the campus community
- Facilitating technology training workshops
- Offering individualized instruction to faculty interested in incorporating various educational technologies in their teaching

## **COMPUTING AND TELECOMMUNICATIONS**

McGowan Hall, Room 302  
Telephone: (570) 208-5844  
HELP Line: ext. (570) 208-5900 x4357 or  
HELP@kings.edu

User Services provide computing and telecommunications services throughout the College. Located on the third floor of McGowan Hall, the service provides computing and communications for students, faculty, administrators, and staff. Students may access the network of academic computer systems using any of the labs located in the Administration Building, Sheehy-Farmer Campus Center, McGowan, Esseff, Holy Cross, Luksic, Alumni, Corgan Library, and Flood halls.

### **Student Services**

- Internet and student email accounts
- Campus telephone systems
- Campus network
- Microcomputer lab facilities
- Laser and color printing via network
- Internet access from residence hall rooms
- Media support
- WebAdvisor
- Course-based technologies
- Student web sites
- Blog
- Campus calendar
- Wireless networking
- VPN access

## **MEDIA**

McGowan Hall, Room 302  
Telephone: (570) 208-5900, ext. 4357

King's provides a support center for students and faculty with media requirements.

## **Services Offered**

- Video/audio production studios
- Traditional multimedia production (e.g., photographic, slides, overhead transparencies)
- Computer graphics and desktop presentation graphics
- Clearinghouse for supplies such as diskettes, videocassettes, audiotape and transparency film
- Loans of presentation and production equipment used in student academic projects and instructional presentations

## **Access to Facilities**

ProProduction equipment and facilities are available Monday through Friday: 8:30 a.m. - 4:30 p.m. King's offers extended hours in selected facilities at the end of each semester, as needed.

## **Facilities**

McGowan Hall

Principal Student Lab, Room 120

Regular Hours:

Monday through Thursday 8:00 a.m. - 11:00 p.m.

Friday 8:00 a.m. - 6:00 p.m.

Corgan Library

Main level

Check for posted hours

Administration 425

Teaching and Student Lab -

Hours posted

Esseff and Holy Cross Lobbies

Student Labs

24-hour access, excluding break and vacation periods

Holy Cross Hall, Alumni Hall, Esseff Hall, and O'Hara Hall

Floor Lounges

24 hours access for residents

Flood Hall and Luksic Hall

Computer Labs

24 hours access for residents

Sheehy-Farmer Campus Center

Court and main levels

Same hours the Campus Center is open. When the building is closed, students may access the Campus Center by using their student ID card in the reader on the Lane Lane's electronic doors.

Breaks, vacations and summer: when the Campus Center is open, as posted

## **USER SERVICES - COMPUTING CENTER – HELP DESK**

McGowan Room 302

(570) 208-5900 ext. 4357 or [HELP@kings.edu](mailto:HELP@kings.edu)

## **COMPUTER AND TECHNOLOGY POLICIES**

See <http://www.kings.edu/iits/policies.htm> for the current IITS policy statement.

## **CAMPUS EQUIPMENT**

Computer Equipment usage is restricted to faculty, administrators, staff and currently enrolled students.

## **NOTICE TO USERS OF INTERNET SERVICES**

Certain Internet services may contain language or pictures which some individuals may find offensive, inflammatory, or of

an adult nature. Such contents are the sole responsibility of the Internet service provider. King's College does not endorse such materials, and disclaims all liability for their contents.

## **INTELLECTUAL PROPERTY RIGHTS**

King's College supports the following statement from the Educom Code: "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publications and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

## **COPYRIGHT INFRINGEMENT AND ILLEGAL FILE SHARING POLICY**

Peer-to-peer file sharing programs that are often used to share copyrighted films, electronic games, software, and music are considered unlawful and illegal. Students attempting to use College resources for the purpose of distributing or obtaining copyrighted material via peer-to-peer file sharing may subject themselves to civil or criminal penalties. King's College supports the following statement from Educom: "Respect for the intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publications and distribution. Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

Student violation(s) of electronic copyright law shall subject them to a formal disciplinary process and may result in the loss of their computing, network, and Internet privileges at the College. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, or federal authorities. Students found using the College's network and computer resources for illegal peer-to-peer file sharing will be subjected to a formal disciplinary process, which may result in the loss of their computing, network, and Internet privileges at the College. Such illegal acts may also subject violators to prosecution by local, state, or federal authorities.

King's College reserves the right to limit access to specific network resources at specific times in order to guarantee that the academic and administrative missions of the College are achieved in an efficient and effective manner. The College uses Allot NetEnforcer as its traffic-shaping device on all inbound and outbound Internet traffic. All known and perceived peer-to-peer applications are prohibited on the network. Bit-torrent traffic is blocked, as is all traffic that appears to exhibit the characteristics of a peer-to-peer connection. Network users cannot share files from their computer to any other computer(s) anywhere. Additionally, users cannot access file shares on any computer(s) anywhere.

Several online services such as Napster, iTunes, and Rhapsody allow for the legal downloading of music. The College does allow access to these legal music sites. King's College does not endorse or recommend that students choose any one of these services over another.

## **INTERNET ACCEPTABLE USE POLICY**

The purpose of Internet at King's College is to support the administrative mission, academic research, and other scholarly activities by providing access to shared resources and the opportunity for collaborative work. Use for other purposes is not acceptable. The intent of this statement is to give an overview of acceptable and unacceptable uses of computing and networked resources without exhaustively enumerating all such uses and misuses. This statement applies to use of the Internet resource at King's College and its current Internet Service provider (ISP).

Acceptable uses include:

- Communication and exchange for professional development, to maintain currency, or to debate issues in a field or subfield of knowledge
- Use for standard activities related to the user's research and instructional activities
- Use in applying for or administering grants or contracts for research or instruction, but not for other fundraising or public relations activities
- Any other administrative communications or activities in direct support of research and instruction
- Announcements of new products or services for use in research or instruction, but not advertising of any kind
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use

Unacceptable uses include:

- Use in for-profit activities, unless covered by the General Principle, or as a specifically acceptable use
- Excessive or extensive use for private or personal business
- Use in any way that is illegal (e.g. copyright violations)
- Viewing or accessing material that is offensive using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) is not permitted. Offensive material includes, but is not limited to, pornography, hate material, and other material that is harassing to others.
- Harassment, intimidation or threats to individuals or groups through any electronic means including but not limited to social media, email or other means.

King's College reserves the right to limit access to specific network resources at specific times in order to guarantee that the academic and administrative missions of the College are achieved in an efficient and effective manner. This limitation to network resources applies to all users at King's College. All users are asked to respect the prioritization of resources during classroom and business hours.

## **COMPUTER LABORATORY POLICY**

The primary purpose of the computer laboratory is for course-related projects and assignments. Keep in mind that

- Games and personal activities have a lower priority than coursework; this means that a student wishing to do coursework may ask a person conducting personal activities to leave if all the computers in that lab are in use
- At peak times, the College IITS Division reserves the right to limit some of the resource capabilities that allow students to use the labs for activities unrelated to course work
- King's prohibits eating, drinking, and smoking in any computer labs
- No software may be installed on the computers in the labs; this includes games.

Any student who tampers with equipment or violates computer-related policies will be reported to the Associate Vice President for Student Affairs and Dean of Students for disciplinary action. This includes changing any files that currently reside on the workstations, theft, and deliberate vandalism of hardware.

## **WORLD WIDE WEB POLICY**

The College's website is designed, created, and maintained by a project team of individuals who represent IITS and various divisions across campus. The membership of the Web Team is designed to bring together team members necessary to ensure the College's website fulfills the needs and mission of King's College. As such, the Web Team is ultimately responsible for the content of the King's College website and all associated web pages.

Personal pages are provided to faculty, staff, and students, and are to be considered "unofficial" pages. These unofficial pages are required to carry the following disclaimer on the main or primary web page: "King's College makes its Web server available to members of the King's College community for their personal use and enjoyment but does not necessarily endorse the items published here."

King's College, in conjunction with the Web Team, Human Resources, and IITS does reserve the right to remove any content it may deem detrimental to the College. As with any technology resources used on campus, unofficial web pages are expected to adhere to the College's overall policy on responsible uses of information technology.

## **RESPONSIBLE USE OF INFORMATION TECHNOLOGIES POLICY**

### **General Principle**

This document constitutes the College policy for the management of computer networks, personal computers, and the resources made available thereby. The policy reflects the ethical principles of the College community and indicates, in general, the privileges and responsibilities of those using College computing resources.

### **Acceptable Use Institutional Purposes**

College computing and networked resources are to be used exclusively to advance the College's mission of education, research, and public service. Faculty, administration, and staff may use them only for purposes related to their responsibilities for providing instruction, carrying out of their duties as employees, their official business with the College, and other College-sanctioned or College-authorized activities. Students may use them only for the purpose of academic research, course-work support, scholarly collaboration, and other scholarly activities.

The use of College computing and networked resources for commercial purposes including any sort of solicitation is prohibited, absent prior written permission of the appropriate College official(s). Unauthorized commercial uses of College computing and networked resources jeopardize the College's relationships with network service providers, computer equipment and software vendors, and the College's tax-exempt status.

King's acknowledges that occasionally faculty, administration, staff, and students use College computing resources assigned

to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, administrators, staff, and students provided they are not excessive, and do not interfere with the performance of any faculty, administrators, or staff members. Such use may not interfere with the efficient operation of the College or its computing and networked resources. Additionally, King's does not allow non-commercial use otherwise prohibited by this policy or any other College policy or directive. Decisions as to whether a particular use of computing and networked resources conforms to this policy shall be made by the Executive Director of IITS in consultation with the Vice President of Academic Affairs if the use involves faculty or student academic matters. The Director of IITS will consult with the Office of Student Affairs if the use involves non-academic student use, and will consult the Department of Human Resources for use involving administrators or staff.

### **Unacceptable Use**

Computing and networked resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose which is illegal, immoral, unethical, dishonest, damaging to the reputation of the College, inconsistent with the mission of the College, or likely to subject the College to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to

- Harassment, intimidation or threats to individuals or group through any electronic means including but not limited to social media, email or other means.
- Libel or slander
- Fraud or misrepresentation
- Copyright infringement
- Violation of local, state, or federal law
- Destruction of or damage to equipment, software, or data belonging to the College or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material
- Altering or misuse of the College's trademarks, logos, insignia, or copyrights without prior approval
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords), or network identification numbers (including email addresses) assigned to others
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or email exchanges, overuse of interactive network utilities, and so forth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage policies and regulations
- Viewing or accessing offensive material using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) is not permitted; offensive material includes, but is not limited to, pornography, hate material, or other material that is harassing to others
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit, or offensive material, and
- Intentional or negligent distribution of computer viruses

### **Cooperative Use**

Computing resource users can facilitate computing at the College in many ways. Collegiality demands the practice of cooperative computing, and requires

- Regular deletion of unneeded files from one's accounts on shared computing resources
- Refraining from overuse of connect time, information storage space, printing facilities, processing capacity, or network services
- Refraining from use of sounds and visuals which might be disruptive or offensive to others
- Refraining from use of any computing resource in an irresponsible manner
- Refraining from unauthorized use of departmental or individual computing resources

Computer use has become an integral part of many College activities. While much computing occurs on individual computing resources, most information and communication systems reside on central computers and use networks. Distributed resources, such as computer clusters, provide additional computing tools. Procedures for gaining access to and

making optimal use of these resources (including the steps to be taken in lodging complaints) are available to users in the Computing Center.

### **Responsibilities of Users**

The user is responsible for correct and sufficient use of the tools available for maintaining the security of information stored on each computer system. The following precautions are strongly recommended:

- Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others.
- The user should assign an obscure account password and change it frequently.
- The user should understand the level of protection each computer system automatically applies to files and supplement it, if necessary, for sensitive or confidential information.
- The computer user should be aware of computer viruses and other destructive computer programs, and take steps to avoid being a victim or unwitting distributor of these processes.
- Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user.
- The computer user should consider whether information distributed using College resources should be protected from unauthorized use by the use of copyright notices or by the restriction of distribution of certain materials to King's College users.

### **Security**

- King's College will assume that users are aware that electronic files are not necessarily secure.
- Users of electronic mail systems should be aware that electronic mail in its present form is generally not secured and is extremely vulnerable to unauthorized access and modification. The Computing Center will make available to interested persons information concerning reasonable methods for attempting to protect information on central computing resources from loss, tampering, unauthorized search, or other access. Levels of obtainable security will vary depending upon the system involved. Information on procedures appropriate to each resource will be available in the Computing Center.

### **Privacy and Confidentiality**

- King's College reserves the right to inspect and examine any King's College owned or operated communications system, computing resource, or the files or information contained therein for College-related reasons.
- When sources outside the College request an inspection and/or examination of any King's College owned or operated communications system, computing resource, or the files or information contained therein, the College will treat information as confidential unless any one or more of the following conditions exist:
  - When approved by the appropriate College official
  - When authorized by the owner(s) of the information
  - When required by federal, state, or local law
  - When required by a valid subpoena or court order

Note: When notice is required by law, court order, or subpoena, computer users will receive prior notice of such disclosures unless prohibited in the order (viewing information in the course of normal system maintenance does not constitute disclosure).

### **External Networks**

Members of the College community who use College leased or owned networks or facilities shall adhere to this policy and all policies and procedures established by the service provider; facilities, or computers they use (policies and procedures can usually be obtained from the service provider of the network in question). Whether or not an external policy exists, the King's College Responsible Use of Information Technologies Policy shall remain in effect and shall be adhered to by members of the College community at all times.

### **Sanctions**

Violations of this policy shall subject users to the regular disciplinary process and procedures of the College for faculty, administrators, and staff, and may result in loss of their computing privileges. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, or federal authorities.

### **Disclaimer**

As part of the services available through the King's College campus network, the College provides access to a large number of conferences, lists, bulletin boards, and Internet information sources. These materials are not affiliated with,

endorsed by, edited by, or reviewed by King's College, and the College takes no responsibility for the truth or accuracy of the content found within these information sources. Moreover, some of these sources may contain material that is offensive or objectionable to some users.

## **COMPUTER RESOURCE POLICY**

The use of the Internet connection and network resources is a privilege afforded to King's students. It is not a right. King's College is committed to providing a stable computing environment for its students, faculty, and staff. In the unlikely event of an actual loss or corruption of data stored on a College system, the College and associated employees cannot be held financially responsible.

King's College makes network disk space available to all students as a courtesy to make their information and files available in any campus lab or classroom machines. Although we make every effort to secure and backup this information, King's College does not assume any responsibility or liability for any lost or damaged files, or any academic ramifications because of information lost or damaged on their network. To avoid any potential problems, King's College strongly recommends all students keep their own up-to-date backup copies of all information stored on the network servers.

The primary purpose of King's computer resources is to enhance and support the educational mission of the College. These resources include various microcomputers, workstations, and mini computers along with local area networks and connections to other computer networks via the College's ISP and the Internet. All students, faculty, and staff are responsible for using King's computing and networked resources in an effective, ethical, and lawful manner.

The intent of this statement is to give an overview of acceptable and unacceptable uses of computing and networked resources without exhaustively enumerating all such uses and misuses.

Acceptable uses include:

- Use consistent with the mission of King's College
- Use for purposes of, or in support of, education and research
- Use related to administrative and other support activities considered consistent with the mission of King's College
- Use consistent with the acceptable usage policies of the College's ISP

Unacceptable uses include:

- Use of computers or networks that violates federal, state, or local laws or statutes
- Providing, assisting in, or gaining unauthorized access to King's computer resources
- Use of King's computers or networks for unauthorized or inappropriate access to systems, software, or data at other sites
- Activities that interfere with the ability of others to use King's computing resources or other network connected services effectively
- Activities that result in the loss of another person's work or unauthorized access to another person's work
- Distribution of obscene, abusive, or threatening messages via electronic mail or other means
- Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion on the network
- Use of King's computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the College
- Uses inconsistent with the acceptable usage policies of the College's ISP
- Viewing or accessing material using College equipment in any location or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms) that is offensive is not permitted; offensive material includes, but is not limited to, pornography, hate material, and other material that is harassing to others
- The known or unknown generation of unacceptable levels of network traffic associated with: excessive gaming, virus infections, SPAM, or spyware

Individuals are responsible for any actions that take place from their accounts. Violations of these policies may result in disciplinary action by the College including, but not limited to, permanent revocation of individuals' accounts or denial of Internet services. The College reserves the right to shut down or redirect an individual's network access without notice.

## **STUDENT ALL EMAIL POLICY**

The purpose of this policy is to limit the "student all" email account to general announcements to the students and to exclude personal announcements by individuals.

King's allows use of the student all email accounts for:

- I. Announcements by King's College administrative offices, academic departments, faculty, and staff regarding activities

- and programming related to the College or non-profit community partners
- 2. Announcements by registered student organizations of meetings, programs, and activities
- 3. Fundraising announcements by recognized student groups or departments
- 4. The conveyance of news to the campus community, with prior approval by an administrative office
- 5. The dissemination of information regarding Campus Safety and Security, or other emergencies effecting the College community
- 6. Approved announcements made a reasonable number of times; i.e., repetitive announcements (several in a day) are not permitted
- 7. Announcements of College political clubs or organizations for individual candidates, issues, or parties for their activities
- 8. Surveys for student research, provided they meet the policy set by the Academic Affairs Office.

King's prohibits the use of the student all email accounts for:

- 1. Individual announcements selling, renting, or leasing any service or product
- 2. Soliciting information from students via the email system
- 3. Selling or promoting any product or service including, but not limited to, the rent or sale of property, apartments or homes; and the selling of cars, textbooks, or other personal belongings
- 4. Advertising of alcohol, tobacco, or related items or events
- 5. Any email deemed racist, sexist, in poor taste, or otherwise offensive
- 6. Political announcements that are adversarial, or that attack an opposing candidate or issue
- 7. Messages that are inconsistent with the College's antidiscrimination statement or College mission

Messages will be reviewed by a College staff member and, if approved, forwarded to "student all". Messages will be reviewed during College business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. There will be a delay between the times of submission and posting on "student all".

Student groups and departments are required to develop their own email listings for announcements to specific organizations or groups of people, and to avoid using student all for announcements to limited groups of people on campus.

### **Student and Employee Posting of Items for Sale or Lease**

"Student all" or employee list will not be used for the sale of items by individuals or for-profit companies.

# **STUDENT RIGHTS, STUDENT CODE OF CONDUCT AND COLLEGE POLICIES**

*“Knowledge itself does not bring about positive values, but positive values do influence knowledge and put it to a good use.” Christian Education - Moreau 1856*

# **STUDENT RIGHTS, STUDENT CODE OF CONDUCT AND COLLEGE POLICIES**

Dean Robert B. McGonigle  
Associate Vice President for Student Affairs and  
Dean of Students  
Rev. John J. Lane, C.S.C., House  
Telephone: (570) 208-5875, Fax (570) 208-6023  
Email: studentaffairs@kings.edu

The Associate Vice President for Student Affairs and Dean of Students coordinates the student judicial process. The Associate Vice President for Student Affairs and Dean of Students or designee assists complainants and students accused of violating College regulations, and advise them of their rights in the College judicial system. The Associate Vice President coordinates the Student Conduct Panel that serves as a peer review process for students accused of violating College regulations.

## **STUDENT BILL OF RIGHTS AND RESPONSIBILITIES**

### **Preamble**

The Congregation of Holy Cross established King's College in the Catholic tradition in order to provide a liberal arts education that would best prepare men and women to live and work in the modern world. The College aims to achieve this goal through refinement of students' intellectual, moral, and social values by

- Transmitting knowledge
- Encouraging freedom in the pursuit of truth
- Spiritually orienting students to the things of God
- Developing awareness in its students of the human person, thereby providing an opportunity for them to be emancipated from the limitations of bias, prejudice, and ignorance.

As members of the educational community, students are encouraged to develop the capacity for critical thinking and judgment, and to engage in a sustained and independent search for the truth. The freedom to learn depends, in part, upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. All members of the educational community have a shared responsibility to secure and respect conditions conducive to the freedom to learn.

The Student Bill of Rights and Responsibilities serves to delineate the essential rights and, therefore, the essential responsibilities of students as members of the educational community.

### **I. Freedom of Access to Higher Education**

1. Within the limits of its facilities, King's College shall be open to all students who qualify according to the admission standards. In addition, any student may apply for financial grants and academic scholarships in accordance with procedures set down by government guidelines and College policies.
2. Students accepting admission are obliged to fulfill the academic and administrative requirements of the College.

### **II. In the Classroom**

1. At the beginning of the semester, students receive a course syllabus for each class that includes criteria for evaluation of performance and the policy for attendance. All course assignments such as term papers, research projects, and field studies must be included on the course syllabus.
2. Students shall have the opportunity to secure a review of their grades. After receiving the official grade report, students who wish a review should consult the faculty member first. Students may seek further consult at the Office of the Vice President for Academic Affairs. Take necessary action within the semester following the issuing of grades.
3. Students shall have the right to examine all corrected tests, papers, work assignments, and final examinations. For this reason, instructors are to return all test papers and work assignments. In order that students may review final examinations, professors will retain the finals until the end of the following semester.
4. Students shall have the opportunity to secure a review of a refusal to grant a degree and/or a refusal to transfer credit. Make any desired appeals through the Office of the Vice President for Academic Affairs.
5. Faculty should respect the rights of students with regard to views, beliefs, and political affiliations expressed by students in the classroom.
6. In the spirit of academic freedom, students may pursue private research. As an individual or in collaboration with associations, they may study, exchange findings and recommendations, and publish material properly identified as to authorship.

### **III. Governance**

1. King's makes every effort to represent appropriate student interests in committees of the Faculty Council.
2. Students enjoy some formal degree of participation on both the departmental level and the College-wide level in decisions concerning the modification and evaluation of curricular-related matters.
3. Students will have the opportunity to take part in the interviewing procedures prior to the hiring of faculty members and student affairs administrators, as well as in their evaluation.

### **IV. Student Records**

1. Refer to policy statement regarding the FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (Public Law 93.380), found in the Student Handbook and College Catalogue.

### **V. Student Affairs**

1. Full-time students enrolled at King's College have the right to membership in student organizations provided they meet both the requirements stated in the organization's constitution, and the participation policy of the College.
2. Students may form and register organizations on campus according to guidelines set forth by the Student Government, the Director of Campus Activities, or the Associate Vice President and Executive Director of Intercollegiate Athletics and Recreation.
  - (a) Included in these guidelines shall be a statement of purpose, criteria for membership, and rules of procedure.
  - (b) Students must register organizations on an annual basis each spring semester with the Director of Campus Activities. Submit a list of officers, a preferred advisor, a current statement of purpose, and a list of membership.
3. Student organizations receiving College funds from the Student Government shall be accountable for said funds to the Treasurer of Student Government through the Board of Representatives of the Student Government. Organizations not under Student Government, but receiving funds from the Office of Student Affairs, shall be accountable to the Associate Vice President for Student Affairs and Dean of Students.
4. Student organizations may post or distribute public notices concerning their organization by using the designated bulletin areas. The timely removal of such notices is the responsibility of the posting organization. Additionally, club information may be distributed via the College Post Office. Compliance with procedures established for this school service is required.

### **VI. Freedom of Inquiry and Expression**

1. Student organizations are free to examine and discuss all questions of interest to them. Consistent with the mission of the College, they are free to support causes by orderly means that do not disrupt the regular and essential operations of the College nor the surrounding community.
2. Student organizations shall have the use of campus facilities subject to the regulations pertaining to the scheduling of meetings. Use of facilities is limited to the purpose for which it was reserved.
3. Student organizations may invite speakers of their choice to discuss topics of interest to them. Student organizations are expected to exercise discretion in order to safeguard the College and its members from unjust criticism that would be harmful to the College.
  - (a) When the public is invited to attend student-sponsored lectures or activities, the speakers will be selected in consultation with the organization's advisor and the Director of Campus Activities.
  - (b) The individual, group, or organization requesting facilities must inform the Director of Campus Activities of the general purpose of any meeting open to persons other than members.

### **VII. Student Publications and Communications Media**

1. Student publications and student radio are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion, and of intellectual exploration on the campus. The College radio station is subject to governmental regulations pertaining to broadcasting activities.
2. Student publications are vehicles for free inquiry and free expression in an educational community. As such, the College must provide sufficient editorial freedom for these publications to maintain integrity of purpose.
3. The editorial freedom of student editors and managers entails corollary responsibilities governed by the canons of conscientious journalism. These include, but are not limited to, the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and techniques of harassment and innuendo. Journalists are accountable for accuracy of content and for fulfilling designated responsibilities, such as meeting all publication deadlines and honoring contractual agreements with publishers, printers, and the College.
4. Institutional authorities have a responsibility to provide written clarification of the roles of student publications and the College radio station, including the standards used in their evaluation, and the limitations on external control of their operation. Advisors will guide and assist editors and managers in their respective organizations by

being accessible for advisement, particularly in sensitive matters.

5. As safeguards for the editorial freedom of the student communication activities, the following provisions are necessary:
  - (a) The students involved in communication media shall be free of censorship and advance approval of copy. Editors and managers shall be free to develop their own editorial policies and news coverage.
  - (b) Editors and managers of student communication media are protected from arbitrary suspension and removal because of student, faculty, or public disapproval of editorial content.
  - (c) Only for proper and stated causes shall editors and managers be subject to removal.
  - (d) All student publications financed by the College shall explicitly state on the editorial page that opinions therein expressed are not necessarily those of the College or student body.

### **VIII. Off-Campus Freedom of Speech**

1. College students are both citizens and members of the educational community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the educational community, they are subject to the obligations that accrue to them by virtue of this membership.
2. Activities of students may result in violation of the law. In such cases, institutional officials shall be prepared to apprise students that they could seek sources of legal counsel.
3. Students who violate the law may incur penalties prescribed by civil authorities and the College.
4. It is the obligation of King's administrators to suspend or dismiss from College any student charged with or found guilty of a felony.

### **IX. Disciplinary Standards and Procedures**

1. The enhancement of responsible behavior is the desired outcome of the entire educational process, especially through instruction, mentoring, counseling, and admonition. This Student Conduct Code was developed and published by King's College to comply with its responsibility to set standards for student behavior in many areas of College life.
2. Students shall have the opportunity to participate in the formulation of disciplinary regulations through representatives designated by the Student Government.
3. Students shall have available to them information about the College regulations and disciplinary policies. Changes in the policy are published through ordinary means.
4. In disciplinary cases, procedural fairness requires that the student
  - (a) Be informed of alleged violations at least three days prior to the hearing
  - (b) Be given a hearing with an Administrative Hearing Officer or Student Judicial Board in compliance with the College judicial procedures
  - (c) Have an opportunity to present evidence on their behalf, and
  - (d) Have the right to appeal.
5. The College will not be arbitrary in deciding disciplinary actions. College authorities will not use harassment, intimidation, and/or threat on educational evaluation when seeking information about student conduct.
6. Under ordinary circumstances, a student's status and their right to be present on campus and attending classes should not be affected while disciplinary action is pending. King's reserves the right to issue an interim suspension prior to the hearing process if a student's presence on campus poses a danger to themselves, others, or College community or property or charged with or found guilty of a felony. It is the student's responsibility to notify the College of any arrest or conviction for a felony, this includes offenses that take place prior to matriculation or prior to graduation.

### **X. Residence Life/Student Housing**

1. The College views the residence experience as beneficial to human development. Therefore, it is a valuable part of the College program for those students who qualify to reside on campus.
2. The College and students shall assume proper legal responsibility when dealing with housing and student leasing.
3. The residence hall contract and apartment lease will clearly state the responsibilities that the student and the College have within the housing agreements.
4. Students have an opportunity to offer recommendations about terms of the residence hall contract or apartment leases; these suggestions may be incorporated in future contracts.

### **XI. Administrative Communication**

1. Decisions made by any committee forming administrative policies and decisions relating to students shall be made public, and whenever possible, include reasons for the policy.
2. Students may appear before College committees that formulate policy. Such requests shall be made in accordance

with the procedures of each committee and initiated by writing to the chairperson of the particular committee, indicating the matter one wishes to present, and requesting that it be put on the committee's agenda.

3. Students are free to meet with members of the administration, subject to the normal procedures of setting up appointments.
4. King's informs students, upon request, of the reasons for changes in College fees including, but not limited to, lab, orientation, graduation, health, tuition, room, board, and other related fees.
5. King's also informs students via Student Government of the disposition of the Student fees.

Revisions to 1973 approved document, accepted 1988.

## **THE COLLEGE STUDENT CONDUCT SYSTEM**

King's College, a Catholic College sponsored by the Congregation of Holy Cross, provides students with a liberal arts education that will allow them to further the development of their minds and hearts. The College aims to achieve this goal of enriching students' intellectual, moral and spiritual lives by promoting the following core values:

- Spirituality: Inspiring students to adopt behaviors that follow in the footsteps of Christ
- Respect: King's College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors
- Integrity: Expecting students to accept a high level of responsibility and honesty to self, others and the community
- Scholarship: King's College students exhibit high-minded decision making skills that are reflective of their desire to grow in knowledge

Students are encouraged to develop the capacity for critical thinking and good judgment, and to engage in a sustained and independent search for truth. All members of the King's College community have a shared responsibility to create and respect conditions conducive to the development of the whole person.

The Student Bill of Rights and Responsibilities serves to delineate the essential values and expectations of students as members of the educational community.

### **A. Authority**

The Associate Vice President for Student Affairs and Dean of Students is the Chief Student Conduct Officer for the College. Administrative hearing officers are the Associate Vice President for Student Affairs and Dean of Students, Associate Dean of Students for Residence Life and other staff, as assigned. As the Chief Student Conduct Officer, the Associate Vice President for Student Affairs and Dean of Students is responsible for interpretation of the Student Conduct Process and the Student Code of Conduct, excluding the Academic Integrity Policy.

The College retains the right and ability to adjust any conduct process described herein as it deems appropriate and necessary, in its discretion, given the facts and circumstances.

### **B. Jurisdiction**

As a student of King's College, you are a member of several communities. Among them are the City of Wilkes-Barre, Township of Wilkes-Barre, Luzerne County, Commonwealth of Pennsylvania, the United States of America, and the College. Because of your membership, you are subject to the conduct codes of each of these communities.

The Student Conduct system will have jurisdiction over incidents that take place on campus, and at events sponsored by the College or student organizations registered by the Office of Campus Activities and/or the Student Government Association. The College reserves the right to discipline students for behavior that takes place off campus. Any complaint made to the College administration concerning inappropriate student behavior off campus, especially involving damage to property, violence, disruption to neighbors and/or alcohol abuse, is subject to disciplinary action by the College. The Associate Vice President for Student Affairs and Dean of Students decides whether or not to conduct hearings for off-campus incidents. Cases involving Sexual Misconduct, including sexual assault and sexual harassment, are subject to the Sexual Misconduct (Title IX) policy. Cases involving alleged violation of the Academic Integrity Policy are heard through the Academic Integrity Procedures as determined by the Office of Academic Affairs.

### **C. Terms**

**Accused Student:** a student who is alleged to have violated the Student Code of Conduct or other College policy.

**Administrative Hearing:** a hearing conducted by a single administrator where the Accused Student, Complainant or others with information may be present, through which the Accused Student is determined to be responsible or not responsible.

**Administrative Hearing Officer:** a staff member designated to coordinate the disciplinary process and may determine if a student has violated the Student Code of Conduct.

**Advisor:** an employee or student at the College who provides support and/or advice to the Accused Student or Complainant in a hearing. The Advisor may not actively participate in the hearing process. The Advisor may not be an attorney except in certain circumstances as defined in the procedures.

**Appeal:** a written request by a student found responsible of the Student Code of Conduct for the review of the finding of responsible or sanction by a designated administrator.

**Associate Vice President for Student Affairs and Dean of Students:** the administrator who oversees and coordinates the Student Conduct Process. Serves as the chief student conduct officer, an Administrative Hearing Officer and appeal officer. Reference to the Associate Vice President in this document refers to the Associate Vice President for Student Affairs and Dean of Students.

**Attorney:** a person who earned a law degree or is a member of the bar in any state or commonwealth.

**Campus:** the geographic property of King's College including properties owned, leased, or rented by the College. The campus includes property in the City of Wilkes-Barre and Township of Wilkes-Barre.

**Chief Student Conduct Officer:** the administrator, the Associate Vice President for Student Affairs and Dean of Students, who is responsible for overseeing the operation of the Student Conduct Process.

**College:** King's College, a legal entity recognized by the Commonwealth of Pennsylvania.

**College Student Conduct Panel:** The panel including students, faculty and staff who hear cases of alleged student violations of the Student Code of Conduct that takes place on campus.

**Community Service:** a sanction of work completed on campus or in the local community at a nonprofit agency approved by the Administrative Hearing Officer.

**Complainant:** the person or entity who files a report alleging a violation of the Student Code of Conduct. This person may be an employee, student of the College or a person outside of the College community.

**Employee:** any person who is recognized by the Human Resources Department as an employee- faculty, staff, student aide, resident assistant, resident counselor, coach.

**Faculty:** an employee hired by the College to conduct classroom or teaching activities on a full or part time basis or otherwise designated by the College.

**FERPA:** Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, which requires educational institutions to establish and follow policies governing student records.

**Guest:** a person who is not an employee or student at the College.

**Hearing:** a meeting at which the Complainant and Accused Student are requested to attend, along with other persons with related information, conducted by an Administrative Hearing Officer or College Student Conduct Panel to determine if the Accused Student is either responsible or not responsible of violations of the Student Code of Conduct.

**Informal Administrative Disposition:** a decision making process through which the student is determined to be responsible or not responsible by an administrative hearing officer through an investigation process but without a hearing.

**Policy:** a document that establishes procedures or requirements for behavior.

**Preponderance of Evidence:** the level of information for a student to be found responsible. It is defined as the offense more likely than not occurred.

**Prior Record:** documentation that a student has violated the Student Code of Conduct, which is part of the student's record in the Student Affairs Office. Incidents where the student has been found not responsible are not part of the prior record but may be contained in the student record.

Responsible or Not Responsible: the student is determined to be responsible or not responsible for violation of the Student Code of Conduct or College policies based on the preponderance of the information available.

Restitution: payment for damage or loss of property or for expenses another person or the College suffered due to prohibited behavior. Restitution must be paid; community service may not be substituted.

Sanction: a requirement a student must abide by or complete when found responsible of the Student Code of Conduct.

Sexual Misconduct: harassment or sexual behavior against another person. Please see the Sexual Misconduct Policy for definitions and procedures.

Staff: Individuals, who develop, maintain, implement, and oversee various programs, functions, and activities of the College.

Student: an individual who is matriculated for undergraduate or graduate courses on a full or part time basis, persons in non-degree or certificate programs at the College or is registered for class for the current or future semesters, inclusive of times during college breaks, vacation periods, athletic pre-camp, new student orientation, and senior/graduation week.

Student Organization: a student group recognized by the Office of Campus Activities, Student Government Association, a College department, or intercollegiate athletic team.

Student Record: official record of the student held in several offices of the College including, but not limited to, Student Affairs, Residence Life, Registrar, Career Planning, Student Health Center, Counseling Center and other offices.

Title IX: federal law which protects discrimination based on gender.

Vice President for Student Affairs: oversees the Division of Student Affairs including the Student Conduct Process; serves as an appeal officer. Reference to the Vice President in this document refers to the Vice President for Student Affairs.

Witness: a person who has information concerning an alleged violation of the Student Code of Conduct.

#### **D. Rights of the Accused Student**

The Accused Student has the right to:

1. Be informed of the specific alleged violations of the Student Conduct Code
2. Be informed of the identity of the Complainant
3. Have a hearing as determined by the majority of the accused in a case.
4. Be notified, in writing, at least three days prior to the hearing, of the alleged violations and the date, time, and place of the hearing
5. Select an advisor; providing the advisor is (a) a regular member of the faculty, staff, or student body of the College, and (b) not an attorney, except in special circumstances (see section N.I)
6. An appeal. The Accused Student forfeits their right to appeal if they fail to meet with the Administrative Hearing Officer, or fail to attend a hearing.

#### **E. Initiation of Complaint**

Any member of the College community (e.g., student, staff, faculty, employee, or member of the public) may initiate a complaint by contacting the appropriate Student Affairs staff member or Campus Safety and Security staff.

The College Student Conduct Process addresses cases of alleged violation of the Student Code of Conduct that have taken place within the later of twelve months of the alleged offense or within twelve months from the time the Complainant or victim learns the identity of the accused.

#### **F. Preliminary Investigation**

The Administrative Hearing Officer will conduct a preliminary investigation. The preliminary investigation will consist of reviewing the complaint, gathering additional information, and may include interviewing witnesses.

#### **G. Notification of Accused**

The Administrative Hearing Officer will notify the Accused Student of the alleged violations and refer the student to the Student Handbook for information concerning the discipline process. The student is allotted at least three days to schedule an appointment with the Administrative Hearing Officer. If a student fails to contact the Administrative Hearing Officer

within the deadline identified in the notification letter or email and schedule an appointment, a decision will be issued in the student's absence and the student will forfeit their right of appeal. Notification letters will be sent to the student's College mailbox and/or College email account for full-time students. Notification letters for part-time students, or for full time students when the College is not in session, will be sent to the student's home address on their College record and/or College email account. It is the student's responsibility to promptly notify the College of any change of address.

#### **H. Meeting with the Administrative Hearing Officer**

1. The Administrative Hearing Officer will discuss the alleged violation of the Student Conduct Code with the Accused Student. The Administrative Hearing Officer will inform the student of their rights for disciplinary proceedings and provide the Accused Student with the Student Rights Form to be completed and returned to the Administrative Hearing Officer. The Administrative Hearing Officer may dismiss the complaint due to lack of evidence after discussing the alleged violation with the Accused Student.
2. The accused student at their request will receive from the Administrative Hearing Officer:
  - (a) A copy of the written referral or complaint to read
  - (b) A statement of rights of the Accused Student for the Student Conduct Process
3. If the Administrative Hearing Officer does not dismiss the complaint, the student may
  - (a) Request an administrative hearing of the case (see section I)
  - (b) Request a College Student Conduct Panel disposition of the case (See section J)
  - (c) Accept the decision of the Administrative Hearing Officer based on the preliminary investigation
  - (d) Not specify the type or disposition (Informal Administrative Decision, Administrative Hearing or College Student Conduct Panel), accept the decision of the Administrative Hearing Officer, or respond to the alleged violation(s). In this situation, the Administrative Hearing Officer will conduct an informal administrative disposition of the case. Alleged violations that take place off campus will be heard through the Informal Administrative Disposition process or Administrative Hearing.
4. Minor offenses, as identified in Regulation X of the Student Code of Conduct, will be heard in conformity with the informal hearing process. Some examples of minor offenses or violations of the Student Conduct Code are those pertaining to quiet hours, visitation, escort, and unintentional fire alarms.
5. In some instances, a student chooses a College Student Conduct Panel disposition for their case during times when a College Student Conduct Panel is not available, or may not be able to deliberate quickly enough. This may happen during break periods, final examinations or during the summer sessions. In this event, the Associate Vice President for Student Affairs and Dean of Students, or designee, may decide that the student must wait until the following full semester to have their case heard by the College Student Conduct Panel, and the student must accept any consequences of the delayed ruling. The Associate Vice President for Student Affairs and Dean of Students may determine that the case will be heard by Informal Administrative Disposition or Administrative Hearing.
6. If the student does not return the Student Rights Form to the Administrative Hearing Officer within one business day of the meeting or does not meet with the Hearing Officer, the case will be determined through the Informal Administrative Disposition process.
7. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student request an individual hearing when there is more than one accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed, in the case of a tie the Informal Administrative Disposition will be conducted.
8. The accused student may obtain a copy of the security or narrative report once the disposition or hearing process is concluded. Names of students or others will be removed. Witness statements are not included in the distribution of the report or narrative.

#### **I. Informal Administrative Disposition**

The purpose of the Informal Administrative Disposition process is to provide a non-adversarial atmosphere for adjudicating alleged violations of the Student Conduct Code. When a student meets with the Administrative Hearing Officer for an informal administrative disposition, the following actions shall take place.

1. A description of the alleged incident and alleged violations of the Student Conduct Code will be provided by the Administrative Hearing Officer.
2. The Accused Student shall be permitted to provide information including their own testimony and the testimony of witnesses. Witnesses may be heard individually, or in groups, as determined by the Administrative Hearing Officer.
3. The Administrative Hearing Officer will determine if the Accused Student is found responsible or not responsible. If the determination is that the Accused Student is responsible, the Administrative Hearing Officer will issue a sanction.
4. The determination of responsibility must be based on a preponderance of evidence defined as more likely than not to have occurred.
5. The Accused Student may accept or reject the finding of the Administrative Hearing Officer. This decision must be

made within three administrative working days of the decision being issued.

(a) If the Accused Student does not specify their acceptance/rejection, the decision will be imposed as issued.

(b) If the student rejects the decision, they may appeal the decision to the Vice President or designee for appeal.

6. The following procedural guidelines will be used in informal administrative disposition:

(a) If the Accused Student fails to respond to the notification from the Administrative Hearing Officer, the case will be reviewed and a decision will be issued without the Accused Student present. The Accused Student forfeits their right to appeal if they fail to meet with the Administrative Hearing Officer, or College Student Conduct Panel.

(b) The Administrative Hearing Officer will use the student's prior record in determining the student's sanction, if any, but not in determining whether or not the Accused Student is responsible.

## **J. The College Student Conduct Panel**

The College Student Conduct Panel (CSCP) provides an objective and unbiased means of ensuring that the rights of the individual and community are protected. The College Student Conduct Panel is to dispose of disciplinary cases, and to make recommendations as to whether a violation of the Student Code of Conduct has occurred, as well as recommendation of sanctions. The membership pool of the College Student Conduct Panel will consist of six students, four full time faculty and four full time non faculty employees (staff). College Student Conduct Panel members are appointed for a two year period.

1. Selection of Student Panel Members: The student panel members are chosen through an application and interview process conducted by a selection committee consisting of the Associate Vice President for Student Affairs and Dean of Students or designee, the Associate Dean of Students for Residence Life, the President of Student Government or designee, and a Resident Assistant. The Associate Vice President for Student Affairs and Dean of Students will coordinate the application process, interviews, and College Student Conduct Process hearing process. The student members: (1) must have a minimum grade point average of 2.50, and (2) may not be a member of the Residence Life Staff.

The selection committee may appoint up to two alternates for the College Student Conduct Panel. The Associate Vice President for Student Affairs and Dean of Students will appoint student alternates to the College Student Conduct Panel if vacancies occur on the Panel.

2. Selection of the Faculty and Staff Panel Members: All fulltime faculty and staff (non-faculty employees) are eligible to be appointed to the College Student Conduct Panel. The Associate Vice President for Student Affairs and Dean of Students will oversee the selection and appointment of four faculty members to be part of the College Student Conduct Panel. Staff Council will appoint four staff members to serve on the College Student Conduct Panel. Members will be appointed to the College Student Conduct Panel for a period of two years. Faculty Council and Staff Council will make their appointments by September 15 of each academic year.

3. Appointment of College Student Conduct Panel Chairpersons: The Associate Vice President for Student Affairs and Dean of Students will appoint at least three members of the College administration who are fulltime employees to serve as the hearing chairpersons. Each chairperson will be trained in facilitating the hearing process but will not vote on the determination responsibility or sanction. The chairperson will be appointed by September 15 of each academic year.

4. Training: All members of the College Student Conduct Panel must complete a training session of no less than two hours that is conducted between September 16 and October 1 of each academic year. The training will include hearing procedures, decision making and deliberations, the Student Code of Conduct and other topics related to the hearing process.

5. Hearings will be conducted by the College Student Conduct Panel: In cases of alleged violation of the Student Conduct Code, the College Student Conduct Panel will consist of two students, and three faculty or staff members. Each hearing must include at least one faculty and one staff member serving on the panel along with an administrator chairperson. The chairperson will facilitate the hearing and participate in discussion but will not vote on determination of responsibility or sanction. Members of the panel will be appointed on a rotating basis, as long as no conflict of interest exists. Each panel member will have one vote in deciding the case.

6. The Complainant and Accused Student in cases heard by the College Student Conduct Panel may challenge the composition of the panel for cause. Cause must include specific reasons why a member hearing the case may be biased. Challenges for cause must be made to the Associate Vice President for Student Affairs and Dean of Students or hearing chairperson to the panel prior to the beginning of the hearing.

7. The Accused Student and Complainant must be notified of the time and place of the hearing and of alleged violations no less than three administrative work days prior to the hearing. The names of the members composing the College Student Conduct Panel will be provided as part of the notice.

8. The hearing will be conducted in the order and process designated below.

(a) The Complainant will present the alleged violations to the panel. An advisor from the King's College community may assist the Complainant. They may call witnesses to substantiate allegations.

(b) The Accused Student may then present information. They may be assisted by an advisor from the King's College community. The accused may call witnesses on their behalf to testify.

(c) Witnesses will be present only for their own testimony.

- (d) Summaries of the testimony can be presented by both sides.
  - (e) Hearing Panel members may question all participants in the hearing.
  - (f) The panel will determine if the Accused Student is responsible and recommend appropriate sanctions. A majority of the panel is required for a student to be found responsible, and for sanctions to be issued. This determination will be a recommendation to the Associate Vice President.
  - (g) The Associate Vice President will affirm, reverse, or modify the decision of the panel.
  - (h) The Hearing Chairperson will write the panel's opinion of the case. The opinion will include:
    - 1. Alleged violation(s) of the Student Conduct Code
    - 2. Summary of evidence
    - 3. Determination of responsibility
    - 4. Recommendation of sanctions, if appropriate
9. Hearings will be closed to persons not directly presenting testimony. The Panel Chairperson may permit other College Student Conduct Panel members and Administrative Hearing Officers to be present for training
10. Students who provide false information may be charged with Contempt (Regulation XXII).
11. All hearings will be audio taped. The audiotape will be available only to the Associate Vice President for Student Affairs and Dean of Students and the Vice President for Student Affairs. The audiotape will be kept ten (10) days past the appeal date and then erased or destroyed.
12. Panel decisions and sanctions will be considered as recommendations to the Associate Vice President for Student Affairs and Dean of Students. Decisions will not be effective until approved by the Associate Vice President for Student Affairs and Dean of Students. Decisions issued after approval by the Associate Vice President for Student Affairs and Dean of Students may be appealed to the Vice President for Student Affairs or designee by the Accused Student (see section M).

## **K. Administrative Hearing**

The Accused Student may choose to have the case heard by an Administrative Hearing Process which follows the same procedures as a College Student Conduct Panel except the decision will be made by the Administrative Hearing Officer.

## **L. Residence Life Hearings and Appeals**

Violations of the Student Conduct Code that occur in a residence hall or a College-operated student apartment building may be heard by the Associate Dean of Students for Residence Life, Associate Director of Residence Life or Hall Director(s), who will be Administrative Hearing Officers. The Associate Dean of Students for Residence Life, Associate Director of Residence Life, and the Hall Director will follow the same procedures as outlined in the informal disposition process section. The Associate Dean of Students for Residence Life will hear appeals from the Associate Directors of Residence Life and Hall Director(s).

## **M. Appeals**

Regarding appeal deadlines, the student is required to file, within three business days, an appeal of the decision from the Administrative Hearing Officer or College Student Conduct Panel, as stated in the decision letter or notification. It is the student's obligation to obtain mail from their campus mailbox and read College email each day. Failure to retrieve mail from a campus mailbox or read College email will not be considered grounds for extending the appeal deadline or for filing a late appeal. If the letter is sent to the student's home address via return receipt, and the letter is not accepted or picked up from the post office and is returned to the College, the College will assume the student is avoiding notification of the decision and an extension will not be issued.

If a student fails to meet with the Administrative Hearing Officer within the deadline in the notification letter or email, a decision will be issued in the student's absence and the student will forfeit their right of appeal. Appeals will not be accepted if submitted after the deadline stated in the decision notice or letter.

Students must submit appeals in person, in a letter (email or voicemail will not be accepted) to the administrator identified in the decision letter or notification form during office during normal College business hours (Monday through Friday, 8:30 a.m. to noon, and 1:00 p.m. to 4:00 p.m.; offices are closed on weekends and College holidays). Appeal letters sent by mail must be sent Return Receipt Requested, and be postmarked prior to the deadline date stated in the decision letter.

## **Appeal Deadline Extensions**

Extensions for deadlines will only be considered in specific circumstances.

- 1. Conflict with academic requirements, preparing for a test, presentation, or similar assignment or event may extend an appeal deadline. The student must request the extension of the Associate Vice President for Student Affairs and Dean of Students during normal business hours prior to the deadline date. The extension will be for no more than three business days.
- 2. An appeal deadline may be extended when it conflicts with a College holiday or break when the appeal must be sent by mail. The student must request the extension prior to the original deadline. The extension will be for no more than three business days.

3. Other circumstances that arise may be cause for an extension only if requested prior to the original appeal deadline.

4. If an appeal is granted, the appeal letter must be submitted by the extended deadline date and time in the same manner as indicated above. Appeals will not be considered if the student fails to attend a meeting with the Administrative Hearing Officer or College Student Conduct Panel or fails to obtain mail from the student's campus mailbox, among other reasons.

### **Filing an Appeal**

Students must file appeals following the guidelines below:

1. The student must submit a typed letter to the designated appeal administrator at the time of submitting the appeal; the student will schedule an appointment with the designated appeal administrator or his or her designee. The designated appeal administrator is indicated in the decision letter or on the notice of administrative disposition form.

2. The letter must specify at least one of the four reasons for appealing stated below in the Circumstances and Process. A rationale for the appeal must be included with this letter.

3. The student must state the desired outcome they are seeking by filing an appeal.

4. The student must state contact information in their letter; specifically, telephone number and mailing address.

### **Circumstances and Process**

The basic premise of an appeal is to insure that the Accused Student rights to a fair and just outcome are reached. The appeal is not a rehearing of the original case. When processing appeals, the Appeal Officer (Vice President, Associate Vice President/Dean or designee) will review the written appeal material and meet with the appropriate parties as necessary to issue a decision.

1. In the opinion of the Appeal Officer, if the written appeal does not demonstrate significant cause for further consideration, the appeal will be rejected and the student will be notified in writing. The letter of appeal must be submitted identifying clearly the circumstance or reason for appeal, information and rationale for the reason for appeal and the desired outcome of the appeal.

2. The appeal must be based on at least one of the following circumstances:

a. Denied due process: The appeal is based on the student being denied due process.

b. Erroneously found responsible of a regulation: On occasion, a student may disagree that they were actually responsible of a regulation.

c. An overly harsh sanction: If the appeal is based on the student's belief they received an overly harsh sanction, the Vice President or designee may meet with the student and the Administrative Hearing Officer or Panel Chairperson. The Accused Student may appeal for an overly harsh sanction only if the sanction issued exceeds the minimum recommended sanctions as published in the Student Handbook.

d. New Information: New information is information that was not known at the time of the original hearing.

The following do not constitute new information:

1. A witness who was known to the student, but who did not testify at the hearing.

2. The student did not ask someone to testify.

3. The student did not disclose information at the hearing that was known at the time of the hearing.

A student may not appeal based on new information if they did not appear at the hearing or meeting with the Administrative Hearing Officer. If the Appeal Officer decides that the student indeed has new information, the student then goes on to choose an administrative hearing or informal administrative disposition for the case including the new evidence.

3. The Appeal Officer may meet with the Accused Student, the Complainants, Administrative Hearing Officer, Chairperson of the panel, or witnesses, either in person or by telephone.

4. The Appeal Officer may reverse, modify, or uphold the original decision issued by the Administrative Hearing Officer, or panel, except as noted above. The Appeal Officer will notify the appealing Student, Administrative Hearing Officer and complainant of the outcome of the appeal.

5. The decision of the Appeal Officer is final.

### **N. General Rules of Procedure**

1. Attorneys may serve as advisors in Student Conduct cases when (a) criminal court(s) have charged the student for the same incident the College Student Conduct System is hearing and/or (b) the College or Complainant has an attorney present at a hearing.

2. Advisors at hearings may only assist the Accused Student or Complainant in the hearing. The Advisor may not make any statements or presentations during a hearing or meeting with the Administrative Hearing Officer or designated appeal officer. The Complainant or the Accused Student who chooses to have an Advisor must notify the Associate Vice President for Student Affairs and Dean of Students at least two business days in advance of the hearing. The Advisor is to meet, in person or by telephone, with the Associate Vice President to review the hearing procedures and the role of the Advisor on the hearing and meetings.

3. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student request an individual hearing when there is more than one

accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President of Student Affairs and Dean of Students will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed, in the case of a tie the Informal Administrative Disposition will be conducted.

4. A preponderance of evidence is required to find a student responsible of the Student Code of Conduct. Preponderance is defined as the offense more likely than not occurred.

5. Complainant for a referral may be a student, staff, member of the public, or faculty member in the College. In some situations, it is necessary to protect the community, but the Complainant refuses to file a complaint. In such instances, the College will serve as the Complainant, and a staff member will represent the College.

6. Information presented in a Student Conduct proceeding may be physical evidence, oral testimony, or written testimony. Hearsay testimony is information presented of which the witness has no first-hand knowledge. Written statements presented at a hearing where the author of the statement is not present is hearsay information. Hearsay information may be used to support first-hand information, but shall not be used as the primary information in determining a violation.

7. Prior record: In cases involving alleged violations of the Student Conduct Code, the prior record will be a summary of the student's disciplinary record and will be prepared by the Associate Vice President for Student Affairs and Dean of Students. The prior record will be given to the panel if the student is found responsible of the Student Code of Conduct. The prior record can be used to determine the appropriate sanction for the student found responsible.

8. The results of all Student Conduct process cases are confidential and not to be released to any unauthorized persons. Student disciplinary records are governed by the College's Record Policy (FERPA). In all cases, authorized persons are required not to divulge the outcome of a case to any other person. Failure to adhere to this policy will result in discipline and/or employment action, and exclusion from receiving outcomes of disciplinary cases. In accordance with federal statute, all survivors of violent crimes and sexual assault, upon request to the Associate Vice President, may receive the outcome of their case. At the discretion of the Associate Vice President, the Complainant in the case and College officials with a need to know may be informed of the outcome of the case. With the permission of the student, disciplinary record information may be supplied to third parties for the purpose of reference or records checks. The College will provide disclosure of student conduct records after being served an order by a court.

9. If an Accused Student of an offense of the Student Code of Conduct withdraws from the College, or is suspended or dismissed from the College, the Student Conduct process for pending cases will proceed at the discretion of the Associate Vice President through the Informal Administrative Disposition process.

10. Directives may be issued by the Associate Vice President for Student Affairs and Dean of Students or designee. The Associate Vice President for Student Affairs and Dean of Students or designee may order a student not to have contact with another student or employee, on or off campus. This order may include directing the person not to enter or use specified College facilities, or campus properties leased or rented by the College. This directive may be for a specific period of time or indefinitely. The directive may be issued while a complaint is being investigated by the Associate Vice President's Office, or because of a decision issued through the Student Conduct process. In cases where a student is suspended or expelled from the College for disciplinary reasons, the student is prohibited from being on College property or attending any event sponsored by the College or its organizations on or off campus.

11. The Associate Vice President for Student Affairs and Dean of Students or designee may issue a letter of no trespass to any person whose presence on campus is deemed disruptive to the campus, or to individuals in the College community. Anyone violating the no trespass order will be referred to local authorities.

12. The College will conduct the Student Conduct process on campus and pursue the investigation independent of any criminal or civil actions arising out of the same incident. The decision of the College Conduct process is independent of any criminal court proceedings.

13. The College will suspend a student when there is a pending felony charge by the courts (local or federal authorities of our commonwealth or other states). King's College will not enroll students who are on probation (or other sentence) for a felony charge. Current students with a felony conviction will be suspended until completion of the probation, parole or other sentence. Students or accepted students are required to notify the Associate Vice President for Student Affairs and Dean of Students within two business days of an arrest or conviction for a felony offense regardless of jurisdiction.

14. When sufficient evidence exists that a student is a danger to the community prior to and/or during the hearing process, the College may issue an interim suspension if ordered by the Vice President for Student Affairs or Associate Vice President for Student Affairs and Dean of Students.

15. The Student Conduct Procedures will be reviewed no less than once every five years.

16. The Student Code of Conduct and the Student Conduct Procedures may be updated and altered as deemed appropriate by the College.

## **O. Sanctions for Violation of the Student Conduct Code**

The hearing officer will determine all sanctions considering the seriousness of offense, if multiple violations exist for the

same incident, prior record, impact on the victim and College, and the violator's understanding of the situation and honesty. Accused Students who do not meet with the Administrative Hearing Officer by the deadline issued to them will be found responsible and forfeit the right to appeal. When more than one regulation is violated, the Administrative Hearing Officer or College Student Conduct Panel will combine sanctions in a manner consistent with the seriousness of the offenses.

1. Censure is a written reprimand that can be used as a prior record if further violations occur.
2. Restitution involves compensation for damage or offense committed via payment of money.\* Restitution of the replacement cost is for damages or stolen items. Cleanup and repair is charged at the overtime rate for each employee.
3. Response fee: for incidents where staff members must respond due to the student's behavior, the student will be charged \$35.00 per hour, per employee responding, which includes responding on campus, off campus, at the hospital or other locations.
4. The Hearing Officer or panel determines monetary sanction amounts. Fines, if approved by the Hearing Officer, can be substituted with community service at an approved site at a rate of \$10.00 per hour.
5. Disciplinary probation with parental/guardian notification is for a specific period of time (not less than one semester, not more than two years) in which any further disciplinary violations may result in the student's suspension from College. Probation may include restrictions from student housing, participation in co-curricular activities including athletics, meeting with a member of the Student Affairs staff, etc. Students on disciplinary probation subject themselves to suspension from King's College when a second offense of the Student Code of Conduct or College policies occurs.
6. Supplementary sanctions include community service, work discipline, temporary or permanent confiscation of property, restriction from involvement in student activities (including clubs, organizations, or intercollegiate sports), drug/alcohol testing conducted at off campus service providers at the student's expense, alcohol education programs or treatment at the student's expense or other restrictions. When contraband items are seized by the staff (for example, paraphernalia, scales, rolling papers, knives, weapons, etc.) they may be destroyed and not returned to the student. Drugs or illegal items will be turned over to the police.
7. Educational sanctions include counseling on or off campus, participation in treatment program(s), developmental experiences, and assessments for emotional or alcohol/drug abuse, papers, bulletin boards, or other activities ordered by the Administrative Hearing Officer, or College Student Conduct Panel.
8. Withdrawal of financial aid. The College may withdraw institutional financial aid for a specific amount of time. Students receiving financial aid through government agency or programs can lose funding for violations of laws related to drugs.
9. Residence hall suspension. The student may be denied College-owned housing for a specific period.
10. Required Counseling: Students may be required to attend counseling on or off campus if found responsible of a regulation. Counseling will be required when determined by the Administrative Hearing Officer, or College Student Conduct Panel. The student is responsible for payment for counseling fees and assessment.
11. Suspension separates the student from the College for a period no less than one full semester. Suspensions include a notice of no trespass; conditions may be required for readmission and conditions may apply if readmitted.
12. Dismissal is the permanent separation of the student from the College. Dismissal includes a notice of no trespass.
13. Any violation of the Student Code of Conduct motivated by the Victim's or Complainant's racial identity, national origin, ethnicity, gender, gender identity, religion, disability, or sexual orientation shall subject a student to a more severe sanction than would ordinarily accompany that violation.
14. When there is more than one accused Student in an incident, each student will submit individually their request for one of the hearing or informal disposition options. If a student request an individual hearing when there is more than one accused in a case, the student must specify their reason for requesting an individual hearing. The Associate Vice President will decide this request for a separate hearing is granted. If the Accused Students responding choose different hearing processes the choice of the majority will be followed, in the case of a tie the Informal Administrative Disposition will be conducted.

\*Monetary sanctions and/or restitution not paid, or other sanctions not completed by the date specified, will result in an additional penalty of 50 cents per day late fee, the student's records (grade reports, transcripts, recommendations) being withheld, and the student's exclusion from participation in extra or co-curricular activities and intercollegiate athletics. Continued failure to comply with existing sanctions will result in additional disciplinary sanctions.

Regulation	Title	Description	First Offense- Minimum Sanctions	Second Offense or More Severe Behavior- Minimum Sanctions
I	Academic Integrity	Cheating, plagiarism, etc	See Academic Integrity policy	See Academic Integrity policy
II, p. A	Disorderly Conduct	General disorderly, being loud, disruptive, etc.	Censure and \$50.00 to \$100.00 fine	Probation, fine \$100.00, counseling
II, p. B	Disorderly Conduct	Fighting, assault - physical	Probation or Suspension, \$125.00 fine	Suspension one year
II, p. C	Disorderly Conduct	Harassment of any kind	Censure or probation, \$75.00 fine	Probation or suspension, \$150.00 fine
II, p. D	Disorderly Conduct	Public Urination	Censure, \$75.00 fine, restitution	Probation, \$150.00 fine, restitution
III, p. A	Fire Safety and Emergencies	Tampering, stealing fire equipment	Probation, \$200.00 fine, restitution	Suspension one year
III, p. B	Fire Safety and Emergencies	Setting or causing a fire	Probation or suspension, \$200.00 fine, restitution for college and personal property, response fee, plus \$150.00 fire department fee	Suspension, restitution to damage to college and personal property, response fee, plus \$150.00 fire department fee
III, p. C	Fire Safety and Emergencies	Causing a fire alarm	Censure (unintentional), probation (intentional), \$75.00 fine, plus \$125.00 fire department fee	Probation (unintentional), suspension (intentional), plus \$125.00 fire department fee
III, p. D	Fire Safety and Emergencies	Failure to leave when alarm sounds	Censure, \$50.00 fine	Probation, \$150.00 fine
III, p. E	Fire Safety and Emergencies	No fireworks	Censure, \$50.00 fine, if used probation, \$100.00 fine	Probation, \$150.00 fine
III, p. F	Fire Safety and Emergencies	Removing or tampering with posted fire instructions	Censure, \$50.00 fine	Probation, \$100.00 fine
III, p. G	Fire Safety and Emergencies	Setting off the sprinkler system	Probation, \$200.00 fine, restitution for clean up and damage to all college and personal property, response fee, plus \$150.00 fire department fee	Suspension, restitution for clean up and damage to all college and personal property, response fee, plus \$150.00 fire department fee
IV, p. A, H	Alcohol and Other Drugs	Underage use or possession of alcohol, presence	Censure, \$75.00 fine, parental notification	Probation, \$125.00 fine, weekend alcohol program
IV, p. B	Alcohol and Other Drugs	Being intoxicated or under the influence of alcohol or drugs, medical treatment	Probation, \$100.00 fine, weekend alcohol program, response fee	Probation, \$150.00 fine, alcohol assessment, response fee
IV, p. C	Alcohol and Other Drugs	Unlawful possession of drugs	Marijuana: Probation, \$250.00 fine, drug assessment (small amount), drug testing or other drugs or larger amount, suspension for two years	Dismissal
	Alcohol and Other Drugs	Drug sales	Suspension, 1 yr	Dismissal
IV, p. D	Alcohol and Other Drugs	Furnishing alcohol to underage persons	Probation, \$150.00 fine per person underage	Probation, \$300.00 fine per person underage

IV, p. E	Alcohol and Other Drugs	Kegs, punch bowls	Probation, \$150.00 fine	Probation \$400.00 fine, suspension from housing
IV, p. G, P	Alcohol and Other Drugs	Possession of drug paraphernalia	Probation, \$200.00 fine, drug Assessment, drug testing	Suspension one year
IV, p. I	Alcohol and Other Drugs	Presence when drugs are present	Probation, \$125.00 fine	Probation, \$250.00 fine
IV, p. J	Alcohol and Other Drugs	No drinking game materials	Censure, \$50.00	Probation \$75.00
IV, p. L, M, O	Alcohol and Other Drugs	Alcohol/Caffeine beverages, bath salts, synthetic marijuana	Probation, \$100.00 fine and drug assessment	Suspension one year
IV, p. N	Alcohol and Other Drugs	Items related to drug sales	Probation, \$250.00 fine, drug assessment, drug testing	Dismissal
	College Policies:Alcohol- 21 years or older	Having an open container or possession of alcohol exceeding what is permitted	Censure, \$75.00 fine	Probation, \$150.00 fine
V, p. A, B, C, D, E	Theft	Do not steal anything on campus, textbooks, library, on or off campus, street signs	Probation, \$100.00 fine, restitution	Suspension one year
VI, p. A, B, C	Falsification of College Records, Misrepresentation	Providing false information on college records, altering records, hindering or misleading an official	Probation, \$100.00 fine	Suspension
VI, p. D	Student Identification Card	Lending your student ID to another, presenting upon request	Censure or probation, \$75.00 fine	Probation, \$150.00
VII, p. A, B	Damage to property	Damage to any property, belonging to anyone on or off campus	Probation, \$100.00 fine, restitution for damage	Probation or suspension, fine and restitution
VIII	Failure to Follow a Directive	A directive is an order issued by the Student Affairs office	Probation, \$100.0 fine	Probation or suspension, fine
IX, p. A, B, C, D	Firearms/Weapons	No weapons on campus, storing weapons, concealed weapons, safety devices Expanded list in handbook	Probation, \$150.00 fine, forfeit ability to store weapons on campus	Suspension
IX, p. E	Firearms/Weapons	Explosive items not permitted	Probation or suspension, \$200.00 fine	Suspension
X, p. A	College Housing Policies	Quiet Hours	Censure, \$25.00 fine	Censure, \$50.00 fine
X, p. B	College Housing Policies	Visitation	Censure, \$50.00 fine if less than 1 hour, \$100.00 fine over one hour	Probation, \$100.00 fine
X, p. C, L	College Housing Policies	Escort policy, attend floor meetings	Censure, \$25.00 fine	Censure, \$25.00 fine
X, p. D, E, I, H, G, O, Q	College Housing Policies	No candles incense, etc. No live trees, aquariums, no lounge furniture in student rooms, window screens, room change policy, register guests, follow closing instructions	Censure, \$25-50.00 fine	Censure, \$50.00 to \$100.00 fine

X, p. F	College Housing Policies	No tampering with elevators	Probation, \$150.00 fine, restitution	Suspension
X, p. K	College Housing Policies	Do not throw items out window	Probation, \$75.00 fine, restitution for damage or clean up	Suspension
X, p. N	College Housing Policies	Do not tamper with the TV cable, internet or phone lines	Probation, \$50.00 fine, restitution for repair	Suspension
X, p. O	College Housing Policies	Fire safety	See fire safety section	Probation or suspension, fine
X, p. Q	College Housing Policies	Do not hinder the ability of a person to enter or leave a room	Probation, \$50.00 fine	Probation or suspension, fine
XIII, p. A, B	Sexual Harassment	See Sexual Misconduct Policy and Procedures		
XIX, p. A	Off Campus Behavior	Must adhere to college code of conduct off campus	Censure, \$75.00 fine, nuisance housing policy may apply	Probation, \$150.00 fine, nuisance housing policy may apply
XIX, p. B	Off Campus Behavior	Do not drop items from windows off campus	Probation, \$75.00 fine, restitution for cleanup and damages	Suspension
XIX, p. C	Off Campus Behavior	Physical assault off campus	Probation or suspension, \$200.00 fine	Suspension
XIX, p. D	Off Campus Behavior	Discharging any weapon off campus	Probation, \$250.00 fine	Suspension or Dismissal
XIX, p. E	Off Campus Behavior	Students are responsible for guests off campus	Censure or probation, \$75.00 fine	Probation or suspension and fine
XIX, p. F	Off Campus Behavior	Littering, improper dispensing of trash	Censure, \$100.00 fine	Probation, \$200.00 fine
XIX, p. G	Off Campus Behavior	Off campus students must provide contact information	Censure, \$75.00 fine, hold on records	Probation, \$150.00 fine, hold on records

## STUDENT CONDUCT CODE

The College is always motivated by a deep concern for the welfare of its Students. The College expects its Students to observe, both on and off Campus, the conventional standards of behavior that derive from the Judeo-Christian-Catholic tradition. This tradition is in accord with the sound reasoning of traditional philosophy, and is respected by countless persons of good will, regardless of their religious beliefs.

### I. Academic Integrity: see Academic Integrity Policy

### II. Disorderly Conduct

- A. Students shall not act in a manner that can reasonably be expected to disturb the academic pursuits, or infringe upon the privacy, rights, privileges, health, or safety of others.
- B. The College prohibits physical assault or battery.
- C. The College prohibits any Student involvement in an activity of harassment or threats of violence including, but not limited to, written, verbal, physical, internet, social media, text messages or via phone toward another Student, Faculty member, or anyone else.
- D. The College also prohibits lewd behavior including, but not limited to, public urination.
- E. It is prohibited for a student to audio record any meeting without the permission of the participants. For public events, students are to obtain the prior permission of the speaker/presenter.
- F. The videotaping of persons within space where there is a normal expectation of privacy (bedroom, bathroom) without the permission of the participants is prohibited.

### III. Fire Safety and Emergencies

The College prohibits Students from:

- A. Tampering with fire safety equipment
- B. Setting any unauthorized fire(s), either directly or indirectly
- C. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency
- D. Remaining in a building when a fire alarm sounds
- E. Possessing or using any type of fireworks
- F. Defacing, tampering with, or removing fire evacuation instructions posted in any Student room, hallway, or public place
- G. Tampering with or activating the sprinkler system to release water
- H. The use of hoverboards or similar items is prohibited for use on College property. Hoverboards may not be recharged in any campus facility

### IV. Alcohol and Other Drugs (see Alcohol Policy)

- A. The possession or use of alcohol by Students less than 21 years of age is strictly prohibited on or off Campus.
- B. The College prohibits any alcohol or drug-related misbehavior.
- C. The College prohibits the unlawful possession, sale, or use of drugs not prescribed by a physician. Students are not to make such drugs available to others.
- D. The College prohibits all Students from furnishing alcohol, directly or indirectly, to any person under the age of 21, or to any person who is intoxicated.
- E. Open alcohol punch bowls, communal containers (including kegs, pony kegs, beer balls), and other common source containers are not permitted on College property, or at any function sponsored by the College.
- F. For Students 21 Years of Age and Older:
  - 1. The senior class may sponsor, for class members 21 years of age and older, one social event with alcohol on Campus per semester.
  - 2. Students 21 years of age and older may have alcohol in limited quantities (one twelve pack or one liter bottle) and consume alcohol in their residence hall rooms and apartments.
  - 3. Students 21 years of age and older may transport closed containers of alcohol on Campus.
  - 4. Students must adhere to alcohol guidelines issued by the Office of the Associate Vice President for Student Affairs and Dean of Students.
  - 5. Alcohol consumed at any College event, or venue where alcohol is available, may not be removed from the location.
  - 6. Students are required to follow all rules and regulations in any College venue or event where alcohol is sold or served.
- G. The College prohibits the possession or use of drug paraphernalia intended for the use, distribution, storage,

sale, or manufacturing of drugs. This includes, but is not limited to, rolling papers, pipes, water pipes, bongs, glass, ceramic or other pipes. Roach clips, weighing instruments, small baggies, seeds, whippets, blow tubes, plastic bags with residue, or any other related materials.

- H. Students under the age of 21, who are not residents of the room or apartment, are not to be present in dwellings, on or off Campus, where alcohol is available, or where open containers are present. Being present will constitute a violation of the alcohol policy.
- I. Students are not to be in a dwelling or location where illegal drugs or drug paraphernalia are present.
- J. The College does not allow drinking paraphernalia in any College residence. These include, but are not limited to, beer pong tables, beer bongs, beer funnels, or similar items.
- K. The College prohibits the possession or use of caffeinated beverages, energy drinks, or other food products that include alcohol (e.g., whip creams containing alcohol, etc.).
- L. The College prohibits the possession of any drug, without a valid prescription in the Commonwealth of Pennsylvania, listed as restricted or prohibited by the Commonwealth of Pennsylvania and/or Federal Drug Enforcement Administration (DEA) or identified as a drug of concern, listed by the DEA, which includes but is not limited to bath salts, DXM, Kraton, Salvia Divinorum or similar drugs. Drugs or drug derivatives that are illegal under Federal law are not permitted to be possessed or used on campus.
- M. The possession of scales, small baggies, or other products associated with drug sales or intent to sell drugs, is prohibited.
- N. The College prohibits the possession or use of synthetic marijuana or other drug products.
- O. The possession of drug paraphernalia is prohibited, including, but not limited to, rolling papers; bongs or water pipes; glass, ceramic, or other pipes; roach clips; whippets; blow tubes; scales; small baggies or baggies or containers with marijuana residue.
- P. Sale, distribution or provision of an illegal substance or drug or prescription drugs to others.

V. Theft, Disregard for the Property of Others

- A. The College prohibits theft or attempted theft of any kind, as well as the possession of stolen articles. This includes all College property; and items rented, leased, or placed on the Campus at the request of the College. Included also are items belonging to Students, Faculty, Staff, Guests of the College, or student groups.
- B. The College prohibits Students from reselling textbooks other than their own.
- C. Students shall not take, attempt to take, or keep in their possession items belonging to the Library that are not checked out in accordance with library policies. This includes items placed in the Library for display or reference.
- D. Students shall not take, attempt to take, or possess property of another person, agency, or company, either on or off Campus.
- E. The College prohibits students from possessing any street, construction, traffic, College, or other similar type signs, either on or off Campus.

VI. Misrepresentation or Falsification of College Records and Student Identification Cards the College prohibits Students from:

- A. Completing any College record dishonestly.
- B. Altering, counterfeiting, or forging, (or causing to be altered, counterfeited, or forged) any record, form, or document used by the College; Students may also not knowingly use any such document.
- C. Hindering or misleading (or attempt to hinder or mislead) any identified College official or police authority in the performance of their responsibilities.
- D. Lending, selling, or transferring any driver's license, passport, state/federal/military ID card, or student ID card, or using identification belonging to any other person.
- E. Refusing to provide College ID cards to any College Employee or police authority upon request, unless ID is being held by Esseff Hall or Holy Cross Hall security desk staff during the Student's visit.
- F. Students shall not provide false information to any College official or police authority verbally or in writing regarding any investigation being conducted by a College Employee.
- G. Students shall not exert or attempt to exert any influence on any participant in any investigation or College Student Judicial Process.
- H. Possession or use of a fake identification card (for example, College, state or Commonwealth Driver licence or state ID card, Passport, Government, employment) of any type.

VII. Damage to Property

- A. The College prohibits damage to or destruction of College property. This includes, but is not limited to,

- items belonging to Students, Faculty, Staff, Guests of the College, or student organizations.
- B. The College also prohibits damage to property off Campus.

VIII. Failure to Follow a Directive

Students are to follow the directives of the Associate Vice President for Student Affairs and Dean of Students or designee.

IX. Firearms/Weapons (See Weapons Policy)

- A. The College prohibits Students from storing or possessing weapons on Campus. Such weapons include, but are not limited to:
- B. The College does not provide storage of weapons.
- C. Persons possessing a permit or license to possess and carry a concealed firearm may not bring the firearm to the College Campus or to College-sponsored events on or off Campus except armed King's College Safety and Security Officers and Law Enforcement Officers on official business.
- D. Personal Safety Devices OC pepper spray (Oleoresin Capsicum, 5-10 percent) and stun guns are permitted on Campus under certain circumstances. Students must register stun guns with the College Safety and Security Office within twenty-four hours of bringing the item to Campus. Personal safety devices may be used only for self-defense. The College prohibits the offensive use, horseplay, or misuse of personal safety devices. The use of personal devices must adhere to the laws of the Commonwealth of Pennsylvania.
- E. The College prohibits the possession or use of explosive devices of any type on or off Campus. This includes, but is not limited to, fireworks or ammunition.

- |   |                      |                          |                         |
|---|----------------------|--------------------------|-------------------------|
| • aerosol mace, CN or CS                                      | • billy clubs        | • firearms               | • pellet guns           |
| • ammunition or other similar items used for hunting or sport | • blackjacks         | • hunting knives         | • pistols               |
| • arrows  | • blades over 4"     | • knives                 | • rifles                |
| • batons  | • blank guns/pistols | • kubotans               | • slap gloves           |
| • bb guns   | • bows               | • martial arts equipment | • slapjacks             |
|   | • brass knuckles     | • nightsticks            | • slingshots            |
|   | • crossbows          | • paint ball guns        | • sport blades          |
|   | • decorative blades  |                          | • starter guns/ pistols |
|   |                      |                          | • switchblades          |

X. College Housing Policies

- A. Quiet Hours in College housing are from 10 p.m. to 10 a.m. on weekdays. On Saturday and Sunday, quiet hours will be observed from 2 a.m. until 10 a.m. During all other times, Students will observe courtesy hours. Courtesy hours require Students to maintain a level of noise that does not interfere with other persons. Students or Guests may not play musical instruments during quiet hours. Students or Guests may not play amplified instruments in the residence halls at any time.
- B. Visitation for Esseff Hall, Holy Cross Hall, and Luksic Hall (see Visitation Policy)
  - 1. The College permits visitation by persons of the opposite sex in the living areas of each hall, and beyond the lobby only during the following hours: Sunday through Thursday: 10:00 a.m. to midnight, and Friday and Saturday: 10:00 a.m. to 2:00 a.m.
  - 2. Exterior entry doors of Esseff Hall, Holy Cross Hall, and Luksic Hall are locked twenty-four hours.
  - 3. The College prohibits overnight visitation of opposite-gendered Guests, regardless of their relationship to the Student; this includes family.
  - 4. During visitation, opposite gender Guests are prohibited from using the bathroom facilities on residential floors. These are exclusively single-gender facilities. Public Guest facilities are adjacent to the lobbies in Holy Cross and Esseff Halls, the basement of Luksic Hall and the handicapped bathrooms on floor 2 through 10 in Holy Cross Hall.
  - 5. The College permits 24-hour visitation in the lobbies of Esseff and Holy Cross Halls, and in the lounge of Luksic Hall.
- C. Students and their Guests must adhere to the escort and access policies established for each residence hall.
- D. The College prohibits students from using or possessing candles, incense, kerosene lamps, exposed heating elements (i.e., hot plates), fireworks, or flammable liquids (lighter fluid, kerosene, or gasoline).
- E. The College prohibits students from having live trees or flammable decorations in their rooms. Electric lights and cords must be U.L. approved and in good condition.
- F. Students may in no way tamper with elevators. This includes jumping, dancing, and general horseplay in or on the elevators.

- G. Students may not remove window screens. Students may not drop any liquid or solid substance from any window.
  - H. Small aquariums (20 gallons or less) containing only fish are permitted in residence halls. The College does not permit any other pets.
  - I. Students must follow Residence Life Department procedures on room changes.
  - J. Overnight same sex guests must be registered with the Office of Residence Life.
  - K. The College prohibits throwing objects (including sports equipment) and playing physical games in hallways or lounges.
  - L. Students must attend all posted community/floor meetings. These meetings are held at the beginning and end of each semester, and at other times deemed necessary by a member of the Residence Life staff. Notices for community/floor meetings are posted at least 24-hours in advance.
  - M. Students are not to tamper with, alter, or misuse the College wireless connection or television cable.
  - N. The College prohibits students from having College-owned property, including, but not limited to, furniture from lounges, in their room or apartment.
  - O. Fire Safety
    - 1. All extension cords in use in the residence halls must be U.L. approved and in good condition. Students may only use socket multipliers or extension devices with built-in surge protectors.
    - 2. The College prohibits students from using or possessing candles, incense, and kerosene or oil lamps.
    - 3. The College prohibits students possessing any electrical appliances that contain an open heating element including, but not limited to, open-coil space heaters, hot plates, and toaster ovens.
    - 4. The College prohibits students from possessing flammable materials, including, but not limited to, gasoline, kerosene, lighter fluid, and fireworks.
    - 5. The College prohibits from having live trees or flammable decorations in their rooms.
    - 6. Causing false alarms including, but not limited to, fire alarms, bomb threats, or any false emergency.
    - 7. Hover boards or similar items may not be possessed in any facility that includes a College operated student housing.
  - P. Students must follow all instructions issued by Residence Life staff regarding residence hall opening and closing times, as well as student responsibilities regarding room condition (cleanliness, emptying trash, unplugging electrical units, turning off lights, etc.).
  - Q. Students may not hinder or attempt to hinder entrance to or exit from any room by altering doors, or locking or blocking a doorway.
  - R. Students and their Guests may not possess items that promote binge drinking; e.g., beer bongs or beer pong tables.
  - S. Students are not permitted to use emergency exit doors, except in cases of emergency.
    - A. Hazing, Pledging, and Related Behaviors Policy (see Hazing, Pledging, and Related Behaviors Policy) The College strictly prohibits hazing in any form, including physical or mental. The College prohibits any student organization, group or team from conducting any pledging, prospective member, conditional member or member activity that is implicitly or explicitly a condition of participation in the student organization, club or team.
    - B. The College prohibits any hazing activity in accordance with the College's policy on Hazing, Pledging and Related Behavior's Policy, the laws of the Commonwealth of Pennsylvania and local jurisdictions.
- XI. Solicitation (see Solicitation, Advertising, and Posting policy)
- A. The College prohibits solicitation on campus unless the student or organization receives permission in advance from the Office of Events and Scheduling.
  - B. The College also prohibits solicitation on residential floors of the residence halls and in all College apartment facilities.
- XII. Sexual Misconduct (see Sexual Misconduct Policy for Definitions and Procedures)
- A. Sexual harassment is a serious violation to the dignity of another person. Students are subject to the College policy on sexual harassment.
  - B. Sexual assault, including acquaintance or date rape, is contrary to College policy and the laws of this Commonwealth. The victim is encouraged to pursue these cases through the College and/or in the Courts of the Commonwealth of Pennsylvania.
- XIII. College Policies
- Students must adhere to administrative policies including, but not limited to, those published in the College Catalog, Student Handbook, Student Housing Contract, and Student Apartment Housing Agreement, as developed and

approved by the College.

XIV. Unauthorized Entry or Use of College Facilities or Equipment

- A. The College prohibits students from unauthorized entry or attempted entry of any College facility.
- B. The College prohibits viewing or accessing offensive material using College equipment in any location, or personal equipment in a public place (e.g., offices, lounges, computer labs, classrooms). Offensive material includes, but is not limited to, pornography, hate material, or any material that is harassing to others.

XV. Financial Responsibility

Students are required to meet all financial obligations to the College or its agents in a timely manner, as set forth in the College Catalog and correspondence.

XVI. Disorderly Assembly (see Demonstration Policy)

- A. Students shall not assemble on Campus for purposes of instigating a riot, or destructive or disorderly diversion that interferes with the normal operation of the College.
- B. The College prohibits any student or group from obstructing the free movement on Campus of other students, faculty, staff, or visitors.
- C. Students are subject to reasonable time, manner, and place restrictions imposed by the Associate Vice President for Student Affairs and Dean of Students Office.

XVII. Gambling

Students are prohibited from participating in activities that involve the wagering of money or other property. Gambling of any kind is prohibited.

XVIII. Off-Campus Behavior

- A. Students must adhere to the College Code of Conduct and Policies on or off Campus. Specifically, students must adhere to the College Code of Conduct with regard to alcohol and drugs, theft, disregard for property, damage to property, disorderly conduct, sexual assault, sexual harassment, and firearms or weapons.
- B. Students are prohibited from dropping any object, liquid or solid, from or out of any window.
- C. Physical assault, including fighting, any physical altercation, sexual assault, or rape is a major offense and is strictly prohibited.
- D. The College prohibits discharging or using any weapon or firearm.
- E. Students will be held responsible for the behavior of their Guests both on and off Campus, including off-campus housing.
- F. Littering or improper disposal of trash, furniture, bottles, or other items is prohibited.
- G. The College requires off-campus students to provide contact information, in writing, to the Student Affairs Office by August 15 for the fall semester, and by December 15 for the spring semester each year the Student resides off Campus. Contact information must include the student's name, those of their roommates, their off-campus address and telephone number, and the property owner's name and telephone number.

XIX. Adherence to Laws of Local, Commonwealth, State, Federal or other jurisdictions.

- A. Students who are cited, arrested, or charged by local, state/commonwealth, federal or other jurisdictions may be sanctioned by the College for the offense.
- B. Students are required to notify the College through the Office of Student Affairs of any citation, arrest or charging by any jurisdiction.
- C. Students, including accepted but not matriculated students, are required to disclose to the College any arrest or conviction for felony offense prior to or after admission to the College.
- D. Students who are studying outside of the United States as part of a program through King's College, on a College sponsored trip or are earning academic credit from King's College for the program are required to adhere to the laws of the visiting country and must report any arrest or citation of the host country's laws to the Office of Student Affairs within forty-eight hours of the arrest or conviction.

XX. Shared Responsibility

- A. Students who act together or assist others in the violation of College policies will share in the responsibility for and consequences of that violation.
- B. Students who are present and aware that a College policy is being violated, and who choose to remain in the dwelling or location, share in responsibility for the offense.

## XXI. Guest Responsibility

- A. Students are responsible for the behavior of their Guests. The College defines Guests as non-student individuals visiting or accompanying a student on campus, or at a King's-sponsored or King's-organized event, whether that event is held on or off campus. A guest is a non-student who is, explicated or implicated, invited by the Student.
- B. Students are responsible for the behavior of people in their dwelling, including College residence halls, College-operated apartments, and off-campus housing.

## XXII. Contempt

King's students shall:

- A. Fully comply with sanctions resulting from the disciplinary process
- B. Not commit perjury
- C. Not violate their terms of probation

## **ALCOHOL AND OTHER SUBSTANCES POLICY**

King's College is committed to fostering an environment in which students can recognize their personal worth, and develop a willingness to assume responsibility for their lives and decisions. In keeping with this goal, the following apply:

1. Summary of the State Law: Anyone under 21 years of age who attempts to purchase, possess, consume, or transport any alcoholic beverages within the state is subject to a fine, imprisonment, or both. Anyone who sells or furnishes alcoholic beverages to someone less than 21 years of age is subject to penalties of the law. It is unlawful to misrepresent one's age to obtain alcoholic beverages.
2. The College will not serve as a sanctuary from the law. The College does not condone any violations of criminal law, including underage drinking. Any person who is not 21 years of age is underage in Pennsylvania. The College also prohibits purchase, possession, consumption, and/or transport of alcohol by anyone less than 21 years of age on College property.
3. Intoxication is prohibited and will result in a mandatory referral for counseling, and/or a referral for disciplinary action. Dismissal in accordance with the Student Handbook may occur if there are subsequent instances of intoxication, or if violence, or other problems accompany the intoxication.
4. King's College does not permit open punch bowls or communal alcoholic drink mixes in College housing, or at any senior social or student social function.
5. For students of Legal Age,
  - a. The senior class may sponsor one social event with alcohol on campus per semester for class members over the age of 21
  - b. Moderate quantities of alcoholic beverages, no more than one twelve pack of 12 oz. containers or a one-liter bottle (no kegs, pony kegs, or beer balls), may be transported through campus by residents of legal age provided they are en route to a residence room; all containers must be closed when outside the residence room; grain alcohol is banned; and bars are not allowed in residence rooms or College-operated apartments.
6. King's prohibits students from possessing alcohol on campus grounds or in the buildings on Campus, except as provided above. These directives shall be binding on all students and include resident, commuter, and off-campus students.
7. Any student violation of the criminal law as it pertains to alcohol is subject to disciplinary proceedings by the Associate Vice President for Student Affairs and Dean of Students Office, whether these occur on or off campus.
8. The possession or use of beverages or other food products that contain alcohol and caffeine is prohibited (e.g., whip creams containing alcohol, etc.).
9. King's prohibits the possession or use of bath salts.
10. Students found in possession of scales, small baggies, or other products associated with drug sales will be found in violation with the intent to sell drugs.
11. The possession or use of synthetic marijuana or other drug products is prohibited.
12. King's College prohibits the possession of drug paraphernalia. Drug paraphernalia includes, but is not limited to, rolling papers, bongs or water pipes, glass, ceramic or other pipes, roach clips, whippets, blow tubes, scales, small baggies, or plastic bags with residue.
13. The Associate Vice President for Student Affairs and Dean of Students Office implements this Alcohol Policy and issues these guidelines at the beginning of, and during, each academic year.

King's College takes alcohol abuse and the disease of alcoholism seriously. Judgment is often impaired following the abuse of alcohol, and thus one is more likely to infringe upon the rights of others.

The Associate Vice President for Student Affairs and Dean of Students Office, in response to unacceptable behavior, will take the necessary action to secure justice and make referrals for assessment and treatment. The Associate Vice President and the Vice President for Student Affairs reserve the right to intervene directly in alcohol referrals to assure an effective response on the part of the College.

### **ID'S WHEN POSSESSING ALCOHOL**

The King's College Identification Card is not acceptable ID when purchasing or possessing alcohol on or off campus. If a student is in possession of alcohol on campus, they must have appropriate ID in accordance with College regulations. The following items qualify as appropriate ID:

- State driver's license with photograph
- State non-driver's ID card with photograph
- Valid passport or travel visa with photograph
- U.S. Armed Forces ID card with photograph

The College ID card will not be accepted as proof of age on or off campus.

### **IMMUNITY FOR VICTIMS, GOOD SAMARITAN AND AT RISK STUDENTS POLICY**

#### **Immunity for Victims**

King's College encourages the good faith reporting of crimes by victims. This includes violations of the Student Code of Conduct. Students are sometimes hesitant to report to College officials for fear of self-incrimination (e.g., the reporting student was drinking underage at the time of the incident). It is in the best interests of the College community that as many victims as possible choose to report to College officials. To encourage reporting, King's College pursues a policy of offering victims of crimes immunity from sanctions if that victim is found in violation of the College's alcohol policy in relation to the incident. The College will require education and/or counseling. King's College hopes these actions will help students make better choices in the future. Repeat incidents, however, will result in referral for student conduct violation and sanctions equal to the sanctions of a second offense.

A record of the incident and education or counseling will be kept in the student's file in the Student Affairs Office.

#### **Good Samaritan**

The welfare of students in the community is of paramount importance. At times, students on and off campus may need assistance due to the consumption of alcohol and/or drugs. The College encourages students to offer help and assistance to others in need by contacting Residence Life staff, Campus Safety and Security staff, the police or 911. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble for violation of the College's alcohol policy (e.g., a student who has been drinking underage might hesitate to help take a sexual misconduct victim to Campus Security). King's College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options to those who offer their assistance to others in need. If the student claiming "Good Samaritan" status does not complete the education program issued by the Dean of Students as it is assigned, the original complaint may proceed without the protections of the "Good Samaritan" policy in place. A record of the incident or educational program will be kept in the student's file in the Student Affairs Office.

The Good Samaritan policy only applies to the student making the request for assistance on behalf of another student; it does not apply to other students present. The request for Good Samaritan status must be made at the time of the incident and included in the security or residence life staff report.

#### **At Risk Students**

King's College encourages the good faith reporting of incidents where a student's excessive consumption of alcohol puts them at risk, requiring medical attention.

Sometimes students are hesitant to report to College officials that a student is in need of medical attention for fear that the student may get in trouble for consumption violations. However, any student's well-being takes precedence at such critical times.

To encourage students to assist their peers in getting medical treatment by contacting Residence Life staff, Campus Safety and Security staff, the police or 911, the reporters will be considered Good Samaritans and the At Risk Student will be required to complete educational and/or counseling requirements. The intention of these options is to help students make better choices in the future.

If a student claiming "At Risk Student" status does not complete the educational or counseling requirements as assigned, the original complaint may proceed without protection of the "At Risk Student" policy in place. A record of the incident will be kept in the student's file in the Student Affairs Office. A repeat incident however, will result in sanctions equal to sanctions of a second offense.

The immunity, Good Samaritan, and student at risk policies only apply to violations of the King's College alcohol policy; they do not apply to other violations of College policy or violations of federal, commonwealth, or local laws.

## **ALCOHOL GUIDELINES FOR EVENTS HELD OFF CAMPUS**

King's College supports Pennsylvania State law regarding alcohol purchase, possession, and consumption. It is expected that students and their guests will adhere to all state laws, especially concerning alcohol. Only persons twenty-one years or older may purchase, possess, or consume alcohol on campus or at College-related events off campus.

The College issues the following guidelines to students and their guests that relate to events held off campus and sponsored by the College or an organization or club associated with the College:

1. King's prohibits inappropriate behavior caused by intoxication at College events.
2. Students and their guests are required to present their College ID card or a valid picture ID card with birth date (preferably a driver's license) upon the request of a College employee, security personnel, or hotel restaurant personnel.
3. Students are to inform their guests of College regulations and policies. The College will hold students accountable for their guest's behavior.
4. King's prohibits students or guests from bringing alcoholic beverages to any College-related or College-sponsored event, regardless of the person's age.
5. Students and their guests who do not abide by these guidelines or other related College policies and regulations will be required to leave the event when instructed by a College employee, security personnel, or hotel personnel.
6. All student events must be approved by the Director of Campus Activities.

## **ALCOHOL GUIDELINES FOR SENIOR CLASS EVENTS HELD ON CAMPUS**

1. The alcohol is limited to beer and wine.
2. The College will not allow admission of intoxicated individuals to the event. Anyone becoming intoxicated at the event will be required to leave.
3. Open containers of alcoholic beverages are only permitted in the room where an event is held. No one is permitted to have an open container in any other part of the building or on campus.
4. Only persons twenty-one years of age or older may possess or consume alcohol at the event.
5. Non-alcoholic beverages and food must be available at the event.
6. The event is limited to members of the Senior Class, faculty, and staff of King's College.
7. The class advisor and at least half of the class officers must be present at the event.
8. Security officers must be hired for the event via the Executive Director of Campus Safety and Security (minimum of two officers).
9. The class officers must retain adult non-students to check student identification cards and hand-stamp all individuals admitted for being over or under twenty-one years of age.
10. The room must be cleaned the same evening as the event in accordance with the manager of the facility.
11. The class officers will assume responsibility, financial or other, for any cost incurred by the College due to clean up, damages, or any other cost.
12. The event will end no later than midnight, unless approved by Director of Campus Activities.
13. All College policies and regulations apply.

## **ALCOHOL GUIDELINES FOR SENIOR CLASS EVENTS HELD OFF CAMPUS**

1. The event must be held at a location that holds a valid liquor license issued by the Commonwealth of Pennsylvania.
2. The vendor or alcohol provider is responsible for adhering to all Commonwealth laws.
3. Senior socials may only be held by the senior class through the class officers.
4. Senior socials may be held Monday through Saturday no more than once every two academic weeks, with a maximum of no more than seven senior socials in a semester.
5. Senior social may not take place on two consecutive weeks.
6. Senior socials are only to be advertised to members of the senior class.
7. Senior socials may not take place during finals exams, the day prior to final exams, on a designated study day or any Sunday.
8. All senior socials must be scheduled and approved at least two weeks in advance by the Director of Campus Activities.
9. The Director of Campus Activities may establish other restrictions and conditions for senior socials, as the director deem appropriate.

## **ASSISTANCE ANIMAL/EMOTIONAL SUPPORT ANIMAL**

Please see Student Programs and Services the section on Services for Students With Disabilities.

## **PROTECTION OF CHILDREN POLICY**

### **Introduction**

The purpose of this Policy is to fulfil King's College's moral and legal obligations to protect minor children as vulnerable members of society, and to reflect the rules and obligations set forth in Pennsylvania's Child Protective Services Law (23 Pa.C.S. §6301 et seq.) for reporting suspected child abuse. A child or minor child is defined as someone 17 years of age and under.

Child abuse is a violation of the law. While reprehensible in any context, child abuse is a matter of particular concern in an academic community in which students, faculty, and staff are connected by strong bonds of dependence and trust.

Under Pennsylvania law, all King's College employees have a mandatory obligation to report suspected child abuse to child protective services. In addition, under this Policy, all King's College students have a mandatory obligation to report suspected child abuse to child protective services.

The information provided in this Policy provides information about identifying child abuse, outlines who must report suspected child abuse, and details when and how such a report must be made. Any questions about this Policy should be referred to Rev. Thomas Looney, CSC, at 570-208-5836.

### **I. Who Must Report**

King's College requires all employees and all students, as a condition of employment and enrollment, to report suspected child abuse. For purposes of this policy, the meanings of employees and students should be interpreted broadly to include: full-time and part-time employees of the College; adjunct faculty members; contracted employees of the College and, full-time and part-time students enrolled at the College.

### **2. Duty to Report to Child Protective Services**

All King's College employees and students are required as mandatory reporters to follow the procedures outlined in this document under the following circumstances: 1) the report received alleges that a child (17 years of age or under), either the person making the report itself or about whom the report is being made, is presently being or had been abused in the past regardless of the time that has elapsed since the alleged abuse; or 2) the report received from an adult (18 years of age and older), who reports having been abused as a child, indicates that other children (17 years of age and under) are presently in danger due to the same or similar circumstances of abuse. This indication may be grounded, for example, in the reporter's own alleged abuse in the same or similar circumstances.

It is not mandated by law that the report of an adult (18 years of age or older) of their own past child abuse be reported. However, all King's College employees and students, who receive reports from adults of past child abuse, are to encourage the adult to report the abuse themselves, to offer to assist the adult in reporting the past abuse, and to inform the adult about available counseling on campus.

If the child suspected of being abused is in immediate danger, call 911.

#### **A. Employees**

Under Pennsylvania state law, all College employees are required to immediately make a report to ChildLine if s/he has reasonable cause to suspect that a child is the victim of child abuse when:

1. The employee comes into contact with the child in the course of employment, occupation and practice of a profession, or through a regularly scheduled program, activity or service;
2. The employee is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with a school or regularly established church or religious organization that is directly responsible for the care, supervision, guidance or training of the child;
3. A person makes a specific disclosure to the employee that an identifiable child is the victim of child abuse; or,
4. An individual 14 years of age or older makes a specific disclosure to the employee that the individual has committed child abuse.

#### **B. Students**

Under College policy, all students are also required to immediately make a report to ChildLine if s/he has reasonable cause to suspect that a child is the victim of child abuse.

### **3. Duty to Report to the College**

After making a report to ChildLine, both employees and students are also required to immediately thereafter report the suspected abuse to the King's College Executive Director of Campus Safety and Security. The Executive Director of Campus Safety and Security has the obligation to facilitate the cooperation of the College with the investigation of the report.

### **4. Reasonable Cause to Suspect**

Reasonable cause may be based on the employee/student's own observations or knowledge, or on information shared with the employee/student by the child or any other individual.

Reasonable cause to suspect is a very low threshold. It does not require proof, nor actual evidence, and the employee/

student should not seek to investigate the information.

Reasonable cause may exist regardless of whether the date of abuse, the specific nature of the act, or the identity of the perpetrator is known.

When in doubt about whether to make a report, the employee/student should err on the side of reporting the conduct of concern. The College's Child Safety Protection Coordinator may be consulted for support in discerning whether or not there is reasonable cause to suspect abuse. The Child Safety Protection Coordinator (see Section 12 below) will not discourage a person from reporting, but simply clarifies the grounds for reporting. The responsibility to report remains the responsibility of the individual employee or student.

## **5. Definition of Child Abuse**

Pennsylvania law defines child abuse broadly to include intentionally, knowingly or recklessly, through action or inaction:

- A. causing or creating a likelihood of bodily injury (within the past two years);
- B. causing or substantially contributing to serious mental injury (regardless of how long ago the act occurred);
- C. causing or creating a likelihood of sexual abuse or exploitation (regardless of how long ago the act occurred);
- D. causing the death of a child (regardless of how long ago the act occurred);
- E. causing serious physical neglect (repeated, prolonged or egregious failure to supervise a child in a manner consistent with the child's age and abilities, or the failure to provide a child with adequate essentials, including food, shelter or medical care) (regardless of how long ago the act or inaction occurred); and,
- F. fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child (within the past two years).

Child abuse also includes the following acts, if committed within two years of the date of the report, even if they do not result in injury:

- A. kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child;
- B. unreasonably restraining or confining a child;
- C. forcefully shaking, slapping or striking a child under one year of age;
- D. interfering with the breathing of a child;
- E. leaving a child unsupervised with a registered sex offender or a sexually violent predator;
- F. causing a child to be present during the operation of a methamphetamine laboratory.

## **6. Responding to a Report**

The employee/student should reassure the child and thank him/her for sharing. The employee/student should react as neutrally and empathetically as possible and reassure that the child that s/he has done the right thing by sharing. The employee/student should not panic or overreact to the information disclosed by the child, criticize the child, claim that the child misunderstood what happened, or reinforce a child's belief that s/he is to blame for what happened. As appropriate, remind the child that no one should ask him/her to keep a special secret and that it is okay to tell a trusted adult.

## **7. Reporting Procedure**

The reporting procedures under College policy are the same for employees, who are mandatory reporters under state law, and for students, who are required to make a report under this Policy:

### *(1) Contact ChildLine*

If an employee or student has reasonable cause to suspect that a child is a victim of child abuse, s/he must immediately make a report of the suspected child abuse by calling Pennsylvania's ChildLine at 800-932-0313 or by filing a written report at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). Note that a report made initially by calling Pennsylvania's ChildLine must be followed by a written report at [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis) within 48 hours of the call. Conversely, a report made initially by electronic submission does not need to be followed by a call to ChildLine.

### *(2) Contact King's College Executive Director of Campus Safety and Security*

Anyone making a report of suspected child abuse must also immediately contact King's College Executive Director of Campus Safety and Security by calling 570-208-5954 or 570-208-5900. The Department of Campus Safety and Security is located on the first floor of Alumni Hall, located on North Main Street. The Executive Director of Campus Safety and Security will confirm with the reporter that the suspected abuse has been reported through ChildLine and/or [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). While the Executive Director of Campus Safety and Security can assist an employee or student in making a report, there is no requirement that the report be disclosed to the College before making the report to ChildLine.

## **8. College Procedures Upon Receipt of a Report**

The Executive Director of Campus Safety and Security or designee will immediately file a verbal report with the

Department of Public Welfare's "Child Line" (1-800-932-0313) on behalf of the College. A written report (PA form CY-47) will also be filed with Luzerne County Children and Youth Services within 48 hours of the initial verbal report to DPW. This report should be sent to Luzerne County Children and Youth Services, 111 N. Pennsylvania Ave., Wilkes-Barre, PA, 18701, or faxed to 570-821-7355. PA Form CY-47 may be found online at: [http://services.dpw.state.pa.us/oimpolicymanuals/manuals/bop/ca/103/CY\\_47.pdf](http://services.dpw.state.pa.us/oimpolicymanuals/manuals/bop/ca/103/CY_47.pdf)

The Executive Director of Campus Safety and Security or designee will also immediately notify the Wilkes-Barre Police of any suspected crimes.

The Executive Director of Campus Safety and Security will immediately notify the following personnel of all received reports of suspected child abuse, any available information, and any external notifications:

- President of the College, and
- Associate Vice President for Human Resources (if the alleged abuser is a faculty or staff member) or
- Associate Vice President for Student Affairs and Dean of Students (if the alleged abuser and/or victim is a student)

If one of these positions is vacant, or the person holding the position has a conflict of interest, the President of the College will appoint another member of the administration to act in place of the member with the conflict of interest. If the President has a conflict of interest, the Executive Committee of the Board will act in place of the President.

A potential conflict of interest arises if one of these team members directly supervises the person suspected of abuse, the complainant/victim or person suspected of abuse is a family member, or if they have a personal bias towards or against the complainant/victim or person suspected of abuse.

If the person suspected of abuse is a member of the clergy or of a religious order, the President of the College will report the allegation to the respective religious superior or diocesan bishop under whose authority the individual was assigned to King's College.

The Executive Director of Campus Safety and Security or designee will notify the parents or guardians of the alleged victim, if the parents or guardians of the victim are known to the College, have not already been involved in the reporting and are not the alleged abusers.

Within 48 hours, the Executive Director of Campus Safety and Security or designee will contact the person(s) who filed the original report to confirm that College policy has been followed in reporting the alleged abuse, including the filing of any reports with the Department of Public Welfare.

## **9. Investigation and Discipline**

The Department of Campus Safety and Security will be responsible for any investigative steps warranted by the nature of the report. The Department of Campus Safety and Security will coordinate any investigation with child protective services and/or local law enforcement to assure that the College's review does not interfere with the integrity of any external reviews.

If the allegation of child abuse involves suspected abuse by a current employee or student the College may:

- immediately issue an interim suspension of the employee or student. A decision to issue an interim suspension for an employee without pay is rendered by the Associate Vice President for Human Resources. A decision to issue an interim suspension to a student is rendered by the Associate Vice President for Student Affairs;
- terminate the employee or expel a student from the College pending the outcome of the investigation by the Office of Campus Safety and Security. A decision to terminate the employee is rendered by the Associate Vice President for Human Resources. A decision to expel a student is rendered by the Associate Vice President for Student Affairs;
- issue a no trespass order for all College property and events, including off-campus College events. A no trespass order is issued by the Executive Director of Campus Safety and Security.

Upon review of all available information, including reports from the Department of Campus Safety and Security and any external investigations, the Associate Vice President for Human Resources (for employee-related concerns) or Associate Vice President for Student Affairs and Dean of Students (for student-related concerns) will render a decision regarding any disciplinary action.

If a disciplinary action is appealed, the President of the College will make the final decision on all disciplinary action against employees and students. If the alleged abuser is the President of the College, the Executive Committee of the Board of Directors shall make the final decision as to any disciplinary action.

If the allegation of child abuse involves suspected abuse by an independent contractor, vendor, visitor, guest or other third party, and the alleged abuse happened on campus or on property owned or leased by the College or poses a threat to the safety of any College student or employee, the Executive Director of Campus Safety and Security will issue a no trespass order to the alleged abuser pending the outcome of any investigations. If the alleged abuser is an independent contractor or

employee of an entity with authorization to be on campus, the Executive Director of Campus Safety and Security will also notify that entity of the allegations. Based on a review of all available information, including any internal or external reviews, the Executive Director of Campus Safety and Security may issue a permanent no trespass order and notify the outside entity of the outcome of the College's review.

## **10. Good Faith Immunity**

Persons filing reports of child abuse are guaranteed protection under the law. If a person who has filed an abuse report believes that his or her rights have been violated he or she may commence an action for appropriate relief, if all of the following apply:

- The person is required to report under § 6311 or encouraged to report under §6312; • The person acted in good faith in making or causing the report of suspected child abuse to be made; and • The person is discharged from employment or is discriminated against with respect to compensation, hire, tenure, terms, conditions or privileges of employment as a result of making the report of suspected child abuse.

## **11. Compliance with this Policy**

King's College reserves the right to impose sanctions, including and up to termination, for failure to follow this policy. All incidents will be reviewed on a case-by-case basis. Mandated reporters under Pennsylvania law can also face criminal penalties (imprisonment and fines) for willfully failing to report or refer suspected child abuse to ChildLine.

Additionally, anyone impeding or obstructing an investigation into suspected child abuse, or retaliating against anyone involved in the reporting or investigation of suspected child abuse may be in violation of Pennsylvania law or otherwise subject to disciplinary action.

## **12. Child Safety Protection Committee**

The President of the College will appoint members to the Child Safety Protection Committee. Ex officio appointees include the Executive Director of Campus Safety and Security, the Associate Vice President of Student Affairs, and the Associate Vice President for Human Resources. The President may appoint additional members to the committee. He designates one of the committee members as the Child Safety Protection Officer. Committee members will participate in specialized training concerning issues of child safety, child abuse and mandatory reporting guidelines. Each member of the committee will comply with the College's clearance requirements for those with direct contact with minors.

## **The Safety and Protection of Children**

In order to ensure the safety and protection of children in programs sponsored by the College, whether on campus or off-campus, King's College requires that all students who have routine/direct contact with children must receive the appropriate clearances and training outlined in this policy.

Individuals who have routine/direct contact with children include those who are responsible for the welfare of a child; provide care, supervision, guidance or control of children; or have contact with a child that is regular, ongoing and integral to their responsibilities. In terms of the duration and frequency of contact, routine/direct contact is described as ten (10) or more hours or five (5) or more distinct contacts in the course of a twelve month period.

A child or a minor child is defined as a person under eighteen years of age. This includes matriculated students or program participant seventeen years of age and younger.

## **I. CLEARANCES, EDUCATION, AND TRAINING FOR STUDENTS**

Students who are responsible for the welfare of children or have routine/direct contact with children through College-sponsored curricular or co-curricular programs or activities are required to obtain appropriate clearances and training. Routine/direct contact is regular, ongoing contact that is integral to the student's responsibilities related to children. In terms of the duration and frequency of contact, routine/direct contact is described as ten (10) or more hours or five (5) or more distinct contacts or in the course of a twelve month period.

### **A. Clearances For Students Taking Education Courses (EDUC prefix):**

- FBI Background Check (fingerprint-based federal criminal history submitted to the FBI through the Pennsylvania State Police or an authorized agent of the Pennsylvania State Police)
- Pennsylvania Criminal Background Check (report of criminal history from the Pennsylvania State Police)
- Pennsylvania Child Abuse History (from the Department of Human Services)
- National Sex Offender Public Registry Check

### **B. Clearances for Students Who Host Overnight Recruitment Guests:**

- National Sex Offender Public Registry
- Pennsylvania Criminal Background Check
- Pennsylvania Child Abuse History
- FBI Background Check (The FBI background check is not required for student volunteers who have been

PA residents continuously for the past 10 years, and who sign a disclaimer affirming that there are no grounds that would prohibit them from serving as volunteers.)

**C. Clearances for Other Students Who Have Routine/Direct Contact with Children:**

- FBI Background Check (fingerprint-based federal criminal history submitted to the FBI through the Pennsylvania State Police or an authorized agent of the Pennsylvania State Police)
- The FBI clearance is not required for students who meet the following criteria: 1) the position is unpaid; 2) the volunteer has been a PA resident continuously for the past 10 years; and 3) the student signs a disclaimer affirming there are no grounds that would prohibit their selection as a volunteer.
- Pennsylvania Criminal Background Check (report of criminal history from the Pennsylvania State Police)
- Pennsylvania Child Abuse History (from the Department of Human Services)
- National Sex Offender Public Registry Check (one time only)

**D. Mandatory Disclosure:** Under the King's College Student Handbook, all students are required to report arrests and convictions to the Associate Vice President for Student Affairs and Dean of Students.

**E. Education and Training for Students Taking an Education Course (EDUC prefix):** King's College Education students are required to:

- Complete the on-line training program provided by United Educators;
  - Review the document, "Guidelines for Appropriate Interaction with Children," and sign a copy of the guidelines acknowledging that s/he has read the document, understands its contents and will adhere to the guidelines; and
  - If engaged in student teaching, complete the VIRTUS training program.
- All students taking an education course must complete the requirements prior to the beginning of their student-teaching placement

**F. Education and Training for Other Students Who Have Routine/Direct Contact with**

**Children:** All other King's College students who are required to obtain background clearances for the safety and protection of children are required to review the document, "Guidelines for Appropriate Interaction with Children," and to sign a copy of the guidelines acknowledging that s/he has read the document, understands its content and will adhere to the guidelines prior to working with children. In addition, these are required to complete the on-line training program provided by United Educators.

**G. Education and Training for Students who Host Overnight Recruitment Guests:** These students are required to review the document, "Guidelines for Appropriate Interaction with Children," and to sign a copy of the guidelines acknowledging that s/he has read the document, understands its content and will adhere to the guidelines prior to hosting recruitment guests. In addition, these are required to complete the online training program provided by United Educators.

## **II. WORKING PROVISIONALLY WITH CHILDREN**

Students with Routine/Direct Contact with Children: All students who are responsible for the welfare of children or have routine/direct contact with children as described above must have clearances before beginning service.

## **III. TRACKING CLEARANCES AND TRAINING**

**Students:** The oversight of the process related to obtaining and tracking the necessary clearances and training of all King's College students required to obtain clearances and training under this policy is shared by various departments within the College as listed below. A copy of these records must be stored in the Office of the Associate Vice President for Student Affairs and Dean of Students for a period of seven (7) years. The College conforms to FERPA guidelines in maintaining the confidentiality of these records.

1. Education Students: Education Department
2. Student Volunteers: Shoal Center for Community Engagement
3. Students in Service Learning Courses: The course instructor and the Shoal Center
4. Students in Education Courses (EDUC prefix): Education Department
5. Monarch Ambassadors: Office of Admissions
6. Student Athletes Hosting Recruits: Department of Athletics

## **IV. COSTS RELATED to OBTAINING CLEARANCES AND PROVIDING TRAINING**

**Students:** Students taking education courses are responsible for the costs associated with obtaining the clearances. The College assumes the costs related to non-education students engaged in volunteer service or in service-learning courses and programs.

## **CLASS ATTENDANCE AND EXCESSIVE ABSENCES POLICY**

**Class Attendance:** Regular class attendance is required of all students. King's College regards student participation in class as essential to the learning process. Excessive student absences are an indication that the student may need some assistance to complete his or her course work successfully. In general, the attendance policy for each course is determined by the instructor and stated on the course syllabus. Each instructor is expected to explain carefully the attendance policy for his or her course, including the conditions under which missed course work may be made up and the number of absences permitted before penalties may be incurred.

### **Student Responsibility Regarding Absence from Class:**

**Notification of Faculty:** Academic diligence and courtesy requires that students notify a faculty member for any and every absence, and provide, if possible, documentation regarding the reason for the absence. The student is always responsible for contacting the instructor to arrange to make up class work missed.

Notification of the Office of the Associate Vice President for Student Affairs and Dean of Students: The student is to notify and provide appropriate documentation to the Associate Vice President for Student Affairs and Dean of Students Office (Dean of Students Office- [studentaffairs@kings.edu](mailto:studentaffairs@kings.edu) or 570-208-5875), at the time of the absences, for the following circumstances:

- 1. Extended absences from class (three or more consecutive class days)**
- 2. Absence due to family emergencies and special circumstances**
- 3. One or Two Days Absence from class**

**Documentation for Absences:** The student is to provide documentation for any absence to the Associate Vice President and Dean of Students Office for the student file and is to keep a copy to show their faculty members upon request. Documentation is required in most circumstances. The Associate Vice President and Dean of Students Office will notify the student's instructors and other appropriate offices on campus regarding extended absences and absences due to family emergencies and special circumstances. The Dean of Students Office will not notify faculty regarding one or two day absences. Documentation may be a doctor's note, copy of an obituary, notification of appearance at court or jury duty, etc. When the absence is due to the death of a family member or friend, the student must provide to the Associate Vice President and Dean of Students Office the name of the person who passed, and their relationship to the student prior to the instructors being notified. The student is to provide the Associate Vice president and Dean of Students Office a copy of the obituary and may need to provide a copy to their faculty upon return to classes. For absences of three days or more due to illness, the student must provide medical documentation.

**Notification of Faculty Regarding Absences Due to College-Sanctioned Activities:** Students must inform their instructors in advance and as early as possible regarding absences related to College-sanctioned activities. Students are required to complete all assignments missed due to such absences. Students may obtain appropriate written documentation for absences due to participation in College-sanctioned activities via:

- The Chairperson of the Theatre Department for College theater productions
- The Athletics Director's Office, for intercollegiate athletics
- The Faculty Advisor or Associate Vice President for Student Success and Retention, for academic related activity
- The Associate Vice President for Student Affairs Office, for leadership programs.

While the College does not set a limit on the number of absences due to participation in College-sponsored activities, it does expect students to act responsibly in choosing course schedules that minimize conflicts between academic and non-academic obligations.

**Faculty and Excused Absences:** Only the faculty member may excuse a student for absences from their class. Instructors are expected to provide reasonable opportunity for students to make up examinations or other course work missed because of absences deemed excused by the professor. Instructors are not required to give make-up exams or accept course work missed as the result of absences deemed as unexcused. Faculty members may require documentation for any absence (e.g., a doctor's note) from his or her class. The Student Affairs Office or other College entity may notify instructors of a student's absence, but cannot excuse the absence.

**Documentation Related to Class Absence:** As noted above a faculty member may require documentation concerning a student's absence from class. Absences due to serious causes are normally deemed excused by the instructor if supported by appropriate written documentation. By way of example, for medical absences, students are to provide documentation from their healthcare provider; for jury duty or court appearance, students are to provide documentation from the court. When a student provides information concerning extended class absence and documentation to the Office of the Vice President for Student Affairs and the Dean of Student that information may be provided by the Office to the student's instructors upon their request.

**Documentation from the Student Health Center:** Upon the student's request at the time of a clinic visit, the health center staff will provide written documentation of their visit in the Student Health Center. Information will include the date and time that the service was rendered to the patient. When it is recommended that a student avoid attending

class due to the contagious nature of the illness this will be indicated on the note under Special Instructions. Otherwise, no personal information regarding the reason for the visit will be included on the note to protect confidentiality.

**Excessive Absence Reports by Faculty:** Excessive absence is defined as absence from a class in excess of the number of times a class meets each week. For example, in a class that meets twice a week, a third absence is considered excessive. For evening classes that meet once each week, a second absence is considered excessive.

Faculty may report excessive absences by this standard to the Associate Vice President for Student Success and Retention, but are free to report absences using a more rigorous standard. When a student is contacted by the Associate Vice President for Student Success due to excessive absence, the student is required to meet with their Academic Advisor to discuss the matter.

**Grievances:** Grievances arising from the implementation of class attendance policies may be addressed by means of the College's Academic Grievance procedure.

## **COLLEGE IDENTIFICATION CARDS**

All full-time students are issued a permanent identification card (ID) card. ID's must be carried at all times and are to be presented at the request of any College official or police official, unless it is being held at the Esseff Hall or Holy Cross Hall security desk while the student is visiting in the hall in accordance with the hall access/escort policy. Failure to carry a College ID card will result in a disciplinary referral.

ID cards are used for building and room access, some parking lot access, King's cash, library loans and meal plans.

Lost identification cards must be reported immediately to the Residence Life Office. Unless reported, the student will be held responsible for any fraudulent use. Cost of replacement cards is \$15.00; this fee is payable upon application for a replacement card and may not be billed to a student's account. Replacement ID's and temporary cards are only available during the normal business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

Temporary ID cards, valid for no more than one meal period, will also be issued to students who report their cards misplaced but not lost or stolen. The temporary pass will be turned over to Dining Services when the student uses it for their meal plan.

## **CONFIDENTIAL REPORTING**

This site [http://www.kings.edu/life\\_at\\_kings/dean\\_of\\_students](http://www.kings.edu/life_at_kings/dean_of_students) gives students the opportunity to file a confidential reporting regarding an incident that has taken place.

A confidential report provides the College with information regarding an incident but cannot result in an investigation without detailed information.

Students wishing the College to investigate an incident must make a report through Campus Safety and Security at 570.208.5900, Residence Life Staff at 570.208.5856 or the Dean of Student Office at 570.208.5875.

For alleged offenses of Sexual Misconduct/Title IX the Title IX Coordinators are available for consultation. The Title IX advisors are:

- For complaints against employees or non-students: Associate Vice President for Human Resources, /Title IX-EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: 570.208.5968, email address: [kristinfino@kings.edu](mailto:kristinfino@kings.edu) @kings.edu. The coordinator has ultimate oversight of the Sexual Misconduct Policy.
- For complaints against students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: 570.208.5875, email address: [rvmcgoni@kings.edu](mailto:rvmcgoni@kings.edu).

This form is not to be used to report emergencies. For emergency assistance, please contact the College switchboard (24 hours, everyday) at 570.208.5900 for Campus Security staff or the Student Affairs professional on call (During the fall and spring semesters excluding holidays/vacation periods) or 911 for the Wilkes-Barre Police, Fire/EMS.

If you would like to talk with a Confidential Advisor, acting within the professional standards of their profession, please contact the Counseling Center telephone 570.208.5873, Mr. Brian Cook at [briancook@kings.edu](mailto:briancook@kings.edu) or Mrs. Tina Arendash, at [tinaarendash@kings.edu](mailto:tinaarendash@kings.edu) or Campus Ministry, Fr. Thomas Looney, C.S.C., College Chaplain at 570.208.5890 or 570.208.5836 or [thomaslooney@kings.edu](mailto:thomaslooney@kings.edu). These offices are available during normal college business hours.

## **CREDIT CARD SOLICITATION POLICY**

King's College prohibits credit card solicitation in any form by financial institutions or other companies, groups or individuals seeking to distribute credit card applications on the College campus. Such prohibited means include solicitation by posting on College bulletin boards, advertisement in College publications, or information processed through campus mailbox or email systems. Periodically, the College will provide its student body with educational information regarding the responsible use of credit cards. Appropriate means to communicate this information will include presentations in new student orientation or regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events scheduled on the College calendar. Violations of this policy will result in appropriate action taken by the College.

## **CRIME AND HATE INCIDENT REPORTING**

Victims of hate crimes or students who observe a hate crime should report any incidents to the College Safety and Security Office at (570) 208-5965, (570) 208-8450 or (570) 208-5900. A hate crime is an incident motivated solely or in part by the victim's race, ethnicity, national origin, gender, gender identity, religion, disability, or sexual orientation. It is contrary to the Mission of King's College to tolerate any action of intimidation, prejudice, or discrimination against another person. In accordance with the Higher Education Amendments of 1998, all hate crime incidents are reported on the College's Annual Crime Statistics Report.

Students may obtain assistance in reporting an incident from various college offices and staff. The staff members in the office of Multicultural and International Student Programs, International Student Advisor, Residence Life, Campus Activities and Commuter Life, Campus Ministry, Campus Safety and Security and the Dean of Students Office are trained to help students to make reports.

Students are to report all incidents of crime on campus to the College Safety and Security Department by contacting the office at (570) 208-5965, (570) 208-8450, or through the College switchboard at (570) 208-5900. Students who are victims of crime may file reports with the Wilkes-Barre Police at 911, or file complaints through the District Magistrate's Office (11-01-02) located at 280 North Sherman Street, Second Floor, Wilkes-Barre, PA. 18702, telephone (570) 825-8488. In accordance with commonwealth law, the College cannot file police reports or complaints with the Magistrate's Office on behalf of other individuals including students.

## **DEMONSTRATION POLICY**

All demonstrations must be registered with the Associate Vice President for Student Affairs and Dean of Students Office at least one day in advance. Demonstrations must observe the following guidelines.

1. All demonstrations must be peaceful and orderly.
2. Only members of the College community may organize or lead a demonstration on campus.
3. Demonstrations may not impede the freedom of the College community to conduct its affairs.

All demonstrations are subject to reasonable time, place, and manner restrictions imposed by the Associate Vice President for Student Affairs and Dean of Students Office. Violation of the Demonstration Policy is subject to disciplinary action.

## **STUDENTS DETAINED BY A POLICE AUTHORITY**

A student who is cited or arrested by the police for being under the influence of alcohol or drugs or for being disorderly, and who is detained at the police station or other location will not be signed out or picked up by College officials. The student will need to be picked up by another person whom the police deem suitable. If the student cannot arrange for an appropriate person to sign themselves out from the police station, the student will be detained until the police decide to release them.

## **DISCRIMINATION COMPLAINT PROCEDURES**

King's College is committed to equal opportunity in employment, educational programs, and activities without regard to race, national or ethnic origin, religion, gender, marital status, sexual orientation, age or disability in accordance with applicable federal, Commonwealth and local laws.

King's College values the benefits of diversity. We are committed to creating a community which recognizes the inherent value and dignity of each person. As a community, we actively promote an awareness of and sensitivity toward difference of race; national or ethnic origin; religion; gender; marital status; sexual orientation; gender identity, and age and disability among our students, faculty, administration, and support staff.

This policy applies to all terms, conditions and privileges of employment, education, and activities, including, but not limited to the following: hiring, probation, admission, training, placement, employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, social and recreational programs, employee facilities, and termination and retirement.

The goal of the procedures outlined below is to ensure that non-discrimination is a reality at King's College and that no person in the College community is subjected to such unlawful conduct. All members of the College community can assist in the furtherance of this goal by ensuring that complaints of discrimination are directed promptly to the departments or individuals who have been designated to receive them, in accordance with these procedures.

Any employee, student, or applicant for employment or admission, who believes that they have been subjected to any form of unlawful discrimination, may make a complaint. Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category. The College will conduct a fair and impartial investigation of all such complaints with due regard for the rights of all parties. Retaliation against any individual who has made a complaint of discrimination or who has cooperated in the investigation of such a complaint, is unlawful and in violation of College policy. The purpose of these procedures is to ensure that all complaints of discrimination are thoroughly and fairly investigated by authorized College officials.

Any complaint of discrimination should be referred to one of the departments or individuals who are responsible for receiving or investigating such complaints. Any employee who receives a complaint but who is not specifically designated to formally handle such a complaint, is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual. All complaints, either verbal or written, must be referred to the appropriate office, as set forth below.

### **Initiating a Complaint**

An employee, student, or applicant for employment or admission who believes that unlawful discrimination has occurred may initiate a complaint either by meeting with the appropriate individual in one of the offices listed below or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts to resolve the matter informally and their results, and any other pertinent information.

### **Offices in Which a Complaint of Discrimination May Be Initiated**

There are a variety of offices available to receive complaints from students, faculty, and staff who believe they have been subjected to unlawful discrimination.

- Complaints by Students - Students may initiate a complaint by speaking to the designated individual in Student Affairs.
- Complaints by Members of the Faculty or Staff Faculty or administrative, professional, and support staff employees may initiate a complaint by contacting the Human Resources Department. Faculty may also initiate a complaint with the Office of Academic Affairs.
- Complaints from applicants for employment or admission, visitors, or other non-affiliated individuals
- Complaints may be initiated in the Human Resources Department or the Office of Academic Affairs.

### **Investigation and Resolution of Complaints**

The individuals and offices available to receive complaints, which are noted above, were selected to give all members of the College community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.

The College has designated specific offices and individuals to investigate complaints of unlawful discrimination. Depending upon whether the individual accused of engaging in discrimination is a student; a member of the faculty; or a member of the administrative, professional, or support staff, the investigation will be conducted by the designated office or individual with the appropriate expertise and jurisdiction to do so. The offices and individuals responsible for investigating complaints of discrimination are set forth below. In any particular case, the President or a member of Senior Staff, may designate which office or individual will investigate a complaint. The College will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint.

The investigation may involve meeting with the parties; interviewing witnesses; requesting written statements from the parties; informing the person whose actions are the subject of the complaint of the allegations and/or providing to that person a copy of the complainant's statement; and/or making any other appropriate inquiries. Before any adverse determination is made, the individual whose actions are the subject of the complaint will be informed as to the nature of the complaint and will have the opportunity to respond.

The investigation should be completed promptly so that a decision can be rendered within 45 days of receipt of the complaint. If this is not possible, the complainant will be informed of the status of the investigation within 45 days.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit.

**Complaints Against Students** - The person who receives a complaint against a student will generally refer the matter for investigation to the Office of Student Affairs.

**Complaints Against Faculty Members** - The person who receives a complaint against a member of the faculty will refer the matter to the Associate Vice President for Human Resources (Director of Equal Opportunity and Title IX Coordinator), who will refer the matter to the Associate Vice President of Academic Affairs and Dean of Faculty for investigation. Any action involving faculty will be consistent with the procedures outlined in the Faculty Handbook. **Complaints Against Administrative, Professional, and Support Staff Employees.**

The person who receives a complaint against a member of the staff will refer the matter for investigation to the Associate Vice President for Human Resources (Director of Equal Opportunity and Title IX Coordinator), who will inform the appropriate member of Senior Staff. The complaint will generally be investigated by the Associate Vice President for Human Resources. The Director of Equal Opportunity (or other designated investigator) will provide findings, in writing, to the

appropriate member of Senior Staff, who will determine what action, if any, is appropriate. Action involving staff will be consistent with any applicable College policy.

### **Confidentiality**

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the College's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the College to carry out its obligation to investigate all complaints fairly and to ensure that non-discrimination is a reality within the College community, no representative of the College is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of College policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with a member of the Counseling Center with whom such matters may be discussed in confidence. However, consulting with these professionals does not constitute the initiation of a complaint. Professional counselors are not representatives of the College for this purpose and are not authorized to investigate or respond to complaints of discrimination.

### **Appeals**

In the event that the complainant believes that the resolution of the complaint has not rectified the situation, an appeal may be made. The appeal should be filed with the Associate Vice President for Human Resources. In the case of complaints against students and staff members, the Associate Vice President for Human Resources will direct the appeal to the appropriate officer of the College for review and disposition. In the case of complaints against faculty, the Associate Vice President for Human Resources will consult with the Vice President of Academic Affairs to determine the appropriate officer of the College to whom the appeal should be directed.

An individual whose action(s) are the subject of a complaint may appeal adverse action taken as a result of the complaint. Students should follow the procedures in the Student Handbook. Faculty members should follow the procedures in the Faculty Handbook. Other employees should follow the grievance procedures outlined in the Employee Handbook.

These procedures shall constitute the grievance procedure mandated by the regulations implementing Title IX of the Education Amendments of 1972, and, for employees, the grievance procedure mandated by the regulations implementing Section 504 of the student handbook.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA) /COLLEGE POLICY ON STUDENT RECORDS**

King's College students, as provided by statute, may review any official records, files, and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, or observations. (References, ratings, or observations completed before January 1, 1975 are not available to students, nor are confidential recommendations collected by the Placement Office under a waiver by the individual.) Requests to review the aforementioned documents should be made in writing to the appropriate College official. In all cases other than disciplinary, address requests to:

Office of the Registrar  
King's College  
Wilkes-Barre, PA 18711

Direct requests to view disciplinary referrals to the Associate Vice President for Student Affairs and Dean of Students at the same address. The records, files, or data will be made available no later than 45 days from the time the written request is received.

Student records, files, or data will be available to outside individuals or agencies only after King's receives written authorization for release from the student. Exceptions include circumstances involving:

1. Accrediting organizations
2. Student's application for, or receipt of, financial aid
3. Cases of emergency, if the information is necessary to protect the health and safety of the student or other persons
4. Individuals who have obtained court orders or subpoenas
5. Certain government officials carrying out lawful functions
6. School officials with legitimate educational interests; a school official is a College employee in an administrative, supervisory, research, or support staff position.
7. Students who have applied to transfer to another college or university.

In accordance with the USA Patriot Act, under court order, the College will release educational records to federal law enforcement agents investigating terrorist acts, without the consent of students.

Directory information includes the student's name, address at home, on-campus or off-campus telephone numbers, date and place of birth, campus email address, photo, major field of study; dates of attendance, degrees and awards received, and the previous educational institution attended by the student. Body weight and height are considered directory information for interscholastic athletes.

Students requesting directory information not be released without their prior consent must file written notification by completing the Request for Privacy Form available in the Academic Advisement Office. The no information release designation applies to all information listed above, and to all persons making an inquiry about the students. Requests for privacy are kept on file in the Academic Advisement and Registrar's offices.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by King's College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

A student, as provided by statute, may request, in writing, a review of any information that they feels may be inaccurate or misleading. In accordance with the provisions of the statute, an appropriate administrative officer of the College who does not have a direct interest in the outcome must conduct the review.

Materials will be reproduced at a cost of .50 cents per page for records and \$10.00 for a transcript.

## **DISCIPLINARY RECORDS**

### **Retention of Records**

All reports of alleged student disciplinary guideline offenses are retained in the student file until that file is destroyed (approximately seven years after graduation or separation from the College).

### **Release of Records**

No disciplinary information from student records will be released without the student's consent, except to parents or other persons responsible for the student's College tuition. Only those College officials authorized by the Associate Vice President for Student Affairs and Dean of Students Office will be permitted to review student disciplinary records.

The results of all students' judicial process cases are confidential and not to be released to any unauthorized persons. In all cases, authorized persons are required not to divulge the outcome of a case to any other person. Failure to adhere to this policy will result in discipline and/or employment action and exclusion from receiving outcomes of disciplinary cases. In accordance with federal statute, all victims of violent crimes or sexual assault cases may receive the outcome of their cases. At the discretion of the Associate Vice President for Student Affairs and Dean of Students, the complainant in the case and College officials with a need to know may be informed of the outcome of cases. With the permission of the student, disciplinary record information may be supplied to third parties including for the purpose of reference or record checks. The College will provide disclosure due to being served an order by a court for student records.

Students are to be aware that reference or background reviews by governmental agencies, applications for teaching certificates or licenses, and applications for graduate, professional school, or employment require the full disclosure of all College records, including College disciplinary records. The presentation of a signed waiver by the student will result in full disclosure of disciplinary records.

## **Title IX Investigations**

See Title IX policy in the Student Handbook.

## **NOTIFICATION OF PARENT OR GUARDIAN**

The College releases information contained in student records within the guidelines of the Family Rights and Privacy Act. The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student's parent or guardian. These instances are in situations where parental or guardian involvement is necessary for the benefit of the student's well-being or educational progress.

King's College may notify parents or guardians if a student:

- Is not able to make a decision regarding contacting their parents or a guardian due to physical illness or psychological state
- Is admitted to a hospital, crisis center or treatment center (other than emergency room)
- Is placed on disciplinary probation, suspension, or dismissal after the student's appeal has been exhausted
- Who is underage is found to have violated the College's alcohol policy for consumption, possession or intoxicated behavior after the student's appeal has been exhausted
- Is being detained by local or state authorities.

The decision to notify a parent or guardian will be at the discretion of the Vice President for Student Affairs or Associate Vice President for Student Affairs.

## **FINANCIAL RESPONSIBILITY**

Students are responsible for their financial obligations to the College and its agents. A satisfactory settlement of all College and agent accounts is required before registration for the next semester, grades or transcripts are released, or degrees conferred. Students failing to meet financial obligations will be held responsible through the College disciplinary process for violation of Regulation XVI: Financial Responsibility.

The College reserves the right in those circumstances where a student is deemed to be in serious violation of College policy to initiate cancellation of the student's registration. If such cancellation occurs after the semester begins, tuition charges and financial aid will be adjusted accordingly, and a grade of "AW" (Administrative Withdrawal) will be entered on the student's transcript record.

The Associate Vice President for Student Affairs and Dean of Students Office will take disciplinary action with students who fail to meet their financial obligations. The College Bookstore will refer cases to the Associate Vice President if a student fails to settle a bad check or similar situation. In all such cases, students must make restitution for the amount of the check and all associated penalties or fees. Disciplinary sanctions also apply.

## **GRIEVANCE POLICY/INTERNAL COMPLAINT PROCEDURE**

The purpose of this policy is to serve as a guide for students who wish to file a complaint about an aspect of the College's operations/policies/procedures or about the actions of any student, visitor, or employee of the College. This policy is to be implemented only when dealing with circumstances not covered by existing academic or non-academic procedures (for example: the Student Code of Conduct, Title IX Procedures, Academic Grievance Policy, Academic Integrity Policy, Employee Grievance Policy, Discrimination Policy)

1. **Procedure Complaint:** Complaints, other than those filed against persons, should be directed, in writing, to the appropriate administrator (Director, Dean). The administrator must acknowledge receipt of the complaint in writing (letter or email) within three business days. It is the responsibility of that person to address the situation and, if possible, see that it is corrected if the complaint is warranted. This must be done within a reasonable amount of time, which will depend on the situation and steps needed to rectify the situation.
2. **Complaint against a Person:** Complaints being filed against a person should be directed, in writing, to the person's immediate supervisor. The supervisor must acknowledge receipt of the complaint within three business days. It is the responsibility of the supervisor to review the complaint and address it in a timely manner with the person and the complainant. The person against which the complaint is filed will be provided a copy of the complaint and the source of the complaint. The supervisor must provide the complainant, in writing, the outcome of their review. If the complainant does not receive an outcome in writing from the supervisor within two weeks, they may file the complaint in writing with the supervising member of senior staff.
3. **Retaliation:** The person filing the complaint cannot have any adverse action taken against them for filing the complaint.
4. **Record:** Documentation regarding the complaint as well as the outcome will be secured in the office of the person who received the complaint and acted upon it.
5. **Review:** If the complainant feels the response to the complaint is unacceptable or unreasonable, they may bring the complaint in writing to the senior staff member who oversees that department or program within five business days of receiving the outcome in writing.

## **Confidentiality**

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the College's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the College to carry out its obligation to investigate all complaints fairly and to ensure that non-discrimination is a reality within the College community, no representative of the College is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

## **Protection from Retaliation**

An employee or student who, in good faith, files a grievance shall not suffer harassment, retaliation, or adverse consequences from other employees or the College as a result of filing a grievance. A person who retaliates against someone who has filed a grievance in good faith is subject to action either employment or student conduct. Any person who believes that they have been retaliated against after making a good faith report may report this alleged retaliation to the Associate Vice President for Human Resources or Dean of Students.

## **HAZING, PLEDGING AND RELATED BEHAVIORS POLICY**

As a College in the Catholic tradition, King's encourages students to form bonds of loyalty and commitment with all members of the campus community. Special attention is given to encouraging social and service commitment to those with whom one lives. Avenues for service to the College and local communities, as well as for social interaction, are provided through many College-recognized organizations and events. With this in mind, the College does not recognize social fraternities or sororities nor does it encourage membership in them.

No recognized organization including but not limited to clubs, organizations, athletic teams, may have as a condition for initial membership or continued membership any activity that can be defined as pledging, hazing, or any behavior that violates a person's conscience, good judgment, or norms generally accepted as governing behavior in society. This is regardless of the person's willingness to perform or participate in such activities.

Due to the nature of hazing and related activities to be a participant in a group is presumed that participation is forced regardless of the individuals willingness to participate.

The College supports and adheres to the laws of the Commonwealth regarding hazing.

Pledging is defined as any activity or program that a prospective member, applicant or pledge completes prior to becoming a member of the organization.

King's College defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student. Hazing also includes acts that willfully destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any organization recognized by the College (or in the case of fraternities and sororities, organizations not recognized by the College).

Explicitly prohibited behaviors include, but are not limited to:

1. Transporting a student against their will
2. The marking or branding of a student
3. Preventing a student from fulfilling academic responsibilities
4. Requiring a student to eat or drink against the student's will
5. Requesting or requiring a student to perform personal service or acts of servitude
6. Paddling or striking in any manner
7. Preventing a student from practicing personal hygiene
8. Causing a student to be indecently exposed
9. Requiring a student to dress or act in a manner causing ridicule or humiliation
10. Forced calisthenics, runs, or other physical activity
11. Lines-ups, drills, or tests on organization information

Organizations or individual members of organizations that violate the College's Policy on Hazing and Related Behaviors will incur for themselves suspension from the College and withdrawal of College recognition from their organization.

## **IMPRINTED MATERIALS SALE AND DISTRIBUTION POLICY**

Objects for public sale on campus, e.g., T-shirts, mugs, etc., may not be inflammatory or obscene in nature. To achieve a level of respect for others' values and beliefs, we at King's College need to be aware that supporting activities that embarrass, insult, or provoke others, from within our community or from without, violate the principles to which the College is committed. King's prohibits the sale or distribution on campus of items that are sexist, racist, degrades others, or promotes alcohol or drug consumption. Student organizations, clubs, and classes may consult their College advisors and the Director of Campus Activities regarding any question on materials they desire to distribute or sell on campus. Athletics teams and clubs should consult the Associate Vice President for Intercollegiate Athletics and Recreation regarding the distribution or sale of any items on campus.

## **LOST/STOLEN BOOKS**

If a book is lost or stolen, students should immediately notify the College Bookstore and report the loss to the Safety and Security Office.

To help deter book theft, students should place their name in the book along with some other identifying marks (after determining the book will be kept for the semester). Do not leave books unattended anywhere on campus.

## **POLICY ON REPORTED MISSING STUDENTS**

In accordance with federal legislation, the College abides by the following policy in cases where a student is reported missing to the King's College Campus Safety and Security Department.

When a person notifies the Department of Campus Safety and Security that a student is missing, an officer completes a missing persons report. This report must include the last time the student was seen and the name of the person making the

report. Once the student has been missing for twenty-four hours, the Department of Campus and Security will notify the student's parent, guardian, or confidential contact that a missing persons report has been initiated. The College will then notify local police authorities.

The College is required by law to notify the parent or guardian of any student reported missing who is under the age of 18 years old and is not legally emancipated.

Students who are over the age of 18 years, or who are emancipated, may file with the College a written notification of a confidential contact to be notified if the student is reported missing. The confidential contact information must be filed in writing at the Associate Vice President for Student Affairs and Dean of Students Office located in Rev. John Lane C.S.C. House. Unless confidential contact information is filed in writing, the parent or guardian listed on the student's records will be contacted.

When a report has been filed with Campus Safety and Security, the Executive Director or Director of Campus Safety and Security will be notified.

Once Campus Safety and Security has determined that the student has been missing for twenty-four hours the Director or designee will

1. Notify appropriate campus officials
2. Notify the parent, guardian, or confidential contact (if filed by a student who is at least 18 years of age) that the student has been reported missing for twenty-four hours
3. Notify the police authority if the student is missing more than twenty-four hours.
4. The parent/guardian or designated contact person and the police may be notified earlier than 24 hours if there is information that the missing person is in endanger to themselves or others or other extenuating circumstance as determined by the Director of Campus Safety and Security or designee.

## **OFF-CAMPUS BEHAVIOR AND RESPONSIBILITY POLICY**

Students at Kings' College are members of both the College community and the community of Wilkes-Barre. All members of the College community have the obligation to adhere to the policies and regulations of the College and the laws of the commonwealth and local jurisdictions. The College holds students accountable to a higher standard of behavior than what is minimally expected by public law.

The College's policy is to hold students responsible for their behavior off campus. The behavior of students, both positive and negative, reflects upon the College through public officials and the public. The College will take disciplinary action on complaints received concerning off-campus student behavior from the police, neighbors, property owners, other students, faculty, staff, or the public. Students whose behavior off campus is contrary to public law or College regulations and policies will be subject to disciplinary sanctions.

All students must be aware that

- The College will discipline students for incidents that occur off campus
- The decisions of the College and Magistrate or courts are independent and mutually exclusive
- The College will discipline students in all cases where a citation or arrest takes place
- The College will not delay issuing a decision in a case because of a pending case before the Magistrate or courts, and
- Students are responsible for the behavior of their guests on and off campus, and for any behavior that occurs in their residences.

## **OFF-CAMPUS RESIDENTS' RESPONSIBILITY FOR BEHAVIOR IN THEIR APARTMENTS or HOUSES**

Students living off campus are responsible for not only their behavior that occurs in the apartments or houses, but also that of their guests or visitors. If the College receives a complaint and the individual cannot be identified, the residents of the dwelling will be held accountable and will be issued disciplinary sanctions. Such behaviors in which the resident will be held responsible include, but are not limited to, dropping items or liquid from windows, shouting obscenities or abusive language from a dwelling, underage consumption or possession of alcohol, excessive noise, discharging fireworks or causing a fire hazard. Residents are not to permit alcohol to be present when any person who is underage is present. If the guest, visitor, or unidentified individual is acting inappropriately in any way, the resident will be held accountable. The residents of the off property are responsible to know the identity of all visitors in the dwelling and property. Students are to cooperate with local police authorities and Campus Safety and Security Officers.

Off-campus students are responsible to be positive neighbors in the community. Students must respect the rights of others including neighbors, faculty, staff, and other students, to live in an environment without being infringed upon by the inappropriate behaviors of others.

## **Off-Campus Incidents**

King's will suspend from College any tenants or residents of an off-campus dwelling (house, apartment, room, etc.) who have been arrested or issued citation(s) by police or similar authorities. The residents or tenants are solely responsible for their own behavior and the behavior of guests or visitors in their dwellings, as well as the behavior in the neighborhood when the guests or visitors leave the dwellings.

## **Nuisance**

Any off-campus apartment, house, or other dwelling where there have been two or more complaints about disruptive behavior will result in the student residents or tenants having to vacate the property and obtain housing approved by the Associate Vice President for Student Affairs and Dean of Students. All expenses related to the required move are the sole responsibility of the student.

## **OFF-CAMPUS STUDENTS' CONTACT INFORMATION**

Off-campus students are required to provide, in writing, their name, those of their roommates, off-campus address, off-campus telephone number, property owner's name and telephone number to the Student Affairs Office. This information must be provided by August 15 for the fall semester or by December 15 for the spring semester each year the student resides off campus. Students who fail to provide all required information will be issued a \$75 fine, and a hold will be placed on their records including registration, grade reports, and transcripts.

## **PREGNANCY ACCOMMODATIONS FOR STUDENTS**

Students who are pregnant may face many challenges, physical and emotional, while completing the demands of their academic classes and co-curricular involvement. King's College is committed to assisting students balance these demands to help them complete their academic requirements.

As a Catholic college, King's is committed to life and to providing resources that support the choice of life. Therefore, King's will do all that it can to accommodate the needs of students who are pregnant in terms of coursework, housing, and spiritual and emotional support.

For students who are pregnant:

1. You may continue to participate in classes and extracurricular activities throughout pregnancy.
2. You are not required to provide a doctor's note for the pregnancy or return to classes after childbirth unless you are asking for accommodation through Mrs. Sheri Yech, Academic Skills Center, room 94 Mulligan Hall, telephone number 570.208.5800. The Academic Skills Office requires documentation for all accommodations.
3. The College will provide responsible accommodation; for example, an appropriate desk or separate chair rather than the traditional desk or more frequent use of the restroom when necessary during the pregnancy.
4. In compliance with the College's policy, faculty members will accommodate absences due to pregnancy or childbirth without requiring documentation or negative impact on grading or assessment.
5. You are permitted to return to the same academic program and extracurricular activities status as before your medical leave.
6. You will be permitted to make up any academic work missed while out for your pregnancy or childbirth. Instructors will work with students regarding extensions on assignments or testing due to the pregnancy or childbirth.
7. You may reside on campus in College operated housing. In general, College residence halls are not arranged to accommodate children. The Office of Residence Life, Sheehy-Farmer Campus Center, main level, telephone 570.208.5856 can provide assistance to students who are looking for housing to better accommodate children.
8. If you need to withdraw from a class after the deadline or withdraw from the College due to the pregnancy or childbirth, you must contact Associate Vice President for Student Success and Retention, room 327 Administration Building, telephone number 570.208.5895. If you withdraw from the College due to pregnancy or childbirth, you will be readmitted for any subsequent semester.

It is recommended that students:

1. Communicate with the College service offices, especially Academic Skills and your faculty regarding any accommodations early.
2. Keep records of absences due to the pregnancy and childbirth and all communication with your faculty and service offices.

Title IX, the gender equity law, provides student protection for pregnancy. If a student believes they are being discriminated against due to her pregnancy, the Title IX Coordinators may provide assistance.

• For employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: (570) 208-5968, email address [kristinfino@kings.edu](mailto:kristinfino@kings.edu). The

coordinator has ultimate oversight of the Sexual Misconduct Policy. [kristinfo@kings.edu](mailto:kristinfo@kings.edu). The coordinator has ultimate oversight of the Sexual Misconduct Policy.

- For students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: [rbmcgoni@kings.edu](mailto:rbmcgoni@kings.edu)

Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website [www2.ed.gov/ocr](http://www2.ed.gov/ocr). The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

## **Reporting Incidents to Police Authorities**

At King's College, the safety of our students, faculty, staff, and guests is paramount. The Campus Safety and Security Department cooperates with law enforcement agencies any time criminal activity endangers the community. Campus Safety and Security Officers conduct investigations of behavior that may violate the College's policies and regulation; it does not conduct investigation for police authorities.

Students and employees are encouraged to report to the local police authority's crimes especially when they are the victim. Campus Safety and Security staff is available to assist students and employees in making reports to the police.

In accordance with the Student Records Policy and FERPA, the College may disclose to the police information under the following circumstances:

- Directory information as defined in the College's Students Records/FERPA policy, if the student does not have a privacy restriction on all records through the Registrar's Office.
- Information released due to an impending and immediate emergency
- Information due to protect the individual students' or others health and safety
- To comply with a court order, subpoena or other lawful request.

Campus Safety and Security cannot provide security reports prepared for use outside of the Campus Safety and Security department, for example for the Student Affairs Office, Residence Life, the Business Office, or other departments, which are part of the student record to police without consent of the student(s) named in the report unless one of the circumstances above exists as determined by the Executive Director. Reports prepared for the sole use of the Campus Safety and Security Department, acting as the campus law enforcement agency under FERPA, which are not provided to other College offices or become part of the student record, may be disclosed to the police at the discretion of the Executive Director of Campus Safety and Security.

In accordance with the Pennsylvania Child Protective Services Law, those who have experienced child abuse should know that all College employees (Faculty, staff, Resident Assistants, Resident Counselors, Campus Safety and Security, contracted service employees, etc.) excluding licensed professionals from the College Counseling Center and the professional staff in Campus Ministry, are mandated to report incidents of child abuse brought to their attention to Childline or Law Enforcement. Notification will also be made to Campus Safety and Security.

Licensed professionals from the College Counseling Center and professional staff in Campus Ministry are not required to disclose knowledge of crimes reported to them except when necessary to prevent harm; those who wish to discuss a situation in complete confidence should notify the Counseling Center of Campus Ministry. Counseling services and pastoral care are available for persons affected by a sex offense.

## **SEARCH POLICY AND ROOM/APARTMENT ENTRY**

### **Search of Students' Residence, Vehicle, Property, and Technology Usage**

A student's room, locker, vehicle, or property will be searched only under supervision of the Associate Vice President for Student Affairs and Dean of Students or designee.

Requests for College administrative searches are made to the Associate Vice President for Student Affairs and Dean of Students, or in the Associate Vice President's absence, the Associate Dean of Students for Residence Life or designee. Administrative searches will be approved when there is reasonable cause to believe that a violation of College policies, rules, or regulations has taken place, or for the well-being of the student(s) or College community. Searches may be conducted without the resident(s) being present or prior notification.

Search of a student's technology usage of the College operated internet, email or other programs as part of an investigation by College officials when there is reasonable cause to believe there is a violation of College policies, rules or regulations must be approved by the Associate Vice President for Student Affairs and Dean of Students or designee.

Searches originated by municipal, state, or federal law enforcement agencies must be accompanied by a valid search warrant, or qualify under the law as an exception to the search warrant requirement.

Violations that occur in the plain view of a College official who has lawfully entered a student's residence or vehicle for a purpose other than search are exempt from the administrative search warrant requirement.

## **Room and Apartment Entry**

An authorized College employee may enter a student's room or apartment for the purpose of inspection or repair, to determine compliance with fire codes and other housekeeping regulations, and in emergencies where danger to life, safety, health, or property is perceived. Staff members may enter a student's room or apartment after knocking and announcing themselves if the staff member has reasonable grounds to believe that the occupants are violating College policies, rules or regulations.

## **SEXUAL MISCONDUCT POLICY (Title IX)**

### **I. Introduction**

King's College prohibits the offenses of sexual misconduct including but not limited to sexual harassment, rape, domestic violence, dating violence, stalking, and sexual assault. A student or employee who reports to the College that they have been a victim of one of these offenses, whether the offense has occurred on or off campus, shall be provided with a copy of this policy, which contains a written explanation of the student's or employee's rights and options available under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. King's College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sexual misconduct violates an individual's fundamental rights and personal dignity. King's College considers sexual misconduct, in all its forms, to be a serious offense. This policy refers to all forms of sexual misconduct, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit sexual misconduct in all of its forms. The College complies with the Commonwealth of Pennsylvania law on Sexual Violence.

### **II. Title IX Statement on Non-Discrimination:**

*King's College is committed to equal opportunity in: the admission of students, the administration of educational programs and activities for employees and applicants for employment, without discrimination based on race, national, or ethnic origin, religion, gender, gender identity, marital status, sexual orientation, age, or disability, in accordance with applicable laws.*

### **The following persons have been designated to handle inquiries regarding the sexual misconduct policy.**

- For complaints against employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: (570) 208-5968, email address: kristinfino@kings.edu. The coordinator has ultimate oversight of the Sexual Misconduct Policy.
- For complaints against students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: rbmcgoni@kings.edu.

The President of the College may designate a member of the staff to act in place of the Title IX Coordinators or appeal officer if there is a conflict of interest or if the position is vacant.

Information about Title IX requirements is available from the Department of Education, Office of Civil Rights at their website [www2.ed.gov/ocr](http://www2.ed.gov/ocr). The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: (215) 656-8541. Facsimile: (215) 656-8605. Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

### **III. Guidance on Reporting**

King's College encourages those who have experienced any form of sexual misconduct to report the incident promptly, to seek all available assistance, and to pursue College conduct charges and criminal prosecution of the offender. The College takes complaints very seriously and will work with survivors to ensure their safety and to remedy the situation. College employees, except for professional counselors in the Counseling Center and professional staff in Campus Ministry, are mandated reporters who is viewed by a student as a responsible person to whom to report. Professional counselors in the College Counseling's Center and Campus Ministry professional staff acting in their capacities as counselors are confidential reporters. Due to the general definition of mandated reporter in the regulations, all employees are mandated reporters except those who are classified as confidential reporters.

### **Whom to file a report or make a complaint to:**

The College encourages those who have experienced sexual misconduct to report these offenses to either Campus Safety and Security or the Title IX Coordinator, as follows:

- For complaints against employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino Office: 181 North Franklin Street, telephone number: (570) 208-5968, email address: kristinfino@kings.edu
- For complaints against students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: (570) 208-5875, email address: rbmcgoni@kings.edu
- Persons who wish to make a complaint may contact Campus Safety and Security, telephone number: (570) 208-5900. Office: Alumni Hall, room 107-108.

The Title IX Coordinator can assist with all aspects of the complaint procedure.

Employees who believe they have either witnessed or been subjected to sexual misconduct may notify one of their supervisors or the Title IX Coordinator listed above. The supervisor is required to notify the Title IX Coordinator.

### **Guidance on taking immediate action:**

Tell a trusted person about the incident. You may contact King's College Campus Safety and Security at 570.208.5900 and/or the College's Title IX Coordinator for employees (telephone: 570.208.5962) or Title IX Coordinator for students (570.208.5875). You may also contact the King's College Counseling Center at 570.208.5873. Another helpful resource is the Victim's Resource Center at 570.823.0765 located at 71 North Franklin Street in the Kirby Heath Center within one block of the College. Campus Safety and Security, the Title IX Coordinators can provide immediate referral information, investigation assistance and for students, access to the College counselor on call when classes are in session during the fall and spring semesters.

In the event that sexual assault or sexual violence occurs, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. The survivor has the right to file a report with the police and seek prosecution. (The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.) Survivors should not bathe, urinate, douche, brush teeth, or drink liquids. Clothes should not be changed but if they are bring all the original clothing to the hospital in a paper bag. (Plastic bags damage evidence.) When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

A Victim's Resource Center advocate can offer support at the hospital. Survivors may ask for the advocate at the hospital. (People under the age of eighteen should be aware that, as a minor, their parent(s) may have the right to obtain information from their medical records.)

Survivors may choose whether or not to speak to the police at the hospital. If they don't, the option to choose whether to file charges against the accused still exists.

Private physicians are not required to notify the police. If a survivor desires police involvement, they may request this contact. Also, with a private physician, survivors may have to ask for a rape kit to be completed. Please keep in mind, having a rape exam does not mean that survivors are mandated to press charges. This action only keeps the survivor's options open.

### **Protective Measures:**

**Student:** The College will take all necessary steps to remedy the discriminatory effects on the survivor(s) and others. Examples of such survivor-sensitive remedies may include: order of no contact, residence hall relocation, adjustment of schedule, interim suspension pending the outcome of the process, etc. These remedies may be applied to one, both, or multiple parties involved. When the survivor and the accused student participate in the same courses, reside in the same college residence or in proximity to one another, or participate in the same activities (i.e., sports teams) survivors may request that a fair and immediate way to reassign and/or move one of the persons be decided upon by the Associate Vice President for Student Affairs and Dean of Students or a designee. Associate Vice President and Dean of Students will consult with the Associate Vice President for Student Success and Retention in making a determination regarding an alternative classroom assignment(s) for the accused student and/or the survivor who has experienced a sex offense and with the Associate Dean of Students for Residence Life in making a determination regarding an alternative housing assignment.

- Directive of no trespass
- Directive of no contact
- Change or removal from student housing
- Change in class section
- Restoration of presence on campus
- Restriction from college activities including athletics, student organization or events

**Employee:** The College will take all necessary steps to remedy the discriminatory effects on the survivor and others.

Examples of such survivor remedies may include:

- Order of no contact
- Adjustment to work schedule
- Reassignment of position and/or department
- Interim suspension pending the outcome of the process

These remedies may be applied to one or multiple parties involved.

#### **IV. Surviving Sexual Misconduct**

Survivors of sexual misconduct experience many feelings such as confusion, denial, shock, fear, self-blame, embarrassment, and helplessness. These feelings are normal. Unfortunately, they may last a lifetime if not addressed and resolved.

##### **Survivors need to:**

- Seriously consider obtaining medical help
- Feel safe
- Be understood
- Know it was not their fault; no one deserves to be a victim of sexual misconduct including sexual violence, sexual harassment, assault, or rape
- Experience control of their life again

##### **Statement of Survivor Rights:**

King's College recognizes that sexual misconduct is an offense in which the survivor often feels powerless. King's assures survivors that they have the following rights throughout the trauma of being a sexual misconduct survivor in our community.

1. The survivor will have the power to make decisions affecting their medical and emotional treatment.
2. The survivor will have control over making decisions pursuing legal prosecution.
3. The survivor will decide who is notified outside the protocol established by the College, including notification of parents (except in the case of a minor survivor).
4. The survivor will receive support from the College in obtaining needed counseling or other support.
5. The survivor will be aided by the College in obtaining a living environment that is safe and secure.
6. The survivor will be assured of confidentiality within the protocol followed by the College.
7. The survivor will have the right to:
  - a. Have an advisor of their choice present
  - b. Not have prior sexual history discussed during the investigation
  - c. Have a victim impact statement entered as testimony
  - d. Be informed of the outcome

For further information, contact the Title IX Coordinator or Assistant Title IX Coordinator; (please refer to Section III for contact information).

#### **V. Rights of the Accused and Accuser:**

1. To have a fair and proper review of the complaint.
2. To have the complaint resolved in a timely fashion, usually within a 60 day period unless there are extenuating circumstances requiring a longer period of time.
3. To have an advisor of their choosing present at all meetings with the investigators and hearing officer.
4. To have a hearing officer that does not have a conflict of interest with either the accused or accuser.
5. Have the opportunity to present information to the investigators and the hearing officer for consideration in the process.
6. To have timely notice of all meetings.
7. To have information regarding how the process is conducted (Sexual Misconduct Policy)
8. To have their right to appeal the decision of the hearing officer to the appeal officer.

#### **VI. Transportation**

A member of the Student Affairs staff will make the necessary arrangements to transport a student who is a sexual assault survivor to a hospital.

#### **VII. Reporting Sexual Misconduct to Campus Safety and Security**

This can be done immediately following an incident by calling the switchboard at 570.208.5900. To report, after the fact,

an incident that has recently taken place, call the Executive Director of Safety and Security at 570.208.8103 or 570.208.5900, and ask for the officer on duty. The purpose of reporting to security is to:

- Obtain the necessary medical assistance and emotional support
- Protect yourself and others from future victimization
- Apprehend the assailant
- Seek justice for the wrong done

If a student chooses to report an incident, a security officer or pair of security officers will take a statement regarding what happened. They will ask for a description of the assailant(s) if they are not known to the survivor, or an identification of the assailant(s) if known. Security may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. Students are always welcome to have a support person with them during the interview.

## VIII. Definitions

Please note: Where two (2) definitions are provided below for a form of conduct prohibited by this Policy (i.e., a Pennsylvania definition, and a definition as set forth in the Clery Act federal regulations), such is required by the Clery Act and its regulations. The commission of an act or acts as set forth in either, or both, of the definitions constitutes a violation of the King's College Sexual Misconduct Policy.

The following definitions are applicable to this Policy:

1. *Sexual Misconduct* is a form of sex discrimination and includes, among others, acts of sexual violence and sexual harassment. Sexual misconduct is a broad term encompassing any sexual behaviors that violate King's College's Code of Conduct and/or Sexual Misconduct Policy (Title IX).
2. *Sexual Discrimination* is behaviors and actions that deny or limit a person's ability to benefit from, and/or fully participate in, the educational programs or activities or employment opportunities because of a person's sex. Sexual misconduct is a form of sex discrimination. Examples of sexual discrimination under Title IX include, but are not limited to, sexual harassment, failure to provide equal opportunity in education programs and curricular programs including athletics, discrimination based on pregnancy, and employment discrimination.
3. *Sexual Harassment* is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:
  - a. Promising, directly or indirectly, a student or employee a reward, if the student or employee complies with a sexually-oriented request.
  - b. Threatening, directly or indirectly, retaliation against a student or an employee, if the student or employee refuses to comply with a sexually-oriented request.
  - c. Denying, directly or indirectly, a student or employee an employment or education related opportunity, if the student or employee refuses to comply with a sexually-oriented request.
  - d. Engaging in sexually suggestive conversation or physical contact or touching another student or employee.
  - e. Displaying pornographic or sexually oriented materials.
  - f. Engaging in indecent exposure.
  - g. Making sexual or romantic advances toward a student or employee, and persisting despite the student or employee's rejection of the advances.
  - h. Physical conduct such as assault, touching, or blocking normal movement.
  - i. Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

4. *Sexual Violence* may vary in its severity and consists of a range of behaviors or attempted behaviors. Prohibited acts of sexual violence under this Policy include, but are not limited to, the following acts numbered 5 through 20.
5. *Rape*: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*Rape is defined by the Commonwealth of Pennsylvania as when a person engages in sexual intercourse with another person*

- By forcible compulsion
- By threat of forcible compulsion that would prevent resistance by a reasonable resolution
- Who is unconscious or where the person knows the complainant is unaware that the sexual intercourse is

- occurring.
  - Where the person has substantially impaired the complainant's power to appraise or control his or her conduct by administering or employing, without the knowledge of the complainant, drugs, intoxicants or other means for the purpose of preventing resistance.
  - Who suffers from a mental disability which renders the complainant incapable of consent
6. *Sexual Assault* is defined as any action in which one person forces another person to engage in sexual activity against their will or consent, or that involves the threat of or the actual physical contact of a sexual nature. The Commonwealth of Pennsylvania defines sexual assault as when a person engages in sexual intercourse with a complainant without the complainant's consent.
  7. *Acquaintance Rape* is defined as using physical force, emotional bargaining, blackmail, or "mind games" to force sexual intercourse, fondling, kissing, holding, etc., or any sexual contact forced on a person against their will or consent, by a person known to the victim.
  8. *Non-Consensual Sexual Contact* is any intentional sexual touching, however slight, with any object, or body part, by a man or a woman upon a man or a woman, without consent.
  9. *Non-Consensual Sexual Intercourse* is any sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a man or woman upon a man or a woman, without consent.
  10. *Forced Sexual Intercourse* is unwilling or non-consensual sexual penetration (anal, vaginal or oral) with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition of which the assailant was aware or should have been aware
  11. *Sexual Activity* is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; oral copulation (mouth to genital contact or genital to mouth contact), sexual coercion and sexual battery.
  12. *Sexual Exploitation* occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student; non-consensual video or audio taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in Voyeurism; knowingly transmitting an STD or HIV to another.
  13. *Sexual Coercion* is persuading or coercing a person into engaging in unwanted sexual activity through physical force, threat of physical force or emotional manipulation.
  14. *Sexual Battery* is the unwanted form of intimate physical contact for the purpose of sexual arousal, sexual gratification, or sexual abuse. Sexual battery may take place whether the victim is clothed or not.
  15. *Fondling* is touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of temporary or permanent mental incapacity.
  16. *Incest* is the sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  17. *Statutory Rape* – Sexual intercourse with a person who is under the statutory age of consent.
  18. *Domestic Violence*: A felony or misdemeanor crime of violence committed:
    - By a current or former spouse or intimate partner of the victim
    - By a person with whom the victim shares a child in common
    - By a person who is cohabitating with, or has cohabitated with the victim as a spouse or intimate partner
    - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
    - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
    - *Domestic violence* as defined by the Commonwealth of Pennsylvania includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the Domestic and Family Violence Laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws.
  19. *Dating Violence*: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
    - The existence of such a relationship shall be determined based on the reporting party's statement and with

consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- Dating violence as defined by the Commonwealth of Pennsylvania is behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control the person's partner.

20. *Stalking*: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others
- Suffer substantial emotional distress. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- *Course of conduct* means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Stalking* as defined by the Commonwealth of Pennsylvania is (1) engaging in a course of conduct or repeatedly committing acts towards another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause emotional distress to such other person, or (2) engaging in a course of conduct or repeatedly communicating with another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or cause substantial emotional distress to such other person.

21. *Consent*: Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct.

- Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
- Consent is informed, freely and actively given and requires clear communication between all persons involved in the sexual encounter.
- Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
- It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Previous relationships or consent does not imply consent to future sexual acts.
- Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol. Any other violation(s) of College policies will be addressed separately from the sexual violence allegation(s). Use of alcohol or drugs never makes the victim at fault for sexual violence.
- If you have sexual activity with someone you know to be or should know to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
- Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why or how of their sexual interaction. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
- Use of alcohol or drugs will never function to excuse behavior that violates this policy.
- Assent does not constitute consent if a person who, because of youth, mental disease, deficiency, or impairment due to alcohol or drugs, is unable to make a reasonable judgment concerning the nature or harmfulness of the activity gives such assent.

22. *Other Definitions*

- *Victim, survivor or complainant* are used interchangeably in this and other policies or statements. In this case the victim, survivor, or complainant is the individual who believes they have been subjected to sexual discrimination, sexual harassment, or sexual misconduct.

- *Accused, abuser or aggressor* is used to refer to the person accused of violating the policy related to sexual discrimination, sexual harassment, or sexual misconduct.
- *Retaliation* is any action by any person that includes but is not limited to: intimidation, hostility, harassment, retribution, or violence that occurs in connection with, or in response to, the making and investigation of the report.
- *Preponderance of the evidence* is the level of proof used to decide complaints under this Policy, and which means that, "more likely than not," the behavior took place.
- *Confidentiality* is communication between two persons, which it is agreed the information will not be shared for the benefit of the survivor or complainant. College employees have an obligation to report certain acts to their supervisor or other persons, for example the Title IX Coordinator. Privileged communication is protected by the law for licensed counselors, lawyers, medical personnel, and clergy in the performance of their responsibilities and is governed by Commonwealth law.
- *Advisor* is a person of the victim or accused's choosing who may help the victim or accused throughout the process but does not represent them. The advisor may not make any presentation to the hearing officer, investigator or Title IX officer. The advisor may provide advice and assistance directly to the victim or accused.
- *Employee* is any person who is recognized by the Human Resources Department as a College employee, Faculty, Staff, student aid, resident assistant, resident counselor, coach, outside contractor, outside vendor, volunteer or agent of the College.
- *Business day* refers to days when college offices normally open to serve students and the public. This excludes Saturdays, Sundays, College declared holidays, vacation periods when administrative offices are closed, and days closed due to weather or other emergencies.
- *Gender Identity*: A person's internal sense of being male, female, or a combination of both; that internal sense of a person's gender may be different from the person's gender as assigned at birth.
- *Proceeding*: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.
- *Result*: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution.
- *Title IX Coordinators*: Persons responsible for the oversight of the Title IX investigation and decision making process to insure that a fair and equitable process is followed for the accuser and accused. The coordinator or assistant coordinator will assign an investigator and Title IX hearing officer. The one coordinator will primarily oversee cases in which the accused is a non-student employee of the College and ensures compliance with Title IX and regulations issued by the Department of Education. The one coordinator will primarily oversee cases where the accused is a student of the College.
- *Title IX Hearing Officer*: The Title IX hearing officer will be a trained employee in the Title IX Sexual misconduct policy and decision making process who will review the materials prepared by the investigator and the investigator's recommendation and will conduct the decision making process. The hearing officer will issue the decision to the accused and accuser.
- *Investigator*: The investigation will be assigned by the Title IX Coordinator or Assistant Coordinator to investigate the complaint, review information, conduct interviews and prepare a report including a recommendation and submit it to the hearing officer. The investigator may consult with the Title IX Coordinator or Assistant Coordinator on process and procedure.
- *Mandated Reporter*: A mandated reporter is an employee who is viewed by a student as a responsible person to whom to report. The expectations to the mandated reporter clarification are a confidential reporter or clergy acting in their role as a minister. Due to the general definition of mandated reporter in the regulations all employees are mandated reporters except those who are classified as confidential reporters.
- *Confidential Reporter*: Confidential reporters on campus are designated as professional counselors employed in the College Counseling Center (including the part time contracted psychiatric physician assistant). Clergy are confidential reporters if they are acting in their role as a minister/priest but not acting in their non-ministerial role (for example faculty member, resident counselor, or administrator.) A professional counselor is a person whose official responsibilities for the College include providing mental health counseling to members of the College community and who is functioning within the scope of the counselor license or certification. A pastoral counselor is associated with a religious order or denomination and is recognized by the religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.

## **IX. Non-Emergency Medical Procedures**

Even if evidence has not been collected at a hospital, it is still important to get medical attention at a doctor's office, medical clinic or for students, the Student Health Center. An exam in this case will include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment for students may be arranged on campus by calling the Student Health Center at (570) 208-5852. The Center's hours are 8:30 a.m. - 4:30 p.m., Monday through Friday, when classes are in session.

## **X. Counseling and Emotional Support**

**Victim's Assistance Advocate- On Campus**, Sheehy-Farmer Campus Center, Room 100A, Main Level, Residence Life Suite 570-208-5856

The victim's assistance staff member provides support to students who have been a victim or witness of a violent incident on or near the College campus. The primary responsibility of the staff member is to inform victims of the services available to them on and off campus, and provide support when interacting with College counselors, Campus Safety and Security staff and the police. The victim's assistance staff member provides follow up to the victim after the initial incident and response. Follow up meetings/updates (through email/telephone) may continue after that for as long as the student and victim's assistant feel it is necessary.

The Executive Director of College Safety and Security or designee can assist the victim or witnesses in preparing for judicial proceedings and understanding the criminal judicial system.

**Counseling Center**, Administration Building Room 620 (570) 208-5873

Students may contact a member of the King's College Counseling Center during regular office hours, Monday - Friday, 8:30 a.m. - 4:30 p.m., or by visiting the Counseling Center located on the sixth floor of the Administration building. After normal operating hours, call the switchboard (570) 208-5900 for assistance, who will then contact a College counselor. The Counseling Center at King's College can provide safe, confidential support during this difficult period. They can discuss coping methods that may be of assistance immediately following an assault or later. They can also provide pertinent referral resources and services where students can also seek further assistance and support.

## **Off Campus Assistance**

Luzerne County offers several resources to victims of sexual assaults, rapes, domestic violence, stalking, etc. King's College works closely and cooperatively with these agencies to bring our students awareness, education, and supportive services. Below are offices that are available to students:

- The Luzerne County Victim's Resource Center (VRC) provides a wide range of services to men, women and children who are victims of crime. These services include a 24-hour hotline, support groups, counseling and advocacy for victims. The Victim's Resource Center provides medical and legal accompaniment and offers support groups for survivors of rape, incest, and other forms of sexual abuse. The agency also provides numerous educational programs for students of all ages, professionals and community groups. The Victim's Resource Center is private, confidential and its services are free. They are also located conveniently close to campus and they are cooperative to come to campus to meet with students privately. Victim's Resource Center can be reached by calling (570) 823-0765.
- Domestic Violence Service Center (DVSC) is another local resource which may be reached by phone at 1-800-424-5600. DVSC offers a wide range of free and confidential services including a 24-hour hotline for information and referral, crisis intervention, supportive counseling or a sympathetic shoulder to cry on. Other free services include counseling, individual and group counseling for residents and non-residents, advocacy, court advocacy and accompaniment related to Protection From Abuse Orders, community outreach and education, life skills and parenting training, medical and mental health advocacy and trainings for professionals.
- Luzerne County also maintains a Protection from Abuse Office through which survivors can obtain protection in certain domestic violence situations. Information on this service is available from the Victim's Resource Center, the College's Student Affairs Office, or from the Director of Campus Safety and Security.

## **XI. Prevention of Sexual Misconduct**

While not all incidents of sexual misconduct can be prevented, the following are some actions that should be considered to prevent or confront inappropriate behaviors.

- Always be clear and honest in your communications regarding sex and personal limits.
- Say "no" and mean "no".
- Trust instincts. If uncertain about someone, be very cautious about dating them.
- Non-verbal behavior can be interpreted differently than intended, but that does not mean that it was the survivor's fault should sexual misconduct occur.
- Don't drink or use other drugs on dates. Vulnerability rises dramatically when under the influence.

- Forced sex is never okay; it is always rape.
- “No” means “no,” not “maybe” or “I want you to be more assertive.”
- Take responsibility for your own limits and actions. Do not let anyone else decide what is right.
- Spending money on someone, previous sexual intercourse, petting, and long-time dating do not obligate any person to have sex with any other person.
- Don’t talk or encourage others to talk in a macho way or tell jokes belittling others or sex. Doing so only contributes to the problem.
- Being under the influence of drugs or alcohol is not an excuse for rape. Alcohol and drug use can affect the ability to make clear decisions. People under the influence of alcohol or drugs are more likely to be victimized by others.

## **XII. Anonymous - Jane or John Doe Report**

Survivors of sexual misconduct are encouraged to report the incident to their supervisors, a Title IX Coordinator or Campus Safety and Security. The survivor may report incidents of sexual assault or rape in a confidential manner to a member of the Counseling Center, or Campus Minister in a confidential setting. Confidential reporting is commonly referred to as John or Jane Doe reporting. Confidential reports permit the survivor to receive appropriate assistance and support while letting College officials know that an incident took place. The counselor will report that an incident took place excluding the name of the survivor but including the time, location, and description of the incident and accused assailant (with the permission of the survivor) to the Title IX Coordinators.

Reporting the incident is a separate step from choosing to prosecute. When a student files a report, they are not obligated to continue with legal proceedings or Title IX procedures but they may choose to do so. The reporting student can choose to not participate in the process at any point.

## **XIII. Procedure**

All incidents of sexual misconduct, including retaliation, should be reported. The Title IX Coordinator will provide for the adequate, reliable, and impartial investigation of all complaints.

**Procedure Based on Type of Alleged Offense:** The College has developed a complaint and resolution procedure to respond to sexual misconduct.

### **Proceeding**

1. A complaint can be made to the Title IX Coordinator.
2. Once a complaint of sexual misconduct is made, an investigation of the report shall be commenced within ten business days and should be completed within 60 days, absent any extenuating circumstances.
3. To ensure a prompt and thorough investigation, the complainant should provide as much of the following information as possible:
  - a. The name, department, and position of the person or persons allegedly causing the sexual misconduct (which includes sexual misconduct, sexual violence, and harassment) or retaliation.
  - b. A description of the incident(s), including the date(s), location(s), and the presence of any witnesses.
  - c. The names of other students or employees who might have been subject to the same or similar sexual misconduct or retaliation.
  - d. If appropriate, any steps the complainant has taken to try to stop the sexual misconduct or retaliation.
  - e. Any other information the complainant believes to be relevant to the sexual misconduct, harassment, or retaliation.
4. The Complainant and the accused will receive written notice that a Sexual Misconduct investigation is taking place including date, time, location and type offense of the alleged incident, names of the investigator and hearing officer and that the policy is available in the Student Handbook. The parties will meet with the Title IX Coordinator to review the process, interim measures and the report.
5. The investigation may include any of the following: interviews of the parties involved, including witnesses, and the gathering of other relevant information.
6. Parties to the complaint may present witnesses and other evidence.
7. At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties involved or witnesses be provided by appropriate College officials.
8. The College shall take reasonable steps to prevent the recurrence of sexual misconduct or retaliation in any form. If the recurrence takes place, those responsible for such behavior may be subject to disciplinary action under the Student Conduct Procedure (Student Handbook or Employee Handbook if the person is an employee or third party. For examples of the range of potential disciplinary sanctions, see the Student Handbook and Employee Handbook
9. The complainant and the accused may receive a copy of the security report narrative with names and identifiable information removed after the investigation interviews are completed. The report will not include individual statements.

10. The complainant and accused will be given the opportunity to review all information including reports and other evidence prior to meeting with hearing officer to provide an opportunity to prepare a response.
11. At the conclusion of the investigation a resolution shall be determined based on the preponderance of evidence. Parties involved will be given notice of the outcome, in writing, promptly at the conclusion of the investigation.
12. The College will take all necessary steps to remedy the discriminatory effects on the survivor(s) and others. Examples of such remedies may include, but are not limited to: order of no contact, residence hall relocation, classroom reassignment, or other appropriate remedies.

#### **XIV. Appeal Process**

Appeals of the findings of the process are filed to the appropriate appeal officer: For students the appeal officer is the Vice President for Student Affairs and for non-students it is the Associate Vice President for Business Affairs and Controller.

1. Parties to the complaint may appeal the findings of the investigation. All appeals will be conducted in an impartial manner by one of the persons (Appeal Officer) in the following positions who did not conduct the initial investigation: the Vice President for Student Affairs when the accused is a student or, Associate Vice President for Business Affairs and Controller for cases for non-students.
2. The complainant or the accused may file an appeal if they (1) disagree with the outcome, (2) have new evidence that was not available at the time of the original decision or (3) if the process was not followed. The appeal must be made in writing within five business days. For complaints against an employee or third party the appeal is heard by the Vice President for Business Affairs and for complaints against a student the appeal is heard by the Vice President for Student Affairs.
3. Both parties in the appeal process will have the opportunity to meet with the appeal officer to present information. Both parties may have an advisor present who is a member of the College staff, faculty, student, or a counselor from the Victim's Resource Center. Both parties may present an impact statement on how this incident has affected them.
4. The appeal officer will not consider information about prior sexual history but may consider prior documented disciplinary records.
5. The appeal officer may interview people involved in the case including witnesses and other staff.
6. The appeal officer will insure both parties are treated equally in the process.
7. The decision on the appeal, based on the preponderance of the evidence, will be issued, in writing, to both parties typically within ten business days of the filing of the appeal, absent extenuating circumstances. The decision of the appeal officer is final.

#### **XV. Sanctions:**

##### **Student Sanction by Type of Offense:**

- Stalking: minimum of disciplinary probation with parental notification for one calendar year, counseling, directives of no contact, directive of no trespass if appropriate.
- Rape: Dismissal from the College, no trespass from the College.
- Dating Violence: Suspension from the College for one year or dismissal, directive of no contact, directive of no trespass, conditions for readmission including but not limited to counseling.
- Sexual Assault: Suspension from the College for one year or dismissal, directive of no contact, directive of no trespass, conditions for readmission including but not limited to counseling.
- Domestic Violence: Suspension from the College for one year or dismissal, directive of no contact, directive of no trespass, conditions for readmission including but not limited to counseling.

##### **Other possible sanctions:**

- Censure is a written reprimand.
- Restitution involves compensation for damage or offense committed via payment of money.\*
- Monetary sanction amounts are determined by the hearing officer.
- Directives of no contact or no trespass.
- Disciplinary probation is for a specific period of time in which any further disciplinary violations may result in the student's suspension from the College. Parents or guardians, at the discretion of the Associate Vice President for Student Affairs and Dean of Students, may be notified when a student is placed on probation.
- Supplementary sanctions include community service, work discipline, temporary confiscation of property, and restriction from involvement in student activities (including clubs, organizations, or intercollegiate sports), apology, educational project, or other restrictions.
- Withdrawal of institutional funds is another possible sanction. The College may withdraw institutional financial aid for a specific amount of time.
- Residence hall suspension is also an option. The student may be denied the privilege of occupying College-owned housing for a specific period.

- Suspension separates the student from the College for a period no less than one full semester.
- Dismissal is the permanent separation of the student from the College.

Any violation of the Student Conduct Code motivated by the victim's or complainant's racial identity, national origin, ethnicity, gender, religion, disability, or sexual orientation shall subject a student to a more severe sanction than would ordinarily accompany that violation.

\*Monetary sanctions and/or restitution not paid, or other sanctions not completed by the date specified, will result in an additional penalty of .50 cents per day late fee, the student's records (grade reports, transcripts, recommendations) being withheld, and the student's exclusion from participation in extra or co-curricular activities and intercollegiate athletics. Continued failure to comply with existing sanctions may result in further disciplinary actions.

### **Sanctions for Employees:**

- Stalking: Temporary reassignment of work location pending outcome of the investigation, minimum of disciplinary probation for specific period of time to be determined in accordance with the King's College Progressive Discipline Policy, counseling, directive of no contact, directive of no trespass if appropriate.
- Rape: Suspension without pay pending outcome of the investigation, if found guilty, termination of employment with the College, directive of no contact, directive of no trespass.
- Dating Violence: Suspension without pay pending outcome of the investigation, if found guilty, termination of employment with the College, directive of no contact, directive of no trespass.
- Sexual Assault: Suspension without pay pending outcome of the investigation if found guilty, termination of employment with the College, directive of no contact, directive of no trespass.
- Domestic Violence: Suspension without pay pending outcome of the investigation, if found guilty, termination of employment with the College, directive of no contact, directive of no trespass.

### **Other Sanctions for Employees:**

- Written warning
- Directive of no contact or no trespass.
- Disciplinary probation is for a specific period of time in which any further disciplinary violations may result in suspension from the College as outlined in the Progressive Discipline Policy.
- Supplementary sanctions include formal written apology.

## **XVI. Timeline of the Process:**

The following is an estimated timeline to be used as a guide for the process. The intention is to complete investigations within reasonable timeframe from receipt of the formal complaint through conclusion of the appeal process. The timeline will be different for each case as it proceeds through the process. There may be delays for short periods of times (up to one week) at the request of the local police authority so not to interfere with their investigation or when the College is closed from December 23 through January 1. This example timeline allows for 60 days including fifteen days to be added due to the needs of the investigation, decision making process or appeal.

- **Day 1:** A complaint is received by a responsible person and forwarded to a Title IX Coordinator or Assistant Coordinator.
- **Day 1-3:** The Title IX Coordinator will assign an investigator and a Title IX hearing officer who each will receive the complaint.
- **Day 1 through conclusion of the process:** The Title IX hearing officer will review the complaint information and determine if protective measures are to be implemented and notify the accuser and accused that the Title IX investigation has commenced and explain the process.
- **Day 4 through 20:** The investigator will conduct interviews and gather information. The investigator will prepare a report with a finding and forward it to the Title IX hearing officer. The investigator may confer with the Title IX Coordinator to discuss the process and procedures.
- **Day 21-35:** The Title IX hearing officer will receive the investigators report and review and then carry out the process.
- **Day 35:** The Title IX hearing officer will issue a decision to the accused and accuser, and explain the appeal process.
- **Day 36-38:** The accused or accuser may file an appeal.
- **Day 39-45:** The appeal will be heard by the appropriate appeal officer and a final decision issued.

## **XVII. Cooperation with Law Enforcement**

- I. The College will comply with law enforcement requests for cooperation and such cooperation may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The College will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three to ten business days, although the delay in the College's investigation may be longer in certain instances.

2. The College will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the survivor and the campus community and the avoidance of retaliation.

### **XVIII. Retaliation**

King's College strictly prohibits retaliation against any person for using this reporting procedure, or for filing, testifying, assisting or participating in any manner in any investigation or proceeding involving allegations of sexual misconduct. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or dismissal if they are a student.

### **XIX. Confidentiality**

Licensed professionals from the College Counseling Center and professionals in Campus Ministry are not required to disclose knowledge of felonies reported to them except when necessary to prevent harm; those who wish to discuss a situation in complete confidence should notify only the Counseling Center or Campus Ministry. Counseling services and pastoral care are available for persons affected by a sex offense.

If you would like to report an incident or speak to someone about something that happened and you desire that details of the incident be kept confidential, you should speak with staff members of the Counseling Center, the Campus Ministry Chaplain, or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help you, free of charge, and can be seen on an emergency basis. In addition, you may speak on and off campus with clergy and chaplains, who will keep reports made to them confidential.

All inquiries, complaints, and investigations are treated with discretion. Information is revealed as law and policy permit. However, the identity of the complainant is usually revealed to the accused of such conduct and any witnesses.

The Title IX Coordinator shall maintain all information in secure files pertaining to an employee complaint or investigation. The Title IX Coordinator in Student Affairs will maintain records from any alleged violation in the accused student file.

### **XX. Federal Statistical Reporting Obligations**

Certain campus officials (campus security officials) have a duty to report violations of this policy for federal statistical reporting purposes. All personally identifiable information is kept private, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety.

### **XXI. Federal Timely Warning Reporting Obligations**

Survivors of sexual misconduct should also be aware that College administrators must issue timely warnings for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community under the federal "Clery" law. The College will make every effort to ensure that a survivor's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### **XXII. Special Provisions**

**Attempted violations:** In most circumstances, the College will treat attempts to commit any of the violations listed in this policy or in the Student Code of Conduct as if those attempts had been completed.

**The College as Complainant:** As necessary, the College reserves the right to initiate a student conduct complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the survivor or complainant.

### **XXIII. False Reports**

The College will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **XXIV. Immunity for Survivors**

The College community encourages the reporting of sexual misconduct and Code of Conduct violations. Sometimes, survivors are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many survivors as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering survivors of sexual misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the College will provide educational options rather than punishment, in such cases.

## **XXV. Good Samaritan**

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The College encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a survivor of sexual misconduct to Campus Safety and Security). The College pursues a policy of limited immunity from the Student Code of Conduct for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

## **XXVI. Parental Notification**

The College reserves the right to notify parents/guardians of dependent students regarding any health or safety emergency, change in student status or involvement in conduct situations, particularly alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is not a dependent, the College will contact parents/guardians to inform them of situations in which there is a health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

## **XXVII. Release of Outcomes**

The outcome of a Title IX investigation involving students is part of the education record of the student parties involved, and is protected from release under the federal law, FERPA. However, the College observes the legal exceptions that allow for notification of the parties involved and others whom the College determines to inform based on the law and this policy.

The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage /vandalism of property and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.

## **XXVIII. Sexual Misconduct Educational Programming**

Because King’s College recognizes sexual misconduct as an important issue the College offers educational programming in a number of ways to a number of groups on campus such as: campus personnel (Campus Safety, Residence Life, faculty, and staff); incoming students; resident and off-campus students; and members of student organizations. Campus efforts are to tailor programming to address primary prevention, ongoing prevention, ongoing awareness, risk reduction and bystander intervention. Each of these types of efforts is defined below:

- Awareness Programs – community-wide or audience specific programming, initiatives, and strategies
- that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.
- Bystander Intervention - safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
- Ongoing Prevention and Awareness Campaigns - programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.
- Primary Prevention – programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.
- Risk Reduction - Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Annually, incoming students are required to attend a program during orientation weekend. The program includes a keynote speaker that discusses sexual assault, sexual misconduct, consent requirements, the impact of drug and alcohol on consent, bystander intervention, etc. Along with the speakers, the students are introduced to staff from King’s College Counseling Center and community agencies Victim’s Resource Center, Liquor Control Enforcement, and other participants. The program works in conjunction with topics that are discussed in CORE 090: First Year Experience (FYE), a one credit course that all freshmen take. Also, the program bridges into a required part of CORE 090 where all incoming students

take complete computer modules that includes sections on drugs and alcohol and a dedicated section on sexual misconduct. Other ongoing programming offerings are presented to the campus-wide community on a regular and consistent basis. Programming is typically organized and coordinated by Student Affairs or by other pertinent on campus departments.

Sexual misconduct educational programming may address matters such as: a definition of what constitutes sexual misconduct, the causes of sexual misconduct, myths involved with sexual misconduct, the relationship between sexual misconduct and alcohol use, what to do if you are assaulted, the nature of a rape examination, an explanation of the College sexual misconduct policy, how to file charges within the College, its conduct system, and/or with the local police department, men's issues and sexual assault, what to do if someone is intrusively making advances towards you or stalking you, and campus community resources to assist both the survivor and the accused.

## **XXIX. Training**

The Title IX Coordinators, investigators, hearing officers, and appeal officers will receive appropriate training on the requirements of the law and Department of Education guidelines. Key staff including new employees, Residence Life staff, Campus Safety and Security staff and those involved in the complaint and resolution process will receive annual training on sexual discrimination.

Residence Life Staff received the following trainings:

- Bystander Intervention Training, conducted by a member of the Residence Life Professional Staff.
- Sexual Misconduct/Child Abuse Training, conducted by the Associate Vice President for Student Affairs and Dean of Students.
- A member of the educational staff at the Victim's Resource Center spoke to the staff about sexual assault, and working with students who are victims.

Employee Training

- Campus SaVE Act training provided via computer by United Educators

## **XXX. RESOURCES**

- On-Campus Emergency: "0"
- Off-Campus Emergency: (Switchboard) 24-hours (570) 208-5900

### **Title IX Coordinators**

- For complaints against employees or non-students: Associate Vice President for Human Resources/Title IX- EEO Coordinator: Ms. Kristin Fino, Office: 181 North Franklin Street, telephone number: 570.208.5968, email address: kristinfino@kings.edu.
- For complaints against students: Title IX Coordinator: Associate Vice President for Student Affairs and Dean of Students: Mr. Robert McGonigle, Office: John Lane C.S.C. House, 166 North Franklin Street, telephone number: 570.208.5875, email address: rbmcgoni@kings.edu

### **Department of Education - Office of Civil Rights**

Information about Title IX requirements is available for the Department of Education, Office of Civil Rights at their website [www2.ed.gov/ocr](http://www2.ed.gov/ocr). The website has information on Title IX and how to file a complaint on-line. The regional office can be contacted at U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323. Telephone: 215.656.8541. Facsimile: 215.656.8605. Email: [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

### **Medical Treatment**

- Student Health Center, Andre Hall, Monday through Friday: 8:30 a.m. - 4:30 p.m. 570.208.5852
- Wilkes-Barre General Hospital Emergency Department: 24-hours 570.829.8111, 575 North River Street, Wilkes-Barre, PA 18764
- Geisinger Wyoming Valley: 24-hours 570.808.7300, 1000 East Mountain Blvd., Wilkes-Barre, PA 18711

### **Police and College Security**

- King's College Campus Safety and Security Department, Non-Emergency, Executive Director's Office: 570.208.8103 or 570.208.5900
- Wilkes-Barre Police, Phone 911, 15 North Washington Street, Wilkes-Barre, PA 18701
- District Attorney's Office 570.825.1674, Luzerne County Courthouse, N. River Street, Wilkes-Barre, PA 18711

### **Emotional Support**

- Counseling Center, telephone: 570.208.5873, Administration Building, Sixth Floor
- Residence Life Staff, telephone: 570.208.5856, Sheehy-Farmer Campus Center
- Campus Ministry, telephone: 570.208.5890, Chapel of Christ the King
- Victim's Resource Center: telephone: 570.823.0765, 71 North Franklin Street, Wilkes-Barre, PA 18701

- 24 Hour Victims Hotline: telephone: 800.206.9050
- Domestic Violence Center, telephone: 570.829.1341, 13 East South Street, Wilkes-Barre, PA 18701  
Domestic Violence Center Hotline 800.424.5600
- Victim Witness Assistant, telephone: telephone: 570.208.5900, x5294, Sheehy-Farmer Campus Center, Residence Life Suite
- National Center for Victims of Crime: [www.victimsofcrime.org](http://www.victimsofcrime.org)
- Stalking Resource Center, telephone: 202.467.8700 <http://www.victimsofcrime.org/our-programs/stalking-resource-center>

### **Student Affairs Office**

- Associate Vice President for Student Affairs and Dean of Students/Title IX Coordinator/Administrative Hearing Officer, telephone: 570.208.5875

### **SMOKING/ TOBACCO POLICY**

King's College is fully committed to maintaining a work environment that supports health and wellness. Consequently, the college has a policy on smoking and the use of tobacco. Smoking is defined as the burning of a cigarette, cigar, pipe, e-cigarette, vape, juul or other smoking material. The use of tobacco may be defined as a smokeless product consumed by placing a portion of the tobacco between the cheek and gum or upper lip teeth and chewing.

Under the College's policy, a person should not ordinarily be exposed to the harmful effects of passive smoking, except by personal choice. Smoking/tobacco use is prohibited in all College buildings, within 20 feet of entrances to College buildings, in the immediate vicinity of windows and air intakes, and in all College-owned or- leased vehicles. Smoking/tobacco use is also prohibited on Lane's Lane, from North Main Street at Esseff Hall to Holy Cross Hall, to include the Lane's Lane entrances to the Campus Center as well as the Lane's Lane entrance to the Library. Smoking/tobacco use is also prohibited in the area in and around Regina Court and the lower level between the Campus Center and the Library. Smoking/tobacco use is prohibited at the rear entrance of O'Hara Hall and all along the front of O'Hara Hall to Leo's on Mane. Additionally, smoking is prohibited inside and around (within 20 feet) the Learning Center's playground area.

Tobacco use of all kinds (e.g., cigarettes, cigars, pipes, chew, snuff, sniff, etc.) is prohibited in all College facilities including academic, non-academic, athletic and student housing including residence halls and all College-operated apartments. This includes properties owned, leased, or otherwise operated by the College.

Smoking/tobacco use is permitted outside of College buildings beyond the 20-foot entrance perimeter. However, it is expected that those who choose to smoke beyond the perimeter will respect others by doing so in appropriate general areas of campus. Receptacles will be placed in outdoor areas on campus where smoking/tobacco use might occur. To maintain the beauty of campus grounds, smokers should use the available receptacles and never use the sidewalks or lawns as substitutes. The moving of cigarette receptacles is strictly prohibited. Periodic reviews will be conducted to ensure that passive smoke does not become problematic in any outdoor area.

Enforcement is the shared responsibility of the entire College community. All requests to comply with this policy should be courteous and respectful, as it befits a community of friends, teachers, students, and coworkers. While members of the community are expected to police themselves, violations should be reported to Human Resources or the Director of Residence Life, who have a special responsibility to see that these rules are enforced. Failure to comply with this policy may result in disciplinary action.

King's College seeks to promote the health and wellness of all its students, employees, and campus visitors. Information on smoking/tobacco use cessation is available through the Human Resources Department and the Student Health Center.

### **Athletics Facilities**

Tobacco use of all kinds is prohibited at any College athletic or physical recreation facility including, but not limited to, the Scandlon Center, Recreation Center, Revolution Ice Center, tennis courts, Robert L. Betzler Athletic Complex and any other facilities owned, leased or rent by the College for intercollegiate athletics.

### **SOCIAL MEDIA POLICY**

#### **Overview**

The rapid growth of social media technologies combined with their ease of use and pervasiveness make them attractive channels of communication. However, these tools also hold the possibility of a host of unintended consequences. To help you identify and avoid potential issues, we have compiled these guidelines. They are examples of best practices from various institutions and are intended to help you understand, from a wide range of perspectives, the implications of participating in social media.

## **Things to Consider When Beginning to Use Social Media**

Applications that allow you to interact with others online (e.g., Facebook, LinkedIn, Twitter) require you to carefully consider the implications of friending, linking, following, or accepting such a request from another person. For example, there is the potential for misinterpretation of the relationship or the potential of sharing protected information. Relationships such as faculty-student, supervisor-subordinate, and staff-student merit close consideration of the implications and the nature of the social interaction. The following are some guidelines to follow in these cases.

## **Social Media Guidelines When Posting as an Individual**

King's College uses social media to supplement traditional press and marketing efforts. Employees are encouraged to share College news and events that are a matter of public record with their family and friends. Linking straight to the information source is an effective way to help promote the mission of the College and build community.

When you are using social media for personal purposes and might be perceived as an agent/expert of the College, you need to make sure it is clear to the audience that you are not representing the position of the College or King's College policy. While the guidelines below apply to those instances when there is the potential for confusion about your role at King's College versus personal opinion, they are good to keep in mind for all social media interactions.

When posting to a social media site, you should:

### **Do No Harm**

Let your Internet social networking do no harm to the College, to others or to yourself, whether you're navigating those networks on the job or off.

### **Does It Pass the Publicity Test?**

If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it will not be acceptable for a social networking site. Ask yourself, would I want to see this published in the newspaper or posted on a billboard tomorrow or 10 years from now?

### **Rumors and Gossip**

Do not post rumors or gossip that is intended to hurt or harm another individual. Do not harass another person or publicize another person's private, personal or confidential information.

### **Be Aware of Liability**

You are personally responsible for the content you publish on blogs, wikis, or any other form of user-generated content. Individual bloggers have been held liable for commentary deemed to be copyright infringement, defamatory, proprietary, libelous, or obscene (as defined by the courts). Increasingly, employers are conducting web searches on job candidates before extending offers. Be mindful that what you publish will be public for a long time—be sure that what you post today will not come back to haunt you.

### **Maintain Transparency**

The line between professional and personal business is sometimes blurred: Be thoughtful about your posting's content and potential audiences. Be honest about your identity. In personal posts, you may identify yourself as a King's College faculty or staff member. However, please be clear that you are sharing your views as an individual, not as a representative of King's College. If you identify yourself as a member of the King's College community, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.

### **Be a Valued Member**

If you join a social network, make sure you are contributing valuable insights. Do not hijack the discussion and redirect by posting self/organizational promoting information. Self-promoting behavior is viewed negatively and can lead to you being banned from websites or groups.

### **Think Before You Post**

There is no such thing as a "private" social media site. Search engines can turn up posts and pictures years after the publication date. Comments can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Only post pictures that you would be comfortable sharing with the general public (current and future peers, employers, etc.).

### **Take the High Ground**

If you identify your affiliation with King's in your comments, readers may associate you with the College, even with the disclaimer that your views are your own. Remember that you are most likely to build a high quality following if you discuss ideas and situations civilly. Do not pick fights online.

### **Be Consistent with the College Mission and Values**

As a member of the King's College community especially, if you represent yourself as a member of the College community or use the College provided internet system, email or computer programs, you need to make sure your behavior is consistent with the College mission and its Catholic identity.

### **Respect Your Audience**

Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the King's community. You should also show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion. You are more likely to achieve your goals if you are constructive and respectful while discussing a bad experience or disagreeing with a concept or person.

### **Correct Mistakes**

If you make a mistake, admit it. Be up-front and be quick with your correction. If you are posting to a blog, you may choose to modify an earlier post—just make it clear that you have done so.

### **Monitor Comments**

Most people who maintain social media sites welcome comments—it builds credibility and community. However, you may be able to set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

### **Protect Your Identity**

While you should be honest about yourself, do not provide personal information that scam artists or identity thieves could use. Do not list your home address or telephone number. It is a good idea to create a separate email address that is used only with social media sites.

### **Don't Use Pseudonyms**

Never pretend to be someone else. Tracking tools enable supposedly anonymous posts to be traced back to their authors.

### **Use a Disclaimer**

If you publish content to any website outside of King's College and it has something to do with the work you do or subjects associated with King's, use a disclaimer such as this: "The postings on this site are my own and do not represent King's positions, strategies, or opinions."

A common practice among individuals who write about the industry in which they work is to include a disclaimer on their site, usually on their "About Me" page. If you discuss higher education on your own social media site, we suggest you include a sentence similar to this: "The views expressed on this [blog, website] are mine alone and do not necessarily reflect the views of King's College." This is particularly important if you could be perceived to be in a leadership role at King's College.

### **Do Not Use the King's College Logo or Make Endorsements**

Do not use the King's College shield, wordmark, or any other King's marks or images on your personal online sites. Do not use King's name to promote or endorse any product, cause, or political party or candidate. King's College logo and trademark guidelines can be found at the Marketing Department, 6th floor of the Administration Building and on the College web site.

### **Follow College Policy**

Many College policies apply to the use of the internet. Make sure you are following College policy especially those relating to harassment, Title IX, FEPPRA and employee policies.

The social media guidelines were originally developed by the University of Michigan and have been edited and revised by Emerson College.

## **King's College Social Media Policy**

Social media is a growing part of communications at King's College. Members of the King's Community use social media to build online awareness of the College's events, activities, and accomplishments. These platforms are used to build a sense of community among and communicate with King's key audiences – from prospective students and parents to alumni and benefactors.

Academic departments and student clubs are encouraged to create and maintain an online presence using social networking websites. King's College is active on Facebook, Twitter, YouTube, Pinterest, Flickr, and LinkedIn. For an updated record of all King's social media websites, click "Connect With Us"

King's College social media policies provide individuals and organizations, including but not limited to academic departments, administrative offices, and student clubs and organizations, with information about rules, laws and guidelines for the use of social media platforms.

Adherence to these policies is intended to avoid copyright claims and other liabilities that might arise from the posting of inappropriate or unauthorized content, including pictures and video in which a third party claims a copyright or other intellectual property right.

Do not post any information on social media platforms that may be considered contrary to King's mission as a Catholic College, in the Holy Cross tradition. Remember, our mission is to provide students with a broad-based liberal arts education that offers students intellectual, moral, and spiritual preparation that enables them to lead meaningful and satisfying lives.

Harassment, intimidation or threats to individuals or groups through any electronic means including but not limited to social media, email or other means.

### **I. Things to Consider When Beginning to Use Social Media**

If you decide to create a social media website for your academic program, student club or other college-related purpose, you are responsible to adhere to college graphic standards and maintain an active account. Inactive or "dead pages" negatively reflect the College's online presence.

#### **A. General Guidelines**

Faculty, staff and students are encouraged to share news, events or promote work through social media tools and engage in conversations with the community you build. Social media is an excellent, low-cost way to share information that is available to the public. The best way to do it is to link to the original source.

When sharing information that is not a matter of public record, please follow the below guidelines. Failure to do so could risk future participation representing King's College using social media sites.

#### **B. Maintain Confidentiality**

Do not post confidential or proprietary information about King's College, its students, alumni, or your fellow employees. Use good ethical judgment and follow College policies and federal requirements, such as the Health Insurance Portability and Accountability Act, HIPAA, and the Family Educational Rights and Privacy Act, FERPA.

#### **C. Do No Harm**

Think, before posting. There is no such thing as a "private" social media site. Search engines can turn up posts and pictures years after publication. Do not post information that may harm the College, colleagues, or classmates. Avoid posting while feeling emotional about a subject – wait until you are calm and clear-headed.

Admit mistakes. Be upfront and be quick with your correction. If posting to a blog, modify earlier posts when necessary and clearly indicate the change.

Keep in mind that your parents, siblings, roommates, internship site supervisors and future employers will read your blog or social media posts, as well as prospective students, their parents, alumni, professors and college administrators.

#### **D. When You Engage**

Emerging platforms for online collaboration are offering new ways to engage with students, colleagues, and the world at large. While it is enticing to share personal opinions about controversial topics or news events, any conversations should be related to the work you are doing at King's, especially your area of expertise.

## **E. When You Post**

Remember, King's staff, faculty and students are personally responsible for the content published on blogs, wikis, or any other form of user-generated content. Individuals are subject to disciplinary measures stated in the College's Employee and Faculty handbooks and Student Conduct Code.

## **II. Guidelines when Posting on Behalf of King's College**

1) Assign an administrator who can regularly monitor postings and content. Limit postings to once or twice per week so as to not overload followers with information.

The College will enforce a "three-strike" policy in terms of social media maintenance. A social media website will receive one-strike for every week without a post. After three strikes, the College will no longer promote your page on the "Connect With Us" social media hub and will take action to have your page removed from social media platforms. Providing fresh content is essential to maintaining a social media website.

2) Provide unique, individual perspectives on what's going on at King's, whether it is a club, department or in your classroom. Please post meaningful and respectful comments on your expertise – in other words, no spam, self-promotion to personal accounts, or remarks that are off-topic or offensive.

3) Reply to comments in a timely manner, when a response is appropriate. When disagreeing with others' opinions, keep it appropriate and polite.

4) Be transparent. Your honesty or dishonesty will be quickly noticed in the social media environment. If you are blogging about a position at King's, use your real name, state your position, and be clear about your role. Disclose any vested interest in points of discussion.

5) Posts should contain only factual information.

6) Be judicious. All statements must be true and not misleading and all claims must be substantiated and approved.

7) Please never comment on anything related to legal matters, litigation, or any parties that are in litigation without the appropriate approval.

8) Use a disclaimer for any non-King's College social media sites to which you may contribute.

Sample: "The postings on this site are my own and don't necessarily represent King's College's positions, strategies, mission, or opinions."

9) Follow the College's graphic standards. Use simple graphics that represent the College and respect brand, trademark, copyright, fair use, and confidentiality. Direct any questions about graphic standards to the Office of College Marketing and Advertising.

## **SOLICITATION, ADVERTISING, AND POSTING POLICY**

Solicitation is defined as the sale of any product or service, or the distribution of giveaway items that may include promotions for the sale of products or services.

### **Solicitation by student organizations, College offices or campus non-student organizations**

Kings College offices, non-student campus organizations, student organizations, or outside vendors acting on behalf of these organizations may solicit in College facilities, with the approval of the Vice President for Business Affairs.

Solicitation via College email, via U.S. mail, or through the campus mail system must be in accordance with approved College policies.

### **Solicitation by College-related groups or organizations**

College-related groups or organizations may solicit on campus with the approval of the Vice President for Business Affairs and in accordance with College policies if they fulfill the requirements or conditions that follow.

The company or organization must provide an ongoing direct service or benefit to the College and its students. For example, a financial institution that provides an on-campus automated teller machine, contracted employees benefits companies, (TIAA-CREF, Blue Cross of Northeastern Pennsylvania), the College Bookstore, or the College Dining Service.

### **Solicitation by outside businesses, groups, or individuals**

Outside businesses, groups or individuals may solicit in College facilities in accordance with approved College policies and they must be sponsored by a College registered club, organization, academic or administrative department. However, this must be discussed with the Vice President for Business Affairs regarding the appropriateness of the external solicitation request and fee.

- The outside group may not solicit College employees or students by having access to College email addresses or the email system either directly or through a second party. They may not be provided with mailing labels for solicitation via the U.S. Mail, nor have access to the campus mail system. The College will not place in student or employee mailboxes any promotions or solicitation information unless sent via paid U.S. mail addressed to an individual person or office.
- The College reserves the right to determine the date, place, time, and manner of the solicitation.
- Any solicitation that has not been approved in advance will be considered trespassing and the Office of Safety and Security will be notified promptly.

### **Credit Card Solicitation Policy**

King's College prohibits credit card solicitation in any form by financial institutions or other companies, groups or individuals seeking to distribute credit card applications on the College campus. Such prohibited means includes solicitation by posting on College bulletin boards, advertisement in College publications, or information processed through campus mailbox or email systems. Periodically, the College will provide the student body with educational information regarding the responsible use of credit cards. Appropriate means to communicate this information will include presentations in new student orientation or regular classroom activities, relevant literature placed in designated campus facilities, or special campus programming events scheduled on the College calendar. Violations of this policy will result in appropriate action taken by the College.

### **General rules for solicitation by all parties**

- Any unapproved flyers or posters on campus property will be removed. Approval of flyers and advertising must follow College policy.
- Labels for mailings by on-campus organizations may be obtained for students through the Registrar's Office; labels for employees may be obtained through the Human Resources Office. A fee may be charged for the generation of these labels and lists. Such lists and labels are not available to off-campus groups, organizations, or individuals.

Email solicitation by on-campus College personnel or student groups must follow the approval procedures set forth by the appropriate College policy.

Solicitation of any type in residential sections of College residence halls and apartments, or in administration or faculty offices for any reason is prohibited. Solicitation in residence halls and College apartment lobbies must be approved by the Director of Residence Life.

### **ADVERTISING AND POSTING**

The College makes available to student organizations, faculty, administration, individuals and non-College associated groups, locations to post materials on campus. The Advertising and Posting Policy permits advertising of events and services while allowing the College to maintain orderly posting areas.

The primary purpose of posting materials on campus is to provide information for students. Materials will not be posted or distributed if

- They advertise events or products that involve alcoholic beverages
- They are deemed offensive (i.e., racist, homophobic, intolerant of religious beliefs, sexist, promote or condone violence or in poor taste).

### **Approval**

All materials posted on campus must be approved. Generally, there are three sources for posted materials.

### **Administration or Faculty Notices**

Administration or Faculty notices may be posted on bulletin boards as long as the notice identifies the office that initiated the poster or sign.

### **Student Classes, Clubs, and Organizations**

Student classes, clubs, and organizations may only post materials that have been approved at the Campus Activities Office. The Campus Activities Office must stamp the signs for approval and indicate the day the sign will be removed.

## **Non-College Individuals and Groups**

Non-College individuals and groups are to bring signs or notices to the Public Relations Office for approval. Notices advertising off-campus housing is not permitted, but information may be placed in the off-campus housing binder in the Office of Residence Life.

## **Posting Methods**

Materials are not to be posted on painted surfaces, wallpaper, or other surfaces that may be damaged. When posting on glass windows, only scotch tape may be used. The Director of Facilities and Procurement must approve the hanging of banners. Posting materials on glass doors or areas adjoining glass doors is prohibited. Any materials posted in these areas will be removed.

## **College Post Office**

The College Post Office distributes notices to faculty, staff, and students. The guidelines below apply:

Faculty or Administrative notices being distributed to all faculty and administration or all full-time students may be given to the Post Office to be put in mailboxes without a name or box number. Notices to a segment of those populations (i.e., seniors only) must include name and box number.

Student clubs, classes, and organizations may distribute notices to their groups through the College Post Office. The notices must indicate name and box number.

General distribution of materials will be done when the College Post Office has personnel available. All materials with name and box number must be in box number order when given to the College Post Office.

## **TEXTBOOK BUYBACK**

Students are only to sell back books that they have purchased from the College Bookstore. Students who sell back a book that was stolen by them or another person will be in violation of College Policy (Regulation V). Students may not sell back books for other people. Students who sell back a stolen book to the bookstore or to another student will be placed on disciplinary probation for one year with notification to parents, will pay restitution, and will be fined a minimum of fifty dollars for a first offense.

To sell back a textbook to the College bookstore, students must show a valid College ID card with student ID number. Driver's licenses or temporary student College ID cards are not accepted.

## **VANS: USE OF COLLEGE VANS POLICY**

The use of the Student Affairs College van is limited to scholastic matters such as conferences, lectures, workshops, and events sponsored by College departments and organizations. The Student Affairs van must be reserved in advance with the Secretary to the Vice President for Student Affairs.

The College athletics vans and other vans leased or owned by the Student Affairs Division may be used by:

1. Clubs and organizations recognized directly by Student Government
2. Organizations directly approved by the Vice President for Student Affairs, Associate Vice President for Student Affairs and Dean of Students, or the Vice President for Academic Affairs.

All drivers of vans must be registered with and approved by the College's insurance carrier. Forms for this purpose are available in the Business Office and in the Office of the Vice President for Student Affairs. Drivers must be employees of the College; students are not permitted to be drivers. The driver is responsible for picking up and returning van keys. At no time is a student to be given van keys.

Any violation of this policy or the following policies may result in disciplinary action or forfeiture of the privilege to use the vans.

1. King's prohibits violation of procedural guidelines for use of the vans as published.
2. The College prohibits violation of the policies, rules, and regulations relating to student conduct as outlined in the Student Handbook.
3. King's prohibits violation of state motor vehicle codes or local rules or ordinances regulating the use of motor vehicles
4. There may be no more than ten passengers, including the driver, in any College van. •

Privileges for the use of vans as outlined herein may be modified or revoked by relevant administrative officials in matters pertaining to the safety and well-being of the parties involved.

Employee drivers of vans must sign a release of liability statement before using a College van. This policy is subject to the approval of the College's insurance carrier.

The primary use of College athletics vans is for the transportation of intercollegiate athletes to and from practice and game sites. The vans are under the supervision of the Director of Athletics who determines their use in connection with Athletics Affairs. Procedural guidelines for the use of the vans are available in the Office of the Director of Athletics.

## **VOLUNTARY OR INVOLUNTARY WITHDRAWAL FROM THE COLLEGE DUE TO DISRUPTIVE BEHAVIOR OR DIRECT THREAT**

The purpose of this policy is to establish procedures to address issues when a student's behavior is a direct threat to the campus or causes a significant disruption to the College community. The policy is based on observation of the student's conduct, actions, statements, and behavior. Psychological diagnosis, disability, stereotype, or prejudice will not be considered. The policy permits a student to voluntarily withdraw from the College and establishes a procedure for involuntary withdrawal from the College. Students can be readmitted to the College following a withdrawal once they demonstrate that they have taken appropriate steps to address the behavior and have provided the required documentation as determined by the College.

### **Definitions**

- *Direct threat* is present when a student is reasonably believed to pose a serious risk of substantial harm to self or others.
- *Serious risk* is one that is supported by facts and circumstances known at the time of assessment and not a slightly increased, speculative, or remote risk.
- *Disruptive behavior* is that which interferes with the general wellbeing of the community or individuals within the College community based on specific behaviors that could result in substantial harm.

### **Voluntary Withdrawal**

The student may choose to voluntarily withdraw from the College and may be readmitted once they demonstrate they have taken appropriate action to address the behavior and have provided the required documentation as determined by the College as outlined below.

### **Involuntary Withdrawal**

#### **Initiation of Review**

If a member of the College identifies a student who may be posing a direct threat or disruptive behavior to the College community, the information is to be provided to the Associate Vice President for Student Affairs and Dean of Students (AVPSA). The AVPSA or designee will review the information and determine if the behavior of the student warrants the immediate interim withdrawal from the College. If the decision is to issue an interim withdrawal from the College, the student will be notified in writing with specific reference identifying the threatening or disruptive behavior and the actions the student must take to be readmitted to the College along with information on the Review Panel process. The student may voluntarily withdraw from the College at that time or the involuntary withdrawal process will proceed. Within one business day of receiving notice of the decision by the AVPSA the Review Panel will meet and consider the interim withdrawal and may reverse, modify or uphold the interim action recommended by the AVPSA. The College may contact the parents or guardians of the student when considering an involuntary withdrawal from the College due to disruptive behavior.

#### **Review Panel**

A review panel consisting of the Associate Vice President for Student Affairs and Dean of Students or designee, the Associate Vice President for Enrollment and Academic Services or designee, the Director of the College Counseling Center or designee counselor and the Director of the Student Health Center (Review Panel) will meet and review information available to determine if a student's behavior has posed a direct threat or disruption to the College community. An evaluation by the on campus counseling, off campus psychological assessments, crisis worker, or medical personnel will be used in this determination. The student or professionals, at the request of the student, may provide information for the Review Panel to consider in its meeting.

If the Review Panel finds that a direct threat or significant disruptive behavior does exist, the student will be informed in writing including the conditions of the involuntary withdrawal from the College and actions required for readmission to the College. The decision of the Review Panel will be made within two business days of the Review Panel's meeting.

#### **Appeal**

The student, if they disagree, may appeal the Review Panel's decision to the Vice President for Student Affairs in writing within two business days of the student's receipt of the Review Panel's written decision. The written appeal must specify the reasons for disagreeing with the decision of the Review Panel and the student's suggestion for resolution. The decision from the Vice President for Student Affairs will be made within two business days from the Vice President for Student Affairs' receipt of a timely written appeal. The decision shall be in writing and is final.

#### **Return to the College**

The student must provide documentation to the AVPSA and Director of the Counseling Center of the actions they have taken to address the direct threat or disruptive behavior that resulted in the student's withdrawal. The documentation must

include: (a) an evaluation by a medical or psychological professional; (b) a support plan to maintain appropriate behavior; (c) a statement of suitability to perform academic studies and in the event the student resides on campus, a statement of suitability to live on campus without supervision; and, (d) a written statement from the student on how the student changed the student's behavior.

The information will be provided to the Review Panel who will determine if the student can return to the College or if the student must take additional actions prior to returning to the College.

### ***Length of Voluntary or Involuntary Withdrawal***

If the voluntary or involuntary withdrawal from the College due to direct threat or disruptive behavior is for a short period, defined as less than six class days, the student may be able to return to the college and complete their academic studies for the semester. The student should consider their prior academic performance, performance in currently enrolled classes and current ability to complete the academic requirements of the classes enrolled in light of the withdrawal. If the voluntary or involuntary withdrawal covered by this policy is late in the semester, defined as after the 12th week of the semester, a student may receive an incomplete for a class, if approved by the faculty member for each class, and complete the class within the time frame of the College's policy on incomplete grades.

If the involuntary withdrawal is for more than six class days, it is unlikely the student will be able to return to the College and resume their studies for the semester. In that case, the withdrawal should be for the remainder of the semester and the student, once the student demonstrates the student has changed the student's behavior, may then reapply to the College. The College's published refund policy will be applied in these cases based on the student's last day of class attendance.

### ***Student Code of Conduct***

If the student's behavior violates the Student Code of Conduct, Student Judicial Procedures will apply in addition to this policy.

### **WEAPONS/CONTRABAND STORAGE POLICY**

King's College does not provide storage of weapons for students or employees. If a weapon or other contraband is removed from a student, it will be stored in the Office of Campus Safety and Security and only released after certain conditions are met. The conditions are:

- (1) The Student Judicial Process must be completed
- (2) The student must provide proof of ownership
- (3) The weapon or contraband will only be released for the student to take to their home
- (4) The weapon must be picked up from the Executive Director of Campus Safety and Security or designee
- (5) The student must arrange to pick up the weapon or contraband at least forty-eight hours in advance in writing to the Executive Director.

Any illegal items will be turned over to the local police authority with a report how it was obtained by Security.

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